



POLICY P1.1.7

CONTINUOUS DISCLOSURE

Item	Description
Policy Title	Continuous Disclosure
Policy Number	P1.1.7
Version Number	1.0
SOPs	> None
Policy Owner	Director Executive Services
Policy Contact	Group Manager Program, Audit and Inquiries
Approved Date	9 October 2014
Next Review	9 October 2017
Classification	Unclassified
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 Effective corporate governance is essential to the performance, integrity and transparency of the NSW Rural Fire Service (NSW RFS). Continuous disclosure is a component of good governance that strengthens transparent decision-making and other government processes and provides opportunities to better meet stakeholder requirements and expectations.
- 1.2 It is good governance for public sector agencies to be accountable and transparent to the public for their use of public funds and resources. This aids in maintaining the public's confidence in the integrity of government.
- 1.3 This policy seeks to align with the Audit Office of NSW 17 Points of Governance Framework. The 17 points reflect the core principles in the ASX Corporate Governance Principles and Recommendations and the Australian National Audit Office (ANAO) Public Sector Governance-Better Practice Guide.
- 1.4 The NSW RFS must comply with various legislative requirements for the release of information and reporting.

2 Definitions

- 2.1 For the purpose of this Policy the following definitions apply:
 - a. **Continuous Disclosure** in the public sector relates primarily to the regular disclosure on performance against key indicators and expenditure of public funds. It includes making

available regular performance information and other matters of interest or concern of which members of the public would reasonably expect to be informed.

3 Policy

- 3.1 The NSW RFS aims to meet community expectations of a more open and transparent government and proactively releases government information.
- 3.2 In circumstances where NSW RFS is the appropriate party to release information, timely information will be disclosed to the public, where it is:
 - a. of significant public interest; and
 - b. about NSW RFS activities that are likely to impact on the general public.
- 3.3 Disclosure should generally be made in writing and may be in the form of a media release, web page, web-based publication, brochure, fact sheet, hard copy reports or any other medium deemed appropriate.
- 3.4 The NSW RFS shall continuously disclose to the public and key stakeholders information on current and planned work, performance outcomes and expenditure. The key document which discloses NSW RFS current and planned work is the NSW RFS Corporate Plan. The key document which discloses NSW RFS performance and expenditure information is the NSW RFS Annual Report. These documents accessible by the public and stakeholders via the NSW RFS website.
- 3.5 Emerging issues of significant public interest are continuously disclosed to the Minister through briefings.
- 3.6 The NSW RFS maintains a Disclosure Log consistent with the requirements of the Government Information (Public Access) Act 2009 (the GIPA Act).
- 3.7 To support the access to information under the GIPA Act, the NSW RFS has in place a Right to Information Officer.
- 3.8 Areas outside the scope of the Continuous Disclosure Policy include:
 - a. Access applications made by individuals under the GIPA Act;
 - b. Information that is subject to commercial or NSW Cabinet confidentiality;
 - c. Information subject to legal privilege or other restriction; and
 - d. Private information about individuals.
- 3.9 The nature of the information to be disclosed may make it appropriate to be released to the NSW Government prior to public release.

4 Related Documents

- Government Information (Public Access) Act 2009 (the GIPA Act)
- NSW RFS Corporate Governance Statement
- The Audit Office of NSW – 17 Points of Governance Framework
- ASX Corporate Governance Principles and Recommendations
- Australian National Audit Office (ANAO) Public Sector Governance-Better Practice Guide

5 Amendments

Amendment Date	Version No	Description
9 October 2014	1.0	Initial release