

# Public Interest Disclosures Steering Committee

## Terms of reference

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### 1. Responsibilities

The following list of functions for the Steering Committee is based on sections 6A, 31B and 32 of the *Public Interest Disclosure Act 1994* (PID Act).

The Steering Committee will be responsible for:

- 1.1 Providing advice to the Premier on the operation of the PID Act.
- 1.2 Making recommendations for reform.
- 1.3 Receiving reports from the Ombudsman in relation to the Ombudsman's functions under the PID Act.
- 1.4 Considering reports from the Ombudsman in relation to the Ombudsman's functions under the PID Act.
- 1.5 Providing advice to the Premier on reports from the Ombudsman in relation to the Ombudsman's functions under the PID Act.
- 1.6 Consulting with and providing advice to any Parliamentary Committee reviewing the PID Act.

### 2. Membership

- 2.1 The membership of the Steering Committee is established under section 6A(1) of the Act. The current members of the Committee are:
  - The Ombudsman, who is the Chair of the Committee
  - The Secretary of the Department of Premier and Cabinet
  - The Auditor General
  - The Chief Commissioner for the Independent Commission Against Corruption
  - The Chief Commissioner for the Law Enforcement Conduct Commission
  - The Chief Executive of the Office of Local Government
  - The Police Commissioner
  - The Information Commissioner
  - The Public Service Commissioner.
- 2.2 Members may appoint a nominee subject to section 6A(3) of the Act.
- 2.3 Nominations must be in writing and specify if the nominee will perform the role of the member either generally or for a particular purpose – s.6A(3).
- 2.4 Further membership may be prescribed by the regulations – s.6A(1)(h).
- 2.5 Observers or guests may be invited to attend and present at Committee meetings with the approval of the members scheduled to attend the meeting.

2.6 A quorum for a meeting of the Committee is four members of whom two must be the Ombudsman and the Secretary of the Department of Premier and Cabinet, or their nominees – s.6A(4).

**3. Secretariat**

- 3.1 The Secretariat for the Committee will be provided by the office of the NSW Ombudsman.
- 3.2 Where possible, the Secretariat will provide papers to Members or their nominees at least 10 business days prior to meetings.
- 3.3 Items for the agenda and any supporting papers should be forwarded to the Secretariat at least 15 business days prior to meetings.
- 3.4 Members are to provide the Secretariat with details of a person who will act as the contact for their office.
- 3.5 The minutes of Committee meetings will be provided to Members and their nominees within 10 business days of each meeting.

**4. Meetings**

- 4.1 Meetings may take place by attendance or electronically (by video link / telephone) or decisions may be made on the papers, where agreed and deemed necessary by the Chair. No more than two meetings should be held on the papers in succession.
- 4.2 Unless otherwise notified by the Chair, meetings will be by attendance and will take place between 10.00am and 12.00pm on the second Thursday in March, June and September each year, subject to consultation with Members or their nominees.
- 4.3 Meetings will take place at the offices of the NSW Ombudsman, Level 24, 580 George Street, Sydney or elsewhere as agreed.
- 4.4 At least 10 business days notice will be given before any extraordinary meeting is called.

Agreed/not agreed.

Signed .....

Date .....