Agency Information Guide

Introduction

The [Government Information (Public Access) Act 2009](#) (GIPA Act) provides members of the public with a right of access to government information.

Under the GIPA Act, each NSW Government department and agency is required to publish an Agency Information Guide. This Agency Information Guide provides a general description of:

- our agency's functions and structure
- how our functions affect members of the public
- how members of the public can participate in the formulation of NSW Treasury policy and provide feedback
- the types of information we hold
- the types of information that we make available to the public, and how to access it
- the fees and charges that will need to be paid to access different types of information

About Treasury

Treasury Functions

A central agency with a wide responsibility for policy advice and direction, Treasury serves the Treasurer and the Government by providing economic and financial advice for the overall management of the state's finances. This includes expenditure, revenue, and risk management strategies.

Treasury prepares the Budget and the Consolidated Financial Statements for the state. We also issue directions on accounting and financial matters to public sector agencies through the Treasurer's Directions, Treasury Circulars, and Statements of Best Practice.

The Secretary of Treasury is the employer of the NSW Public Service for industrial purposes and is responsible for the central management of NSW public sector industrial relations functions. As a Principal Department in the NSW Public Sector, Treasury has administrative responsibility for the following entities:

- Crown Finance Entity
- State Rail Authority Residual Holding Corporation
- Liability Management Ministerial Corporation
- Electricity Assets Ministerial Holding Corporation
- Ports Assets Ministerial Holding Corporation
- Electricity Transmission Ministerial Holding Corporation
- Alpha Distribution Ministerial Holding Corporation
- Epsilon Distribution Ministerial Holding Corporation
- Ministerial Holding Corporation

The following entities fall within the Treasury cluster, but are not directly administered by Treasury:

- Treasury Corporation (TCorp)

- Insurance and Care NSW (icare)

- SAS Trustee Corporation

- Newcastle Port Corporation (Port Authority of New South Wales)

- Hunter Valley Training Company Pty Ltd

- Electricity Retained Interest Corporation – Ausgrid

- Electricity Retained Interest Corporation – Endeavour Energy

- Roads Retained Interests Pty Ltd – Sydney Motorway Corporation

For more information about what these organisations do, you can refer to their individual websites.

For more details on Treasury, its activities and its legislation, see Treasury's Annual Report.

Structure of Treasury

Treasury comprises five groups and the Office of the Secretary. The Productivity Commission also sits within Treasury.

- ➤ **Economic and Financial Management Group (EFM)** - provides advice on the NSW economic and fiscal outlook, including budget performance, revenue, tax and productivity measures, intergovernmental relations, competition policy and regulatory reform. EFM is responsible for the preparation of the State Budget, Half-Yearly Review and annual Total State Sector Accounts.

- ➤ **Policy & Budget Group (P&B)** - the primary agency relationship manager at Treasury. P&B partners with agencies and other non-government delivery partners to create a strong and sustainable NSW economy.

- ➤ **Commercial Group** - responsible for commercial policy development, infrastructure and structured finance. It manages the State's shareholding in its commercial businesses and the delivery of major asset transactions. Commercial Group also comprises the Data Analytics Centre (DAC) which works to build world-class capabilities in whole-of-government data analytics to improve health and well-being, safety, social, economic and environmental outcomes for the citizens of NSW.

- ➤ **Corporate Group** - provides a diverse range of business enabling services and critical support for Treasury. This is achieved through focusing on strengthening the monitoring and reporting of business performance, driving continuous improvement across the organisation, providing proactive advice on all aspects of the business to the Executive.

- ➤ **People and Strategy Group** – created in July 2018 to leverage from the collective and complementary skills and expertise of NSW Industrial Relations and Corporate Human Resources. Merging these functions supports the current Treasury focus on investing and building the capabilities of our people; implementing significant sector wide strategic reforms to ensure that the NSW public service is modern, agile and delivers best possible value and outcomes for the people of NSW; as well as developing private sector policy and

ensuring regulatory compliance with statutory obligations and conditions of employment obligations.

➢ **Office of the Secretary**- coordinates direct support services to the Secretary of Treasury and is the primary point of contact managing the flow of information to the Secretary.

➢ **Productivity Commissioner –** the purpose of the Commissioner for Productivity is to drive productivity improvements that will enhance the lives of al residents, business and communities in NSW.

For further information about the structure of Treasury please see: Our Treasury team

How Treasury engages with the public

The Economy

Most of Treasury's functions affect the public indirectly. Treasury's corporate vision sets us to work towards ongoing prosperity for the people of New South Wales. Our key commitment to the public is to provide advice to government designed to deliver such prosperity and to sustain it over time. By providing economic and financial advice for the overall management of the state's finances, Treasury influences:

- Business confidence

- Jobs growth and employment opportunities

- The range and standard of public services (including, for example, health, education, and transport services).

Infrastructure

Treasury partners with other NSW Government agencies and other non-government delivery partners to deliver infrastructure projects and create a strong and sustainable NSW economy.

Industrial Relations

Workplace advisors in Treasury's People and Strategy Group engage directly with employers, employees and vulnerable workers through a comprehensive education program which includes face-to-face workshops and online webinars for more information visit the website: www.industrialrelations.nsw.gov.au

3.4   Public participation

While Treasury's key customers are other NSW Government departments and agencies on behalf of the people of NSW, we are committed to working closely with stakeholders and the wider community to continually improve services and achieve better outcomes for NSW.

If you would like to make any suggestions or leave any feedback, please email contact@treasury.nsw.gov.au

Public consultation associated with major policy developments generally occurs through the host departments and authorities.

For projects and policy reforms being hosted by Treasury, dedicated lines of communication with the public and external stakeholders are established on a case by case basis.

Productivity Commission

The Productivity Commission has set up an online portal for citizens and businesses to identify regulatory problem areas and provide fresh ideas to ease the burden. It can be found at www.productivity.nsw.gov.au www.productivity.nsw.gov.au

Visualising the Budget

The Budget Data Visualisation tool is an interactive tool enabling you to drill down into the major expenses and revenues for each agency within Treasury's cluster, for each financial year. It makes it easy to see where funds are generated, as well as distributed and spent. For more information visit the website: www.budget.nsw.gov.au

Feedback

Treasury's website incorporates a feedback channel which enables you to provide any compliments about what Treasury did well, as well as any complaints and also allows you to make suggestions of how Treasury can improve. You have the option of submitting your feedback either through the Treasury website, via email or via phone on 02 9228 4567.

Information held by the Treasury

Treasury holds a wide variety of information in relation to its functions and operations. Presented below are the major categories of information and the various types of information within each category.

Major Categories	Various Types of Information
State Finance and Budget Reports	State budget papers and reviews State financial reports General government financial statements Other financial reports Visit www.budget.nsw.gov.au and find further information on Treasury's budget page.
Government businesses	Business plans Quarterly and/or half yearly reports Financial forecasting Other continuous disclosures
Governance	Corporate plan Annual reports Treasury circulars Treasury policies and guidelines Research and information papers See Treasury's Documents Library

Policy Operations	Ministerial briefing papers
	Internal working papers
	Correspondence with ministers and other members of parliament
	Correspondence with other government agencies and the business community
Commercial Transactions	Project papers on major government asset transactions
Internal Operations	Personnel files
	Workers compensation files
Treasurer's Office	Media Releases
	Treasurer's Directions and Circulars
Industrial relations	Research and reports
	Policy papers
	Correspondence with NSW Government agencies and industry bodies
	Publications on employee and employer rights
	See industrialrelations.nsw.gov.au

How to access information held by Treasury

Publicly available information

A large range of information is available free of charge on Treasury's websites:

www.treasury.nsw.gov.au

www.budget.nsw.gov.au

www.industrialrelations.nsw.gov.au

www.productivity.nsw.gov.au

Mandatory open access Information

Mandatory open access information is information Treasury must make publicly available unless, it is not in the public interest to do so.

On this Treasury website, we make the following mandatory open access information available free of charge:

- Agency Information Guide

- Policy Documents

- Disclosure Log

- Register of Government Contracts

- Documents Tabled in Parliament

- [Record of Open Access Information Not Publicly Available](#)

- [Major Assets List](#)

- [Property Disposal List](#)

- [Guarantee of Service](#)

- [Code of Conduct](#)

For further information, visit the [open access information page.](#)

Proactive release

Treasury is required to have a program for the proactive release of government information. Proactive disclosure is the manner in which Treasury considers making information publicly available unless it is against the public interest. Treasury's Proactive Release Policy is available [here.](#)

Information proactively disclosed by Treasury is made available on one of Treasury's websites, on [www.opengov.nsw.gov.au](#) or other appropriate outlets.

Our Open Government Committee (OGComm)– with membership across the agency – meets periodically and reviews Treasury's proactive release activities. OGComm promotes principles of transparency, accountability, collaboration and innovation within Treasury. OGComm advises Treasury on compliance with open government instruments and recommends approaches for implementation.

If information sought is not available on Treasury's websites, members of the public can suggest that information be proactively disclosed (if held by Treasury). Please forward any suggestions to the Information Access and Governance Unit at [iag@treasury.nsw.gov.au](#).

Open Data

Treasury is committed to improving transparency, participation, collaboration and innovation by increasing access to government information.

Treasury is committed to the [NSW Government Open Data Policy](#) and seeks to make appropriate government data available to the public.

Some datasets, including those containing private and commercially sensitive information, must be protected appropriately. It may be necessary to remove personal or identifying information from datasets, in line with the [Privacy and Personal Information Protection Act 1998](#) and other applicable legislation.

Datasets that are subject to release will be published on one of Treasury's websites or at [www.data.nsw.gov.au](#).

Informal request

Members of the public can request information from Treasury on any topic of interest. If the information is clearly in the public interest to disclose, it will be supplied free of charge.

Treasury may attach conditions on the disclosure of information that is sensitive or confidential but relevant to the person making the request. Under the GIPA Act, there is no right of review for informal applications.

If you would like to make an informal request for information, please contact the Information Access and Governance Unit at gipa@treasury.nsw.gov.au.

For more information about making an informal request, please go to the Informal Request page.

Formal request (access application)

If the information you seek is not available on our website and we cannot provide it to you as an informal request for information, you may access the information by lodging a formal access application providing there is no overriding public interest against disclosure.

A formal access application for information should be a last-resort option for accessing government information.

We will respond to your formal access application within 20 working days (subject to any extension allowed for under the Act). If an extension of time is required to deal with your application, we will let you know in writing.

For more information about lodging a formal access application (including fees, charges, review rights and how to submit a valid application, please go to the Formal Request page.

You should forward your formal request for information to:

Information Access and Governance Unit

Treasury

GPO Box 5469

Sydney NSW 2001

Fees and Charges

A $30 application fee applies to Formal Requests under the GIPA Act. Treasury has the discretion to waive or reduce the application fee.

Treasury may also charge $30 per hour after the first hour for its time in processing an application. The application fee counts towards the first hour of processing application. A 50 per cent reduction in processing fees may apply if you can provide evidence that:

- you would suffer financial hardship, OR
- the information is of special benefit to the public generally

If applying for your own personal information, Treasury cannot charge for the first 20 hours of processing.

For more information on these fees and charges, go to the Formal Request page

For more information

Information Access and Governance Unit

If you have any questions or need advice about accessing the information held by the Treasury, please contact the Information Access and Governance officer by:

Calling: (02) 9228 5172

Emailing: gipa@treasury.nsw.gov.au

Writing to: Manager, Information Access and Governance Unit

Executive and Ministerial Services

NSW Treasury

GPO Box 5469

Sydney NSW 2001

NSW Information Commissioner

You can also get more details about your right to government information from the Office of the Information Commissioner by:

Calling: 1800 472 679

Emailing: ipcinfo@ipc.nsw.gov.au.

Writing to: NSW Information Commissioner

Level 17, 201 Elizabeth Street

Sydney NSW 2000

Website: www.ipc.nsw.gov.au