



Checklist for councils: Reviewing your responsiveness to the GIPA Act

Checklist

June 2014

Check your responsibilities and actions using this checklist to ensure that your council complies.

General Manager			
GIPA Act Requirement	Section	Actions / Questions	Yes / No
General presumption in favour of disclosing government information unless there is an overriding public interest against disclosure	Sections 5-7	What is our awareness of the implications of the GIPA Act across all our staff? Do we understand the public interest test? Have we organised a staff briefing session? Have we completed e-learning package?	
Delegate authority for doing necessary tasks under the GIPA Act	Sections 7-9	Who can make decisions about what information is going to be proactively release? For e.g. What information is going to be made publicly available on a regular basis? How is that going to happen? Who is authorised to release information informally to particular people? Who will deal with formal access applications?	
Frontline staff			
Proactive and informal access to information	Sections 5-8	What sort of information do people commonly ask for? Where do you find that information? Can you just release it or direct them to it? Do you charge? What do you think about or do before releasing information? What sort of information is already available for release and how do you access it? Who is authorized to release information informally? What do we have to release? When and why might we have to consult with other people prior to releasing information?	
Communications and IT functions			
Post access information on website	Sections 6 & 18 and the GIPA Reg	Do we have a website and if so do we need a new web link for our open access information? How long will we keep this under review and updated? How long do we need to keep this information available? Is it presented in a clear and accessible way? Does our website explain how to obtain information? For e.g. Direct the public to information already publically available, how to informally ask for information	
Agency information guide	Sections 20-22	What information do we currently tell people about ourselves: our structure, our functions and how our functions affect the public?	



General Manager			
		<p>Do we have a list of our publications and how to access them? What do we tell people about how to contact us, or give us some feedback?</p>	
Your policy documents	Sections 23-24 and GIPA Reg	Have we thought about which of our policies relate to the services we provide to the public and how we serve the public?	
Disclosure log	Sections 25 & 26	Do we have a process for recording and reporting information about formal access applications into a disclosure log for posting on the web?	
Annual reporting	Section 125 and GIPA Reg	<p>Are we using the GIPA case management and reporting tool available through the IPC to manage and report on formal access applications? Do we have a process for reviewing at least every 12 months what information is in the public interest and made publically available?</p>	
Records Management			
Open access information	Section 53	<p>Can our information and records management systems or processes handle:</p> <ol style="list-style-type: none"> 1. The routine publication and management of 'open access information' to our website? 2. Identifying and retrieving information that has been requested by the public, other organizations or the media (Informally or formally) 3. Our reporting and disclosure requirements under the GIPA Act? <p>Are our information and records staff aware of what type of information is routinely requested and distributed to the public by our frontline staff? Should we be proactively releasing this information rather than being asked for it? Can we still retrieve archived material if requested? How long will this take? Searches for requested information are now reviewable. Do we have a system to record what searches have been undertaken?</p>	
Decision maker for formal access applications			
Access applications	Part 4	Have we updated or adapted our precedent documents, or developed new precedent documents for handling formal requests for information?	
Review of decisions	Part 5	Do we have an established internal review process?	
Finance and Procurement			
Register of contracts	Div 5, Part 3, Sections	Who is responsible for assessing classes of contracts entered into by Council and arranging for necessary	



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General Manager			
	27-40	information to be published on your website? What system is in place to maintain and archive this register?	
Contracts with external providers and disclosure provisions	Section 121	Do we have provisions in all contracts with the private sector (where a service is provided to the public on our behalf) to give us rights to access certain information they hold?	

For more information

Contact the Information and Privacy Commission
NSW (IPC):

Freecall: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au