

New South Wales

Service NSW (One-stop Access to Government Services) Bill 2013

Explanatory note

This explanatory note relates to this Bill as introduced into Parliament.

Overview of Bill

The objects of this Bill are as follows:

- (a) to enable Service NSW (by conferring functions on its Chief Executive Officer (the *CEO*)) to provide one-stop access to customer services for NSW government agencies and for other agencies or persons,
- (b) to facilitate the provision of information by and about customers for that purpose,
- to enact consequential provisions relating to access to government information and State records.

Outline of provisions

Part 1 Preliminary

Clause 1 sets out the name (also called the short title) of the proposed Act.

Clause 2 provides for the commencement of the proposed Act on the date of assent to the proposed Act.

Clause 3 defines certain words and expressions used in the proposed Act. Among other things, it defines *Government agency* as including State government agencies (such as the Government Service, the NSW Police Force and the NSW Health Service) as well as statutory bodies representing the Crown and councils and county councils.

Part 2 One-stop access to Government services

Clause 4 confers on the CEO customer service functions that are delegated to the CEO under other Acts or given to the CEO under agreements.

Clause 5 lists the functions that are *customer service functions*. They include functions relating to applications for and the issue of licences and other authorities, giving information about Government services or legislation, receiving and making payments, the provision of other Government services, acting as an agent for agencies of other Governments and persons and other ancillary functions.

Clause 6 enables the CEO to disclose information about a person to a Government agency other than the agency for which a customer service is being provided to the person if the person consents to that disclosure.

Clause 7 extends the operation of a power to delegate a customer service function that is conferred on a Government agency under another Act or an instrument so that it is taken to confer a power to also delegate that function to the CEO. That other Act or instrument will also be extended so as to authorise the CEO to sub-delegate that function.

Clause 8 empowers the CEO to enter into agreements with Government agencies to exercise non-statutory customer service functions of the agency concerned and with respect to the exercise of customer service functions delegated or sub-delegated to the CEO. The CEO is given the power to exercise any such function. The proposed section expressly permits the CEO, under an agreement, to exercise penalty notice functions of the State Debt Recovery Office.

Clause 9 empowers the CEO to exercise customer service functions delegated or sub-delegated to the CEO under legislation of the Commonwealth or another State or Territory and to sub-delegate such a function if otherwise permitted to do so. The functions must be functions prescribed by the regulations. The proposed section also empowers the CEO to enter into agreements with agencies of the Commonwealth Government, Governments of other States or Territories or Governments of other countries to exercise customer service functions of the agency concerned. The CEO is given the power to exercise any such function.

Clause 10 empowers the CEO to enter into agreements with non-government entities to exercise customer service functions of the entities concerned. The CEO is given the power to exercise any such function.

Clause 11 enables the CEO to collect, maintain and use records of information about customer transactions and preferences and other information about customers for whom services are provided for the internal administrative purposes of Service NSW, including for the purposes of its interactions with those customers.

Clause 12 empowers the CEO to appoint persons to act as agents for the CEO for the provision of customer service functions.

Part 3 Privacy and access to and disclosure of information

Clause 13 defines *service agency*, for the purposes of the proposed Part, to mean a Government agency and any other agency or person for whom the CEO is exercising customer service functions.

Clause 14 authorises the CEO to disclose information that is obtained while exercising customer service functions to the relevant Government agency, the customer, any person to whom the Government agency may disclose the information or other persons or classes of persons prescribed by the regulations. A Government agency is authorised to disclose information to the CEO for customer service function purposes and also for purposes related to certain statutory obligations. The CEO may also disclose information obtained in connection with the exercise of customer service functions for a service agency (other than a Government agency). The disclosure of information by and to the CEO for the purpose of updating, with consent, a person's information is also authorised. The use of the information for the purpose for which it is disclosed is also authorised. The purpose of the proposed section is to overcome restrictions contained in other Acts on the disclosure and use of the information.

Clause 15 modifies the application of one of the information protection principles under the *Privacy and Personal Information Protection Act 1998* to the CEO. The CEO will be permitted to give a general notice alerting a customer to information provided by the service agency about the collection of personal or health information instead of having to give the customer the more detailed information that would otherwise be required when collecting information for customer service purposes. In the case of collecting information for updating purposes or for internal records purposes, the CEO will be permitted to give a general notice that refers to information on the Service NSW website or held at the relevant service centre.

Clause 16 enables a delegation or sub-delegation, or an agreement, that confers customer service functions on the CEO to also provide for the CEO to exercise, and for the CEO to exercise, associated statutory functions relating to access to government information and State records. Any such delegation, sub-delegation or agreement may also authorise a Government agency to exercise such functions for the CEO.

Clause 17 makes it clear that the proposed Act does not restrict or prevent any other lawful collection, disclosure or use of information.

Part 4 Miscellaneous

Clause 18 enables the CEO to delegate functions under the proposed Act.

Clause 19 enables a Government agency to transfer assets, rights or liabilities to the Crown if the transfer is for the purpose of enabling the CEO to exercise customer service functions for the Government agency. Such a transfer must be consented to by the Minister administering the proposed Act and the Minister responsible for the Government agency. The proposed section also contains provisions relating to the operation and effect of any such transfer, including a provision providing that the transfer does not constitute a breach of any contractual provision.

Clause 20 exempts the CEO, a member of staff of Service NSW, or a person acting under the direction of the CEO or such a member of staff, from personal liability for acts or omissions done or omitted to be done in good faith for the purposes of executing the proposed Act. Any such liability will instead attach to the Crown.

Clause 21 enables the Governor to make regulations for the purposes of the proposed Act.

Clause 22 provides for the review of the proposed Act after 5 years from the date of assent to the proposed Act.

Schedule 1 Savings, transitional and other provisions

Schedule 1 contains savings, transitional and other provisions consequent on the enactment of the proposed Act.

Schedule 2 Amendment of Acts and instrument

Schedule 2 amends the Acts and instrument specified in the Schedule.



New South Wales

Service NSW (One-stop Access to Government Services) Bill 2013

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New South Wales

Service NSW (One-stop Access to Government Services) Bill 2013

No , 2013

A Bill for

An Act to facilitate the provision by Service NSW of one-stop access to government services; and for other purposes.

Clause 1	Service NSW	(Ona-etor	Access to	Covernment	Sarvicas	Rill 2013
Jiause i	Service NSW	(One-Stop	ACCESS IO	Government	Sel vices) DIII ZU I J

Part 1	Preliminary

The	Legisl	ature	of New South Wales enacts:	1
Paı	rt 1	Pre	eliminary	2
1	Nam	e of A	ct	3
			Act is the Service NSW (One-stop Access to Government Services) 2013.	2
2	Com	menc	ement	6
		This	Act commences on the date of assent to this Act.	7
3	Defii	nitions	8	8
-	(1)	In th	is Act:	Ç
	(1)		<i>cority</i> means a licence, permit, approval or any other authorisation.	10
		Chie	ef Executive Officer or CEO means the Chief Executive Officer of rice NSW.	11
		cust	omer service function—see section 5.	13
			gate includes sub-delegate.	14
		func inclu	etion includes a power, authority or duty, and exercise a function ades perform a duty.	15 16
		Gov	ernment agency means:	17
		(a)	a Minister, or	18
		(b)	a Division of the Government Service within the meaning of the <i>Public Sector Employment and Management Act 2002</i> , or	19 20
		(c)	a statutory body representing the Crown, or	21
		(d)	a body (whether incorporated or unincorporated) established or continued for a public purpose by or under the provisions of a statutory instrument, or	22 23 24
		(e)	the NSW Police Force, or	25
		(f)	the Teaching Service, or	26
		(g)	the NSW Health Service, or	27
		(h)	a wholly-owned subsidiary of the Crown in right of the State or of a Government agency, or	28 29
		(i)	a council or a county council within the meaning of the <i>Local Government Act 1993</i> , or	30 31
		(j)	the Chief Commissioner of State Revenue, or	32
		(k)	a person or body declared by the regulations to be a Government	33

Service NSV	V (One-stop Access to Government Services) Bill 2013	Clause 3	
Preliminary		Part 1	
	<i>information</i> includes personal information, and h within the meaning of the <i>Health Records and Inform</i> 2002.		1 2 3
	<i>personal information</i> has the same meaning as it has <i>Personal Information Protection Act 1998</i> .	in the <i>Privacy and</i>	4 5
	Service NSW means the Service NSW Division of Service.	f the Government	6 7
(2)	Notes included in this Act do not form part of this Ac	ct.	8

Clause 4 Service NSW (One-stop Access to Government Services) Bill 20	ause 4	Service NSW	(One-stop	Access to	Government	Services)	Bill 201
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Part 2	One-stop	access to	Government	services
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Par	t 2	On	e-stop access to Government services	1
4	Fund	ctions ernme	of CEO relating to one-stop access by customers to ent services	2
		The	Chief Executive Officer has the following functions:	4
		(a)	customer service functions delegated to or otherwise conferred on the CEO under this or any other Act,	5 6
		(b)	any other function conferred or imposed on the CEO by or under this or any other Act.	7 8
5	Cust	omer	service functions	9
		The	following functions are <i>customer service functions</i> :	10
		(a)	receipt of applications or fees for, or related to, authorities granted under an Act, or otherwise obtained from a Government agency,	11 12 13
		(b)	issue of authorities and other functions relating to authorities granted under an Act, or otherwise obtained from a Government agency,	14 15 16
		(c)	provision of information or advice about Government services or State legislation or any other matter,	17 18
		(d)	receipt of payments or claims for payments, or making of payments,	19 20
		(e)	any other function that involves the provision of a service to a person by a Government agency,	21 22
		(f)	any function of an agency of the Commonwealth Government, an agency of the Government of another State or Territory or an agency of the Government of another country, as referred to in section 9,	23 24 25 26
		(g)	any function of a person (other than a Government agency or an agency referred to in paragraph (f)) as referred to in section 10,	27 28
		(h)	any other function prescribed by the regulations for the purposes of this section,	29 30
		(i)	any function that is ancillary to a customer service function.	31
6	Upda	ating o	customer information with other agencies	32
	(1)	the c	CEO may disclose information about a person, that is obtained in course of providing customer service functions to that person for a ernment agency, to another Government agency.	33 34 35

	(2)	The CEO may disclose the information to the other Government agency only if the person consents to the disclosure of the information to that other agency.	1 2 3
	(3)	The regulations may make provision for or with respect to the provision of consent for the purposes of this section.	4 5
	(4)	The Minister is not to recommend the making of a regulation under subsection (3) unless the Minister has certified that the Privacy Commissioner has been consulted on the proposed regulation.	6 7 8
7		gation of customer service functions to CEO under other Acts or unders	9 10
	(1)	A Government agency or any other person may, under a provision of an Act or an instrument that permits the delegation of a customer service function by the agency or person (a <i>delegation provision</i>), delegate the customer service function to the CEO.	11 12 13 14
	(2)	A delegation provision of any such Act or instrument extends to the CEO as if the CEO were a person to whom functions could be delegated under that provision.	15 16 17
	(3)	A delegation provision under which a customer service function is delegated to the CEO extends so as to authorise the CEO to sub-delegate the function under that provision to any of the following persons:	18 19 20
		(a) a member of staff of Service NSW,	21
		(b) a person, or a member of a class of persons, prescribed by the regulations.	22 23
	(4)	Subsection (3) and any sub-delegation by the CEO under a delegation provision are subject to the terms of the delegation to the CEO, including any restriction on sub-delegation in those terms.	24 25 26
8	CEO	may enter agreements to exercise customer service functions	27
	(1)	The CEO and a Government agency, or a person authorised on behalf of a Government agency, may enter into an agreement:	28 29
		(a) for the CEO to exercise a non-statutory customer service function of the agency, or	30 31
		(b) with respect to the exercise of a customer service function delegated to the CEO.	32 33
	(2)	Without limiting subsection (1), the CEO may enter into an agreement under that subsection with the State Debt Recovery Office with respect to the exercise of a penalty notice function. This subsection has effect whether or not any arrangement entered into under section 114 (1A) of the <i>Fines Act 1996</i> permits such an agreement to be made.	34 35 36 37 38

Customer service agreements with non-government entities

This section applies to a function of a person (other than a Government

agency or an agency of another Government) that is prescribed as a

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		customer service function, or is of a class of functions prescribed by the regulations as customer service functions, for the purposes of this section.	:
	(2)	The CEO may enter into an agreement with a person with respect to the exercise of a customer service function of the person.	
	(3)	Without limiting subsection (2), any such agreement may provide for the following:	(
		(a) the collection, disclosure and use of information,	:
		(b) joint arrangements for the exercise of customer service functions and related matters.	10
	(4)	The CEO may exercise a customer service function conferred under an agreement under this section in accordance with the agreement.	1 ⁻ 12
11	Inter	rnal records	1;
		The CEO may collect, maintain and use records of the following information for the internal administrative purposes of Service NSW, including for the purposes of its interactions with customers for whom customer service functions are exercised:	14 18 10 11
		(a) details of transactions between customers and Service NSW,	18
		(b) the preferences of customers for transacting matters with Service NSW and agencies for which it acts,	19 20
		(c) other information about customers.	2
12	Agre	eements authorising agents to act for Service NSW	22
	(1)	The CEO may enter into an agreement with an approved person for the person to act as an agent for the CEO in providing customer service functions on behalf of the CEO.	2: 2: 2:
	(2)	An <i>approved person</i> is a person, or a person who is a member of a class of persons, prescribed by the regulations for the purposes of this section.	20

Part 3

Par	t 3		vacy and access to and disclosure of ormation	1 2
13	Mear	ning o	of "service agency"	3
		In th	is Part:	4
			<i>ice agency</i> means a Government agency or other agency or person whom the CEO is exercising customer service functions.	5 6
14	Disc	losure	e and use of information for purposes of functions	7
	(1)	exerc	CEO may disclose information obtained in connection with the cise of customer service functions and other functions conferred on CEO by or under this Act to the following:	8 9 10
		(a)	a Government agency, if the information is obtained in connection with the exercise by the CEO of customer service functions for that agency,	11 12 13
		(b)	a Government agency, if the disclosure is for the purposes of, or for purposes related to, section 16,	14 15
		(c)	the person to whom the customer service functions are provided, if the information relates to the person or the service provided,	16 17
		(d)	if the information is obtained in connection with the exercise by the CEO of customer service functions for a Government agency, any person to whom the Government agency is authorised or required to disclose the information,	18 19 20 21
		(e)	any person or agency, or class of persons or agencies, prescribed by the regulations, but only for the purpose specified by the regulations in relation to that person, agency or class.	22 23 24
	(2)	subs	Minister is not to recommend the making of a regulation under ection (1) (e) unless the Minister has certified that the Privacy missioner has been consulted on the proposed regulation.	25 26 27
	(3)	exerc	CEO may disclose information obtained in connection with the cise of customer service functions for a service agency (other than overnment agency) if:	28 29 30
		(a)	the information is obtained in connection with the exercise by the CEO of customer service functions for the service agency, and	31 32
		(b)	the disclosure is permitted under the delegation or agreement that confers the power to exercise the function, and	33 34
		(c)	in the case of a service agency that is an agency of the Commonwealth Government or of the Government of another State or Territory, the disclosure is permitted under any law of the	35 36 37

		Commonwealth or of another State or Territory that applies to the exercise of the function.	1 2
	(4)	A Government agency may disclose information to the CEO for the following purposes:	3 4
		(a) the exercise by the CEO of customer service functions for the agency or other related functions,	5 6
		(b) the purposes of, or for purposes related to, section 16.	7
	(5)	Information may be disclosed by, and to, the CEO for the purposes of, and in accordance with, section 6.	8 9
	(6)	A person to whom information is authorised to be disclosed under this section may use the information for the purpose for which it was disclosed.	
	(7)	This section applies to a person acting as an agent of the CEO under section 12 in the same way as it applies to the CEO.	13 14
	(8)	This section has effect despite the provisions of any other Act (whether enacted before or after this Act).	15 16
		Note. Section 62 of the <i>Privacy and Personal Information Protection Act 1998</i> makes it an offence for a public sector official to disclose personal information obtained in the exercise of official functions unless it is disclosed in the exercise of those functions.	17 18 19 20
15	Colle	ection of information	21
	(1)	It is sufficient compliance with section 10 of the <i>Privacy and Personal Information Protection Act 1998</i> or clause 4 of Schedule 1 to the <i>Health Records and Information Privacy Act 2002</i> in relation to the collection of information from a person by the CEO in connection with customer service functions, if:	22 23 24 25 26
		(a) the CEO gives a notice to the person that refers the person to information provided by the service agency in relation to the collection of that information, and	27 28 29
		(b) the information provided by the service agency contains the matters about which the person is required to be made aware under those provisions or, in the case of an agency of the Government of the Commonwealth or of another State or Territory, contains information that substantially meets the requirements of those provisions.	30 31 32 33 34 35
	(2)	It is sufficient compliance with section 10 of the <i>Privacy and Personal Information Protection Act 1998</i> or clause 4 of Schedule 1 to the <i>Health Records and Information Privacy Act 2002</i> in relation to the collection	36 37 38

			formation from a person by the CEO for the purposes of section 6 is Act, if:	:
		(a)	the CEO gives a notice to the person that contains a statement that information given by the person is to be used for the purposes of updating information about the person held by a Government agency other than the agency for which customer services are provided to the person, and	; ;
		(b)	the statement refers the person to information provided by the CEO that is available on the website of Service NSW or at the place where the information is collected and that contains the matters about which the person is required to be made aware under those provisions.	10 10 11 12
	(3)	Infor Reco of inf	sufficient compliance with section 10 of the <i>Privacy and Personal</i> mation <i>Protection Act 1998</i> or clause 4 of Schedule 1 to the <i>Health ords and Information Privacy Act 2002</i> in relation to the collection formation from a person by the CEO for the purposes of section 11 is Act, if:	1; 14 1; 10 11
		(a)	the CEO gives a notice to the person that contains a statement that information given by the person may be used for the purposes set out in that section, and	18 19 20
		(b)	the statement refers the person to information provided by the CEO that is available on the website of Service NSW or at the place where the information is collected and that contains the matters about which the person is required to be made aware under those provisions.	2: 2: 2: 2: 2:
16	Acce	ss to	information and State records management	20
	(1)	servi	greement entered into under this Act, or a delegation of a customer ce function, may provide for the exercise by the CEO of the wing functions of a Government agency:	2° 28 29
		(a)	functions relating to access to information under the <i>Government Information (Public Access) Act 2009</i> , if the information is obtained or arises in connection with the exercise of functions for that agency,	30 33 33 33
		(b)	functions relating to State records under the <i>State Records Act</i> 1998, if the State records relate to or are made in connection with the exercise of functions for that agency.	34 38 30
	(2)	a Go	such agreement or delegation may also provide for the exercise by vernment agency of functions of the CEO of a kind referred to in ection (1) (a) or (b).	3; 3; 3;

Service NSW (One-stop Access to Government Services) Bill 2013 Clause 17				
Privacy and access to and disclosure of information Part 3				
	(3)	The CEO or a Government agency may exercise a fronthe CEO or the Government agency under this supprovision of the Government Information (Public Acc State Records Act 1998, the Privacy and Pers Protection Act 1998 or the Health Records and Inform 2002.	ection despite any cess) Act 2009, the conal Information	
17	Othe	er lawful collection, disclosure or use of informatio	n not affected	
		Nothing in this Act restricts or prevents any other disclosure or use of information by the CEO, a Government of a gency.		

Part 4		Miscellaneous		1
18	Dele	gation	1	2
	(1)		CEO may delegate the exercise of any function of the CEO under Act (other than this power of delegation) to:	3 4
		(a)	any member of staff of Service NSW, or	5
		(b)	any person, or any class of persons, authorised for the purposes of this section by the regulations.	6 7
	(2)		section does not apply to a function that is delegated to the CEO by vernment agency or any other person.	8 9
19			f assets, rights and liabilities of Government agencies in n with transfer of customer service functions	10 11
	(1)	Gove the I agen the tr	overnment agency may transfer any assets, rights or liabilities of the ernment agency to the Crown, with the consent of the Minister and Minister who administers the Act under which the Government cy is constituted or who is otherwise responsible for the agency, if ransfer is for the purposes of enabling the CEO to exercise customer ice functions for the Government agency.	12 13 14 15 16
	(2)	A tra	ansfer authorised by this section is not to be regarded:	18
		(a)	as a breach of contract or confidence or otherwise as a civil wrong, or	19 20
		(b)	as a breach of any contractual provision prohibiting, restricting or regulating the assignment or transfer of assets, rights or liabilities, or	21 22 23
		(c)	as giving rise to any remedy by a party to an instrument, or as causing or permitting the termination of any instrument, because of a change in the beneficial or legal ownership of any asset, right or liability.	24 25 26 27
	(3)	A transfer authorised by this section is not to be regarded as an event of default under any contract or other instrument.		28 29
	(4)	No attornment to the Crown by a lessee from the Government agency is required.		
	(5)	In th	is section:	32
		futur assig	ts means any legal or equitable estate or interest (whether present or re, whether vested or contingent and whether personal or gnable) in real or personal property of any description (including ey), and includes securities, choses in action and documents.	33 34 35 36
			tument means an instrument (other than this Act) that creates, ifies or extinguishes rights or liabilities (or would do so if lodged,	37 38

Service NSW (One-stop Access to Government Services) Bill 2013	Clause 20
Miscellaneous	Part 4

		filed or registered in accordance with any law), and includes any judgment, order or process of a court.	1 2
		liabilities means any liabilities, debts or obligations (whether present or	3
		future, whether vested or contingent and whether personal or	4
		assignable).	5
		rights means any rights, powers, privileges or immunities (whether	6
		present or future, whether vested or contingent and whether personal or assignable).	7 8
20	Pers	onal liability	9
	(1)	A matter or thing done or omitted to be done by the CEO, a member of	10
	()	staff of Service NSW, or a person acting under the direction of the CEO	11
		or a member of staff of Service NSW, does not, if the matter or thing	12
		was done or omitted to be done in good faith for the purposes of	13
		executing this Act, subject the CEO, member of staff or person so acting	14
		personally to any action, liability, claim or demand.	15
	(2)	However, any such liability attaches instead to the Crown.	16
21	Reg	ulations	17
		The Governor may make regulations, not inconsistent with this Act, for	18
		or with respect to any matter that by this Act is required or permitted to	19
		be prescribed or that is necessary or convenient to be prescribed for	20
		carrying out or giving effect to this Act.	21
22	Review of Act		
	(1)	The Minister is to review this Act to determine whether the policy	23
		objectives of the Act remain valid and whether the terms of the Act	24
		remain appropriate for securing those objectives.	25
	(2)	The review is to be undertaken as soon as possible after the period of	26
	` /	5 years from the date of assent to this Act.	27
	(3)	A report on the outcome of the review is to be tabled in each House of	28
		Parliament within 12 months after the end of the period of 5 years.	29

Schedule 1 Part 1 Gener		le 1	Savings, transitional and other provisions	
		Ger	eral	3
1	Regu	ılation	s	4
	(1)		regulations may contain provisions of a savings or transitional re consequent on the enactment of this Act or any Act that amends Act.	5 6 7
	(2)		such provision may, if the regulations so provide, take effect from ate of assent to the Act concerned or a later date.	8
is		is ear	ne extent to which any such provision takes effect from a date that elier than the date of its publication on the NSW legislation website, rovision does not operate so as:	10 11 12
		(a)	to affect, in a manner prejudicial to any person (other than the State or an authority of the State), the rights of that person existing before the date of its publication, or	13 14 15
		(b)	to impose liabilities on any person (other than the State or an authority of the State) in respect of anything done or omitted to be done before the date of its publication.	16 17 18

Scł	nedule 2	Amendment of Acts and instrument	1
2.1	Governm	nent Information (Public Access) Regulation 2009	2
	Clause 11	4	3
	Insert after	clause 11:	4
	11A Decl	aration of Service NSW as government agency	5
		For the purposes of clause 5 (1) of Schedule 4 to the Act, the Service NSW Division of the Government Service is declared to be an agency.	6 7 8
2.2	Health R	ecords and Information Privacy Act 2002 No 71	9
	Section 4 I	Definitions	10
	Insert after section 4 (1	paragraph (e) of the definition of <i>public sector agency</i> in):	11 12
		(e1) Service NSW Division of the Government Service,	13
2.3	Privacy a No 133	and Personal Information Protection Act 1998	14 15
	Section 3 I	Definitions	16
	Insert after section 3 (1	paragraph (e) of the definition of <i>public sector agency</i> in):	17 18
		(e1) Service NSW Division of the Government Service,	19