

Circular Details	Circular No 17-34 / 31 October 2017 / A569168
Previous Circular	N/A
Who should read this	General Managers and relevant council staff
Contact	Council Governance Team – 02 4428 4100
Action required	Information

GIPA Contracts Register

What's new or changing

- Councils are reminded of requirements under Division 5 of the *Government Information (Public Access) Act 2009* in relation to maintaining a register of government contracts.

What this will mean for your council

- The Information and Privacy Commission (IPC) has revised the e-learning resource on contract registers to assist agencies in understanding how to comply with their contracts register obligations under the GIPA Act.
- Councils are encouraged to ensure relevant staff members are aware of the e-learning resource.

Key points

- Following the IPC's audit of universities' compliance with contract registers in 2015, a regulatory risk with contract reporting was identified and the IPC committed to providing guidance to assist all regulated entities to comply with the requirements under the GIPA Act. A copy of the IPC's University Audit reports for 2015 and 2016 are available at www.ipc.nsw.gov.au.
- The IPC's reports were followed in 2016 with the NSW Audit Office's *Special Report: Agency Compliance with the GIPA Act* which recommended that the IPC's support and guidance to help agencies' understanding of the GIPA Act requirements is necessary and should continue.

Where to go for further information

- The e-learning module is free and can be accessed by registering with the IPC's e-learning portal at <http://www.ipc.nsw.gov.au/e-learning>. The current suite of GIPA fact sheets and other e-learning modules can be accessed on the IPC website www.ipc.nsw.gov.au.
- Contact the Information and Privacy Commission at 1800 472 679.
- Contact the Office of Local Government's Council Governance Team on 02 4428 4100.



Tim Hurst
Acting Chief Executive

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046

