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NSW Police Force

Procedure for Corporate Policy Documents

Governance Command

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Summary

A corporate policy document may provide guidance, direction, and/or limit discretion in the interpretation of legislation, standards, and NSWPF role & functions. This procedure provides a systematic process for the development and management of corporate policy documents.

Important steps:

- Issue Identification – Consider why limitations, guidance, or directions are required
- Establish Document Responsibility – Identify the corporate owner and key stakeholders
- Define objectives – What will the corporate policy document do?
- Project Management – Prepare a plan for the document development
- Records Management – There must be a reliable history of the document development
- Research – NSWPF corporate policy documents must be evidence based
- Consultation – Build on the wealth of expert knowledge and experience
- Misconduct Prevention – Consider whether the corporate policy document requires oversight
- Mandatory Inclusions – Dependent on the type of corporate policy document
- Legal Considerations – Corporate policy documents will require OGC review
- Confirm objectives – Previous steps may indicate change is required
- Roles & Responsibilities – Confirm how the document impacts ranks and positions
- Prepare a Draft – may involve multiple versions before reaching a final draft
- Circulate the Document Draft – Assists document quality and change management
- Approval process – Submission and authorisation requirements
- Implementation & Communication – Includes document governance and publication
- Review & Evaluation – Consideration of currency, relevance, and effectiveness

Corporate policy documents must comply with legislation, government policy and standards, and the purpose of the NSW Police Force. Access the NSWPF Corporate Policy Documents – Policy Statement via the NSWPF Policies intranet page.

Document Control Sheet

Document Properties

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1	November 2023	Insp Ben Johnson & A/Insp Cren Alexander	This document replaces the 'Procedures for the Development & Management of Corporate Policy Statements, Procedures & Guidelines' (D/2011/11169). Major amendments to every section, new sections added, new name. Significant changes as requested by CET (D/2023/788992 relates). Document reviewed by OGC and the NSWPF Chief Auditor.

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Purpose

This procedure provides a systematic process for the development and management of corporate policy documents.

Scope

This procedure describes the requirements when developing NSWPF corporate policy documents. NSWPF corporate policy documents are created by NSWPF employees in the execution of official duties that meet one or more of the following criteria:

- Have been designed to provide guidance or direction in NSWPF operations, administration, management, and governance
- Relate to the NSWPF legislative obligations
- Relate to an endorsed NSWPF and/or NSW Government priority
- Have organisation wide and/or interagency significance
- Have major significance to the NSWPF including a substantial and/or direct effect on employees and/or members of the public

Roles & responsibilities as per this document

Commissioner's Executive Team	Document approval
Assistant Commissioner – Capability, Performance & Youth Command	Document Sponsor
Commander – Governance Command	Document Owner
Risk & Compliance Team – Governance Command	<ul style="list-style-type: none"> • Link associated approval and/or update RMS reference numbers to corporate policy documents, and • Update the NSWPF Intranet Policy and Procedures page with new or updated corporate policy documents (as supplied to Governance Command by Document Owners), and • Send new or updated corporate policy documents that are suitable for public disclosure to Public Affairs Branch for publication on the NSWPF Internet, and • Notify Public Affairs Branch if a corporate policy document is retired or becomes obsolete, and • In the second quarter of each calendar year (i.e., April to June) send reminders to corporate policy document owners where corporate policy documents they own will be due for review in the next financial year for business planning purposes, and • Notify corporate policy document owners when corporate policy documents are overdue for review, and

	<ul style="list-style-type: none">• Notify corporate policy document sponsors when corporate policy documents are more than 6 months overdue for review.• Review these procedures prior to the scheduled review date.
All Staff	<ul style="list-style-type: none">• Must comply with this document when developing and managing corporate policy documents.

Procedure

Types of corporate policy documents

NSW Police Force historically used a broad range of document names and types. All future and reviewed corporate policy documents must now be classed as one of the following types:

- Agreement – a binding arrangement between two or more parties
- Business rules - define the operation or administration of another corporate policy document
- Delegation - an instrument conferring a power or function from one position to another
- Direction – a document that defines or establishes an expectation or requirement
- Framework – a basic structure of systems, processes, and procedures that logically support a desirable outcome
- Guide - a document that includes directions, instructions and standards for themes or scenarios
- Memorandum of Understanding – a non-binding agreement between two or more parties noting each party’s requirements and responsibilities
- Plan - defines the future execution of actions over a defined term
- Policy statement - concise and clearly worded one page summary of the NSWPF position on an issue [Template Available]
- Procedure / Standard Operating Procedure (SOP) - defines the steps and processes to undertake a decision or function [Template Available]
- Strategy – details specific, measurable, achievable, realistic, and time bound actions intended to promote a long-term goal.

Note: A Form is not a corporate policy document, but development of a form to aid the function of a corporate policy document may be included in the corporate policy document development process.

Issue identification

Development or management of corporate policy documents may be necessary under the following circumstances:

- New or revised legislation, or
- New or revised Government policy, or
- New or revised role & function (corporate plan, strategies, etc.), or
- Corporate risk treatment (corporate policy document required or existing corporate policy document evaluated as ineffective in managing risk), and

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- If considering developing a new corporate policy document, you must confirm whether there is an existing corporate policy document already authorised or under development.

The creation of local or region-specific corporate policy documents may lead to conflicts with organisational corporate policy documents. Only consider using a local or region-specific corporate policy document if it is impossible to achieve suitable guidance or direction in an organisational wide corporate policy document. Assistant Commissioner or equivalent authority is required for the development of local corporate policy documents and these documents will generally be in the form of “Business Rules.”

Establish responsibility for a new corporate policy document

Document sponsor	<ul style="list-style-type: none">• Assistant Commissioner or above. Usually, a corporate sponsor or head of profession.• Has overall responsibility to assign or provide resources for the development, management, publication, and communication of corporate policy documents relevant to their portfolio.
Document owner	<ul style="list-style-type: none">• A command or business unit acting under authority of the document sponsor.• Responsible for developing, managing, publishing, and communicating the contents of corporate policy documents they own.• Monitors the effectiveness of the corporate policy document in achieving the stated purpose/objectives.
Document working group	<ul style="list-style-type: none">• A team assembled by the document owner to support the development and implementation of a new corporate policy document, or to conduct a major review of an existing corporate policy document.
All Staff	<ul style="list-style-type: none">• Must know and comply with all corporate policy documents that relate to their duties.

Define objectives

Link development or management objectives to the issue/s identified. Objectives should be Specific, Measurable, Achievable, Realistic, and Time-bound (S.M.A.R.T).

Project management

Development of new corporate policy documents should be governed by the principles of project management outlined at the ['NSW Police Force Handbook, Chapter P 'Project management'](#)

Research

NSWPF corporate policy documents must be evidence based. Effective research will:

- Gather information from all relevant sources (internal and external)
- Identify internal and external stakeholders for consultation

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- Prevent duplication of efforts by checking that the issue is not already being addressed by another NSWPF business unit.
- Identify risks to the development of the corporate policy document

Consultation

Corporate policy document owners and developers must ensure effective expert and stakeholder consultation. Effective consultation should:

- Gather relevant background and historical information from legitimate stakeholders, and
- Obtain expert advice (operational, legal, financial, etc.), and
- Assist in identifying any additional stakeholders, and
- Enhance the understanding of how the corporate policy document will impact on stakeholders, and
- Improve the likelihood that corporate policy document change management strategies will be successful.

Consultation may take various forms depending on the scope of the corporate policy document. Corporate policy document owners and developers must maintain accurate records of all consultations in accordance with the [NSWPF record management policies](#).

Misconduct prevention

Corporate policy documents that provide guidance or directions about misconduct prevention strategies must comply with the [Misconduct Prevention Planning Guidelines](#) and the [Ethics and Integrity Framework](#).

Mandatory inclusions

Document control sheet

- Corporate policy documents that are “Guides” or “Procedures” must contain a document control sheet per the document templates.
- Other corporate policy documents may use control sheets where appropriate (i.e., multi-page documents that will likely require frequent or regular revisions over the expected life of the document).
- The document control sheet must contain the RMS number of the corporate policy document.
- Policy statements do not require control sheets.

Document modification references

- Corporate policy documents must include document modification references whenever there is a *key operational change* to the document.
- The “modification history” in the Document Control Sheet (DCS) will reference the RMS number authorising the key operational change (except where the document has no DCS),
- In addition, a reference number must appear in the section where the change has occurred. This reference number will link to a footnote at the bottom of the page, or an endnote in the references section at the end of the document. This reference must also include the RMS

number of the document authorising the key operational change, and a succinct (maximum three lines) summary of the reason for the change.

Key operational change

A **key operational change** is any change that:

- arises from a recommendation of a court, commission of inquiry, oversight body, or a direction from the Commissioner's Executive Team (CET), and/or
- a material change to relevant law which influences the document or a section of the document, and/or
- requires [CET endorsement](#) due to the organisational impact of the change.

Legal considerations

Engage in early consultation with the Office of General Counsel (**OGC**) when developing or reviewing corporate policy documents with complex legal considerations. This includes, but is not limited to the following categories:

- Police powers
- Interpretation of legislation and law
- Subject matter in the scope of [OGC's practice groups](#)
- Matters that give rise to a legal or reputational risk to the NSW Police Force or NSW Government
- [Key operational change](#)

Confirm objectives

Following the identification of issues, research and consultation, document developers should confirm that their predefined objectives are still appropriate. Seek endorsement of the objectives from the [document sponsor](#) before commencing the corporate policy document draft.

Roles and responsibilities

It is critical that employees understand how corporate policy documents impact on their organisational responsibilities. If a corporate policy document directs that an action or function is required, it must also clearly identify the command, rank, or position responsible to complete that action or function. A Roles and Responsibilities summary page may be included near the front of 'Procedure' and 'Guide' corporate policy documents.

Examples of assigning responsibility are:

- Governance command will ... (this means the commander of Governance command is responsible to ensure the action occurs)
- Duty Officers must ... (rank and role dependent)
- Supervisors should ... (role dependent)
- Sergeants will ... (rank dependent)
- All sworn officers must ... (employee type dependent)
- All employees should ... (all employees, sworn and unsworn)

Draft

Corporate policy document developers and reviewers should prepare a draft using the appropriate template whenever possible. The document must be marked as a draft until the document sponsor approves it. First versions of corporate policy documents will be labelled V0.1 - Draft, V0.2 - Draft, V0.3 - Draft, ... until the draft is approved. The first approved version will be given the label: V1.0.

Corporate policy documents must comply with the NSW Police Force [Document Standards](#) and the Procedure for Corporate Policy Documents (this document).

The draft must be referred to the Office of General Counsel for legal review prior to submitting for Corporate Sponsor approval. Considerations identified in any legal review may necessitate further consultation and/or revision of the draft. Significant revision may warrant resubmission for further legal consideration.

The draft must also be referred to the Governance Command via #policehandbook for review of compliance with this document. Failure to complete this step may result in the corporate policy document being resubmitted for compliance updates and unnecessary delays in the final approval process.

Circulate

Following receipt and adoption of any legal comments, the document developers should circulate the draft to key stakeholders for final comment.

Records management

Corporate policy document owners will comply with requirements under the [State Records Act 1998](#) by doing the following:

- Provide the current version of any corporate policy document under your control to Governance Command (email #policehandbook), and
- Create an RMS folder and upload to that folder all records created to support the development and management of the corporate policy document, and
- Provide the RMS folder number to Governance Command.

Governance Command will:

- Record and maintain corporate records in the NSWPF Records Management System (RMS) folder F/2023/54392, and
- Link associated approval and/or update RMS reference numbers to corporate policy documents, and
- Update the NSWPF Intranet Policy and Procedures page with new or updated corporate policy documents (as supplied to Governance Command by Document Owners), and
- Send new or updated corporate policy documents that are suitable for public disclosure to Public Affairs Branch for publication on the NSWPF Internet, and
- Notify Public Affairs Branch if a corporate policy document is retired or becomes obsolete, and
- In the second quarter of each calendar year (i.e., April to June) send reminders to corporate policy document owners where corporate policy documents they own will be due for review in the next financial year for business planning purposes, and

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- Notify corporate policy document owners when corporate policy documents are overdue for review, and
- Notify corporate policy document sponsors when corporate policy documents are more than 6 months overdue for review.

Note: Corporate policy document owners maintain responsibility for the currency of their corporate policy documents regardless of whether they do or do not receive reminders from Governance Command.

Approval process

Corporate policy documents must be approved by a suitable authority to give legitimacy to the document.

Submission requirements

Document developers and reviewers must generate a standard report to the document sponsor. The report must include the following:

- Statement of the issue
- Background to the issue
- Comment on how the proposed corporate policy document will address the issue.
- Any significant financial, resource, or operational implications the proposed document will have on the NSW Police Force and other stakeholders
- Summary of consultations undertaken, and key advice obtained
- Any contentious issues or risks.
- Recommendation for approval of the corporate policy document by the appropriate authority.

The report recipients must be in the following order:

1. Manager
2. Commander (Document Owner)
3. Governance Command (For comment on adherence with these procedures)
4. Office of General Counsel (For legal review)
5. Document Sponsor

The document sponsor will direct the matter via the relevant deputy commissioner to CET for authorisation if required. There are specific format requirements for submissions for Commissioner's Executive Team approval.

The following documents are to be attached to the submission:

- the proposed corporate policy document
- the project plan including the proposed implementation plan

Authorisation

New or amended corporate policy documents which require changes to a legislative instrument or are politically sensitive may require ministerial or cabinet approval. Ensure notifications are made to the Office of the Commissioner via the chain of command.

Implementation and communication

Communicating change

Document owners should use communication methods appropriate to the significance of the new or changed document. Accepted methods of change communication include:

- Commissioners training directives, employee acknowledgement, or other [PETE](#) learning
- [Police instructions](#) or [police gazette](#)
- [Police Monthly](#) article or [podcast](#)
- [Nemesis message](#), desktop, or [screensaver messaging](#)
- [Microlearning](#), including SMIT

Adoption, compliance, and feedback

The use of tasks and assessment within the [Command Management Framework](#) (CMF) should be considered to ensure compliance with a new or changed corporate document.

To assess adoption and seek feedback, document owners can access [corporately endorsed survey tools](#) including people pulse and select survey.

Governance Command and policy owner responsibilities

Governance Command will coordinate the management of corporate policy documents as per the chapter on Records Management [LINK].

The document owner must ensure:

- **only the current version of any corporate policy document is accessible on the NSWPF Intranet. 'Intranet Content Policy'**, and
- [key operational changes](#) are correctly authorised and referenced in any reviews or updates to corporate policy documents, and
- Governance Command are notified and provided with the current version of any corporate policy document (email #policehandbook), along with copies of authorisations for significant or key operational changes, and
- Governance Command are notified if a corporate policy document is retired or becomes obsolete, and
- obsolete corporate policy documents are removed from the intranet, and
- if there is a need to reference any corporate policy statement and/or procedure in any documents on the NSW Police Force Intranet, a hyperlink is created from the document to the relevant policy/procedure/etc on the intranet.

Corporate policy documents available to the public

The *Government Information (Public Access) Act 2019* (GIPAA) requires the NSWPF to make 'open access information' publicly available on the NSWPF website unless there is an overriding public interest against disclosure of the information (ss. 6(1) and 5).

Open access information is defined in s. 18(c) of GIPAA to include an agency's "policy documents".

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Section 23 of GIPAA defines “policy documents” as:

“An agency’s **policy documents** are such of the following documents as are used by the agency in connection with the exercise of those functions of the agency that affect or are likely to affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are or may become entitled, eligible, liable or subject (but does not include a legislative instrument)—

- (a) a document containing interpretations, rules, guidelines, statements of policy, practices or precedents,
- (b) a document containing particulars of any administrative scheme,
- (c) a document containing a statement of the manner, or intended manner, of administration of any legislative instrument or administrative scheme,
- (d) a document describing the procedures to be followed in investigating any contravention or possible contravention of any legislative instrument or administrative scheme,
- (e) any other document of a similar kind.”

The definition of “policy document” has three elements:

1. must be of a type that falls within paragraphs (a)-(e) of the definition, excluding a legislative instrument;
2. Must be used in connection with the NSWPF’s functions; and
3. Must be used “in connection” with the exercise of functions that “affect rights, privileges or other benefits, or obligations, penalties or other detriments, to which members of the public are of may become entitled, eligible, liable or subject”.

In determining whether a document would need to be made publicly available, the NSWPF would need to consider the following:

- a) Whether the document is a “policy document” within the definition of GIPAA. In each instance, it is necessary to determine which functions of the NSWPF are connected to the relevant document and whether the functions directly affect the rights, privileges or other benefits, or obligations, penalties, to which members of the public are or may be subject or entitled. For example, internally focussed documents such as guidelines and procedures that only indirectly supply the delivery of services to members of the public do not constitute “policy documents” within the meaning of s. 23.
- b) If the document is a policy document, the NSWPF need to consider whether the document (or parts thereof) would be subject to an overriding public interest against disclosure of the information.

Corporate policy document owners should use the Public Interest Consideration Checklist at Appendix A of this document to assist in assessing whether their corporate policy document should be made ‘open access information’.

Review and evaluation

All corporate policy documents can and should be updated whenever information is received that indicates an update is required. The currency of all corporate policy documents must be maintained by document owners. This may include either formal review undertaken in line with the specified review date, or amendments to reflect updated legislation, technology, organisational structure, corporate priorities, etc.

Scheduled review

Every corporate policy document must specify a date by which it will be formally reviewed. The review date should be appropriate to the nature of the document up to a maximum of five years after commencement or the last review date.

The document owner is responsible for initiating and undertaking the review before the review date on the document. A full review should follow a process that is similar to document development as detailed in these procedures.

Archiving

The document owner must notify Governance Command (email [#policehandbook](#)) if a corporate policy document they own becomes obsolete. Governance Command will manage the archiving of the document in RMS, remove the document from the intranet "Policy & Procedures" page, and notify Public Affairs Branch to have the document removed from the NSWPF Internet.

More information

Contact Governance Command via [#policehandbook](#), for more information about these procedures.

ANNEXURE A – Public Interest Consideration Checklist

IMPORTANT

There is an overriding public interest against disclosure only when, having considered the reasons in favour of disclosure and those reasons against disclosure of government information, on balance those reasons against disclosure outweigh those in favour of disclosure.

While the Government Information Public Access Act (GIPAA) allows for unlimited factors in favour of disclosure to be considered, it only allows certain factors against disclosure to be considered.

Those factors are specified in a table within section 14 of the GIPAA. There are also some limited circumstances in which information simply cannot be released under the GIPAA. The GIPAA has identified particular classes of information for which there is a conclusive presumption against disclosure. Schedule 1 of the GIPAA lists the information for which the conclusive presumption applies. Where information falls within a class of information to which the schedule applies, it cannot be released.

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GIPAA Schedule 1

IMPORTANT

Schedule 1 of the Government Information (Public Access) Act 2009 lists certain matters for which there is a conclusive presumption of overriding public interest **AGAINST** disclosure. Please check the link to confirm if your policy relates to any of the following:

Does your corporate policy document (or any part thereof) relate to any of the following:

GIPAA Reference	Area	Does your policy relate? Y/N
1	Overriding secrecy laws	Select
2	Cabinet information	Select
3	Executive Council information	Select
4	Contempt	Select
5	Legal professional privilege	Select
5A	Privilege generally	Select
6	Excluded information	Select
7	Documents affecting law enforcement and public safety	Select
8	Transport safety	Select
9	Adoption	Select
10	Care and protection of children	Select
11	Ministerial Code of Conduct	Select
12	Aboriginal and environmental heritage	Select
13	Information about complaints to Judicial Commission	Select
14	Information about authorised transactions under Electricity Network Assets (Authorised Transactions) Act 2015	Select
15	Information about authorised transaction under Land and Property Information NSW (Authorised Transaction) Act 2016	Select
16	Information provided to High Risk Offenders Assessment Committee	Select
Is the corporate policy document (or part thereof) covered under schedule 1 of the GIPAA?		Select

GIPAA – Table 1 in Section 14

[Section 14 of the GIPAA](#) outlines public interest considerations against disclosure. Does your corporate policy document relate any of the following:

Clause	Sub-Section	Does your policy relate? Y/N
<p>Responsible and Effective Government</p> <p><i>There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to</i></p>	prejudice collective Ministerial responsibility,	Select
	prejudice Ministerial responsibility to Parliament,	Select
	prejudice relations with, or the obtaining of confidential information from, another government,	Select
	prejudice the supply to an agency of confidential information that facilitates the effective exercise of that agency's functions,	Select
	reveal a deliberation or consultation conducted, or an opinion, advice or recommendation given, in such a way as to prejudice a deliberative process of government or an agency,	Select
	prejudice the effective exercise by an agency of the agency's functions,	Select
	found an action against an agency for breach of confidence or otherwise result in the disclosure of information provided to an agency in confidence,	Select
	prejudice the conduct, effectiveness or integrity of any audit, test, investigation, or review conducted by or on behalf of an agency by revealing its purpose, conduct or results (whether or not commenced and whether or not completed).	Select
<p>Law Enforcement and Security</p> <p><i>There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to</i></p>	reveal or tend to reveal the identity of an informant or prejudice the future supply of information from an informant,	Select
	prejudice the prevention, detection or investigation of a contravention or possible contravention of the law or prejudice the enforcement of the law,	Select
	increase the likelihood of, or prejudice the prevention of, preparedness against, response to, or recovery from, a public emergency (including any natural disaster, major accident, civil disturbance, or act of terrorism),	Select
	endanger, or prejudice any system or procedure for protecting, the life, health, or safety of any person,	Select

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Clause	Sub-Section	Does your policy relate? Y/N
<p>Law Enforcement and Security</p> <p><i>There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to</i></p>	endanger the security of, or prejudice any system or procedure for protecting, any place, property, or vehicle,	Select
	facilitate the commission of a criminal act (including a terrorist act within the meaning of the <i>Terrorism (Police Powers) Act 2002</i>),	Select
	prejudice the supervision of, or facilitate the escape of, any person in lawful custody,	Select
	prejudice the security, discipline, or good order of any correctional facility.	Select
<p>Individual rights, judicial processes and natural justice</p> <p><i>There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to</i></p>	reveal an individual's personal information,	Select
	contravene an information protection principle under the <i>Privacy and Personal Information Protection Act 1998</i> or a Health Privacy Principle under the <i>Health Records and Information Privacy Act 2002</i> ,	Select
	prejudice any court proceedings by revealing matter prepared for the purposes of or in relation to current or future proceedings,	Select
	prejudice the fair trial of any person, the impartial adjudication of any case or a person's right to procedural fairness,	Select
	reveal false or unsubstantiated allegations about a person that are defamatory,	Select
	expose a person to a risk of harm or of serious harassment or serious intimidation,	Select
	in the case of the disclosure of personal information about a child—the disclosure of information that it would not be in the best interests of the child to have disclosed.	Select
<p>Business interests of agencies and other persons</p> <p><i>There is a public interest consideration against disclosure of information if disclosure of the</i></p>	undermine competitive neutrality in connection with any functions of an agency in respect of which it competes with any person or otherwise place an agency at a competitive advantage or disadvantage in any market,	Select
	reveal commercial-in-confidence provisions of a government contract,	Select
	diminish the competitive commercial value of any information to any person,	Select

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Clause	Sub-Section	Does your policy relate? Y/N
<i>information could reasonably be expected to—</i>	prejudice any person’s legitimate business, commercial, professional, or financial interests,	Select
	prejudice the conduct, effectiveness, or integrity of any research by revealing its purpose, conduct or results (whether or not commenced and whether or not completed).	Select
Environment, culture, economy, and general matters <i>There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to</i>	endanger, or prejudice any system or procedure for protecting, the environment,	Select
	prejudice the conservation of any place or object of natural, cultural or heritage value, or reveal any information relating to Aboriginal or Torres Strait Islander traditional knowledge,	Select
	endanger, or prejudice any system or procedure for protecting, the life, health or safety of any animal or other living thing, or threaten the existence of any species,	Select
	damage, or prejudice the ability of the Government or an agency to manage, the economy,	Select
	expose any person to an unfair advantage or disadvantage because of the premature disclosure of information concerning any proposed action or inaction of the Government or an agency.	Select
Secrecy provisions	There is a public interest consideration against disclosure of information if disclosure of the information by any person could (disregarding the operation of this Act) reasonably be expected to constitute a contravention of a provision of any other Act or statutory rule (of this or another State or of the Commonwealth) that prohibits the disclosure of information, whether the prohibition is subject to specified qualifications or exceptions.	Select
	The public interest consideration under this clause extends to consideration of the policy that underlies the prohibition against disclosure.	Select

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Clause	Sub-Section	Does your policy relate? Y/N
Exempt documents under interstate Freedom of Information legislation	There is a public interest consideration against disclosure of information communicated to the Government of New South Wales by the Government of the Commonwealth or of another State if notice has been received from that Government that the information is exempt matter within the meaning of a corresponding law of the Commonwealth or that other State.	Select
	The public interest consideration under this clause extends to consideration of the policy that underlies the exemption.	Select
	In this clause, a reference to a corresponding law is a reference to - (a) the <i>Freedom of Information Act 1982</i> of the Commonwealth, or (b) a law of any other State that is prescribed by the regulations as a corresponding law for the purposes of this clause.	Select

If your corporate policy document (or any part thereof) relates to any matters listed in Section 14 of the GIPAA, you must consider whether those considerations outweigh the public interest in allowing the community to have access to the information (see section 12 of the GIPAA). Please provide your decision and reasons below. Note: to the extent that only part of the document relates, please indicate which part:

[SEE FACT SHEET: WHAT IS THE PUBLIC INTEREST TEST?](#)

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Should the corporate policy document (or part thereof) be withheld based on there being an overriding public interest against disclosure?	Select
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Endnote References

ⁱ Key Operational Change references: In August 2023 the CET met and agreed that corporate policy documents must include Document Modification References whenever there is a *key operational change* to the document. D/2023/788992