



## GIPA ACT – OPEN ACCESS INFORMATION POLICY DOCUMENTS

### **Background**

Section 6(1) of the *Government Information (Public Access) Act 2009* (the GIPA Act) requires NSW Government agencies to make “Open Access Information” (OAI) publicly available, unless there is an overriding public interest against disclosure. Section 18(d) of the GIPA Act lists six types of OAI. Included in the list of OAI are an agency’s policy documents.

### **What Are Policy Documents?**

The GIPA Act describes “policy documents” as documents used by agencies to exercise functions that may affect the rights, privileges, benefits and so forth of members of the public. Among other documents, examples include:

- Interpretations, rules, guidelines, policy statements, practices or precedents
- Particulars of any administrative schemes
- Statements of the manner – or intended manner – to administer a legislative instrument or legislative regime
- Procedures to be followed in investigating any contravention – or possible contravention – of any legislative instrument or administrative scheme.

### **How To Access Our Policy Documents**

Transport for NSW has provided a list of its policy documents, below, and our agency will continue to add to that list over time. In many cases, the information will be available on our website – <http://www.transport.nsw.gov.au/>, along with further information. Links to webpages will be referenced, where applicable.

If a web link is not available, members of the public may make a request to obtain the policy document in question. Transport for NSW will email the policy document on request. Nominal fees may apply to requests for hard copy documents.

Requests should be made to the Principal Manager, Information at [gipa@transport.nsw.gov.au](mailto:gipa@transport.nsw.gov.au) or by telephone on (02) 8202 3768. You can also write to Transport for NSW c/- PO Box K659, HAYMARKET NSW 1240.



## GIPA ACT – OPEN ACCESS INFORMATION POLICY DOCUMENTS

### Description of Policy Document

- Approval & Certification of Claims (Invoices) for Payment
- Bus Operator Training Standards and Guidelines
- Conflicts of Interest Policy
- Fraud and Corruption Prevention Policy
- Guidelines for use of Taxi Security Cameras in NSW
- Guidelines for Managing School Student's Behaviour on Buses (Code of Conduct for School Students on Buses)
- Guidelines for Issuing Secondary Students Concessions
- Guidelines for Issuing Tertiary Student Concessions
- Guidelines for Issues NSW Proof of Age Card
- Hire Car passengers – Your Rights and Responsibilities
- Half Fare Concession Scheme - Policy and Procedures Manual
- Making Determinations in Relation to Public Passenger Vehicle Driver Authorisations
- Metropolitan Transport Plan
- Metropolitan and Outer Metropolitan Bus Specification Guidelines
- Outer Metropolitan Bus System Contract - Bus Funding Support Approval Process
- Outer Metropolitan Bus System Contract – Service Planning Guidelines
- Privacy Management Plan
- Quick Guide to Engaging Contractors / Consultants
- Safety Management System Guidelines for Bus and Coach Operators in NSW
- School Student Transport Scheme - Policy Manual
- School Student Transport Scheme – Guidelines of hours of travel
- School Student Transport Scheme – Guidelines for determining the safety of a walking route to school
- Taxi Driver Authority – Assessment Policy
- Taxi Transport Subsidy Scheme Eligibility Criteria
- Taxi Transport Subsidy Scheme Procedures Manual
- Taxi Transport Subsidy Scheme General Information for Participants
- Tendering Guidelines