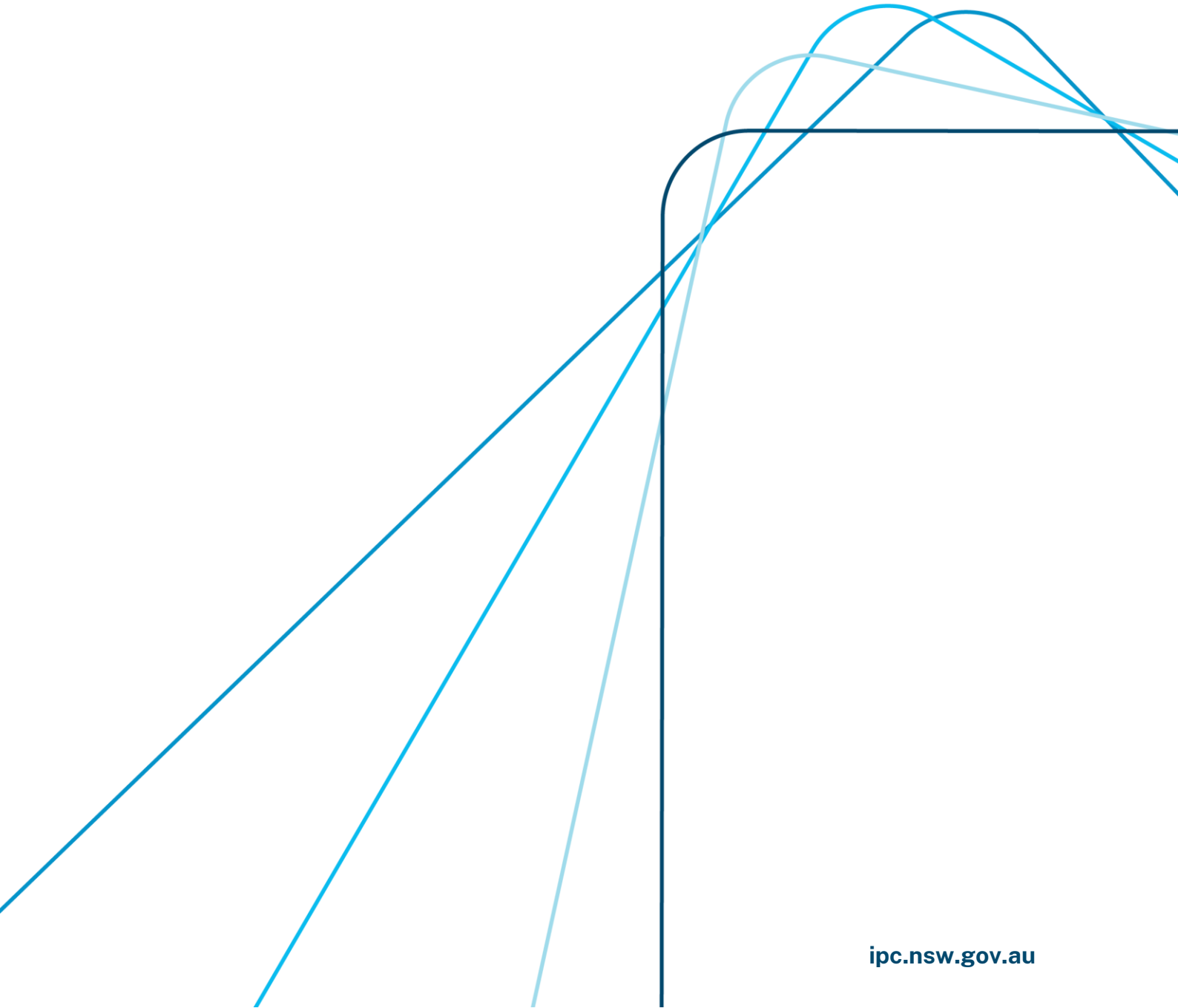
Information and Privacy Commission NSW

Guide to reporting on agency GIPA operations

October 2025



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1. Overview of reporting requirements

Key points

- All agencies subject to the GIPA Act must report annually information and data on their obligations under the GIPA Act.
- The agencies must report on information and data required by Clause 8 of the GIPA Regulation, including Tables A to I in Schedule 2 of the GIPA Regulation.
- All agencies should use the IPC GIPA Tool to submit their information and data.
- Agencies can register users for the IPC GIPA Tool at: https://www.ipc.nsw.gov.au/gipa-tool/
- Agencies **must** submit information and data to the IPC by **28 November 2025**.
- All agencies must conduct a review of information release programs and indicate this in response to the question on clause 8(a).
- Business units within agencies (e.g. Local Health Districts) who use the GIPA Tool to manage their GIPA applications but report their annual GIPA data via a centralised unit within their Department or Cluster should *not* use the GIPA Tool to submit their data to the IPC. Instead, contact your department/cluster right to information unit.

This guide is designed to assist agencies to comply with their reporting obligations under section 125 of the *Government Information (Public Access) Act 2009* (GIPA Act) and *Government Information (Public Access) Regulation 2018* (GIPA Regulation). It describes:

- who must report
- what data is reported
- how to submit data through the IPC GIPA Tool, and
- the requirements to note when preparing GIPA reporting data.

1.1 Who must report?

Under the GIPA Act, the NSW agencies that are subject to GIPA reporting are:

- A Public Service agency
- Ministers
- Public authorities (including Universities and State Owned Corporations)
- Public offices
- Local authorities (councils)
- Courts
- A person or entity pursuant to regulations under Clause 5 of Schedule 4 of the GIPA Act.

Government departments, agencies, councils and universities report on Clause 8(a) – (d) of the GIPA Regulation.

Local Health Districts are required to submit GIPA annual reports to the NSW Ministry of Health (GIPA@doh.health.nsw.gov.au) who will aggregate the data and submit a consolidated report to the IPC.

1.2 What data must be included in GIPA reporting?

Clause 8 of the GIPA Regulation requires agencies to report on four categories of information concerning their GIPA obligations (the GIPA data). That information is:

a) Details of how the agency carried out the review required by section 7(3) of the GIPA Act of its program for the proactive release of the information it holds. An agency must also report on any information the agency made public during the reporting year as a result of the review.

b) The total number of formal access applications an agency received during the reporting year, including withdrawn applications (but not invalid applications).

c) The total number of formal access applications an agency received during the reporting year that the agency refused, either wholly or partly, because the application was for information for which there is conclusive presumption of an overriding public interest against disclosure (information listed in Schedule 1 to the GIPA Act).

d) Statistical information about formal access applications received by an agency during the reporting year required to be included in the eight tables in Schedule 2 to the GIPA Regulation.

Please note:

- Agencies must report on all four categories of information in their GIPA reporting, *even if they did not receive any formal applications during the reporting year.*
- Clause 8(a) of the GIPA Regulation requires the agency to provide qualitative information on whether a review of its proactive release program and what information was made publicly available. Requirements (b) – (d) of clause 8 of the GIPA Regulation are about formal access applications only and are statistical information.
- All fields should be completed. It is not sufficient to only fill out the Schedule 2 tables. This is because each of the other three categories captures different information.
- Agencies should ensure that access applications are not double counted across reporting periods.

1.3 Using the IPC GIPA Tool to report

All agencies should submit their GIPA data using the IPC GIPA Tool. The benefits of this are:

- it eliminates the need for agencies to provide the Information Commissioner a copy of the agency corporate annual report containing the GIPA data in hard copy or electronically
- it eliminates the need for agencies to email word or PDF versions of the GIPA tables
- it ensures data integrity and that data reported by the IPC is exactly as provided by agencies.

Further information on the IPC GIPA Tool can be found here: https://www.ipc.nsw.gov.au/gipa-tool/.

1.3.1 Agencies who used the GIPA Tool to manage applications received

At the end of each financial year, agencies who adopted the GIPA Tool for case management purposes can automatically generate their GIPA data for submission to the Information Commissioner via the GIPA Tool (see section 2.1).

1.3.2 Agencies that have not used the GIPA Tool to manage applications

Agencies who did not use the GIPA Tool for case management purposes, should manually enter their GIPA data into the IPC GIPA Tool for submission to the Information Commissioner. In order to use the IPC GIPA Tool for reporting (even if agencies do not use the tool for GIPA case management purposes) agencies must register via www.ipc.nsw.gov.au/ipc-gipa-tool. Instructions for using the manual entry form in the GIPA Tool are at section 2.2 and section 2.3. Please continue to use your existing GIPA Tool Account if you already have one. If you have forgotten your password and have difficulties resetting your password, you may contact IPC via email (ipcinfo@ipc.nsw.gov.au).

1.3.3 Registering for a GIPA Tool account

After registering for a GIPA Tool account, an account will be created for you – the typical wait time for this is approximately one to two days. You will receive an acknowledgement email from Salesforce with a login URL and your username. Copy and paste this URL link into a web browser window (the GIPA Tool is optimised to run on Google Chrome, Firefox or Internet Explorer v10 or above). If you do not see this confirmation email in your inbox, check your 'junk' folder as it may have been filtered there.

1.4 Who else must agencies send their GIPA data to?

Ministers must send their GIPA data to the Attorney General. The GIPA data will be included in the Department of Communities and Justice's corporate annual report.

1.5 When is GIPA data due to Ministers?

Section 125(1) states that all agencies (apart from Ministers) must submit their GIPA data to the Minister responsible for the agency within four months after the end of each reporting year. Once the annual GIPA data is entered into the IPC GIPA Tool (or automatically generated by agencies using the IPC GIPA Tool as its case management system) agencies can print the GIPA report to include in their corporate annual report.

For most agencies, the reporting year runs from 1 July to 30 June. Therefore, GIPA reports by the agency to Ministers are due on or before **31 October each calendar year.**

1.6 When is GIPA data due to the Information Commissioner?

In November 2018, s 125 of the GIPA Act was amended and now states that a copy of the report (i.e. data and report to Ministers) is to be provided to the Information Commissioner after the report has been tabled in each House of Parliament. Agencies are to provide the report to the Information Commissioner via the GIPA Tool as soon as practicable after report tabling, to enable data analysis to commence.

Accordingly, agencies are encouraged to submit their data, via the GIPA Tool, as soon as possible and by no later than 28 November 2025 to enable the timely preparation of the Information Commissioner's statutory report to Parliament on the operation of the GIPA Act.

PLEASE NOTE: The reporting year for universities runs from 1 January to 31 December as prescribed by a direction of the Treasurer made under section 9 of the *Annual Reports (Departments) Act 1985* (NSW). However, where possible, universities are encouraged to separately submit GIPA data to the Information Commissioner on a financial year basis using the IPC GIPA Tool in order to align with other agencies.

We note that section 428 of the *Local Government Act 1993* (NSW) requires local councils to submit their corporate annual reports within five months after the end of the reporting year.

Therefore, local councils must submit their GIPA data one month prior to the due date for their corporate annual reports to comply with their obligations under the GIPA Act.

1.7 Can the Information Commissioner extend the deadline for providing GIPA data to Ministers?

No. The Information Commissioner does not have the statutory power to extend the reporting deadline.

1.8 Can agencies include their GIPA data in their corporate annual report?

Yes. Section 125(4) allows for the GIPA data to be included in an agency's corporate annual report required to be prepared under the *Annual Reports (Departments) Act 1985* (NSW) or the *Annual Reports (Statutory Bodies) Act 1984* (NSW).

If an agency includes GIPA data in its corporate annual report, the agency should ensure that the information is clearly identified. We suggest putting it in a separate section or appendix.

1.9 Do agencies need to report on informal requests as well?

No. The GIPA reporting requirements only capture information about agencies' proactive release programs and formal access applications.

1.10 What reviews need to be reported?

Agencies should report on all reviews concluded during the reporting year whether they are Internal Reviews, External Reviews by the Information Commissioner or NCAT reviews.

1.11 What does the Information Commissioner do with GIPA data received?

The Information Commissioner collates the GIPA data obtained from agencies and uses it to gain a sector-wide picture of how agencies are meeting their obligations under the GIPA Act.

Section 37 of the *Government Information (Information Commissioner) Act 2009* (GIIC Act) requires the Information Commissioner to report to Parliament on the operation of the GIPA Act, including agency compliance with section 125, as soon as practicable after the end of each reporting year. These GIPA Compliance reports are available on the IPC's website.

1.12 What if I make a mistake entering data?

Data can be recalled, corrected and resubmitted. See section 2.4.

1.13 What are the main things to remember?

- Choose the correct financial year.
- Ensure data such as the number of reviews is up-to-date and accurate.
- Your report must be saved and then submitted in a two-step process to be completed.

1.14 What if an access application is made for information held in the GIPA Tool?

The GIPA Tool provides functionality for agencies to create and manage their GIPA applications and is provided by the IPC to support agencies to comply with the GIPA Act. Agencies can add, edit and search GIPA applications and view dashboards and reports. The GIPA Tool also enables agencies to submit their annual GIPA data to the Information Commissioner in order to assist in their reporting obligations. This data is subsequently used in the production of the Information Commissioner's yearly report on the operation of the GIPA Act.

Agencies have custodianship and control over the data entered by them into the GIPA Tool. Agency officers are responsible for the reliability and quality of the data in the GIPA Tool.

Responding to requests to access case management data in the GIPA Tool is the responsibility of the agency for which data is sought. The IPC does not hold agency case management data and will refer any applications it receives to the relevant agency.

1.15 Further assistance about GIPA reporting under the GIPA Act

The IPC can assist agencies with any questions about the GIPA annual reporting requirements and the IPC GIPA Tool. Please contact the IPC by calling 1800 472 679 or email ipcinfo@ipc.nsw.gov.au.

2. Submitting annual report data using the GIPA Tool

Financial Year GIPA data

- Agencies that adopted the IPC GIPA Tool as its GIPA case management system can generate their reports automatically based on the applications already recorded in the system. This eliminates the need for any manual GIPA entry. See section 2.1 for how to use the GIPA Tool to report.
- Agencies that do not use the GIPA Tool for case management purposes should use the Manual Entry tab in the IPC GIPA Tool to submit GIPA annual report data for the financial year. See section 2.2 for how to use the GIPA Tool to report.
- Agencies must ensure the Agency name in the GIPA Tool is up to date and reflects any Machinery of Government Changes that may be applicable. If the Agency has changed its name, you will need to register for a new GIPA Tool account.

2.1 Automatic generation of GIPA data/information – agency using GIPA Tool for case management

At the end of the financial year agencies using the GIPA Tool as a case management system can automatically generate most of their GIPA data for Clause 8 (b) – (c) and Schedule 2 tables for submission to the Information Commissioner via the GIPA Tool.

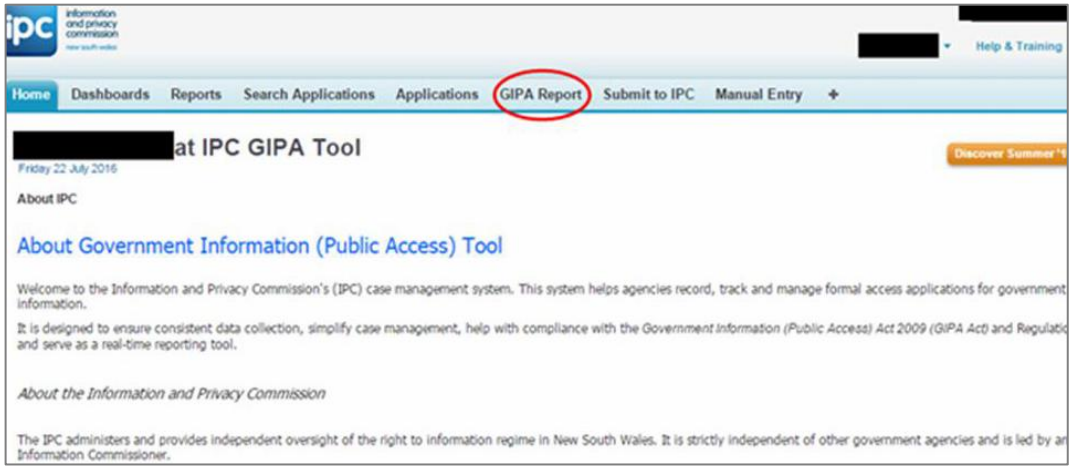
Note: agencies will still need to manually enter data for Clause 8(a) as it is not captured in the GIPA Tool before submitting to the IPC.

Agencies should also be prudent and run a GIPA Report using the GIPA Tool to check against the data being submitted via the Submit to IPC form.

2.1.1 Step 1: Generating a GIPA Report

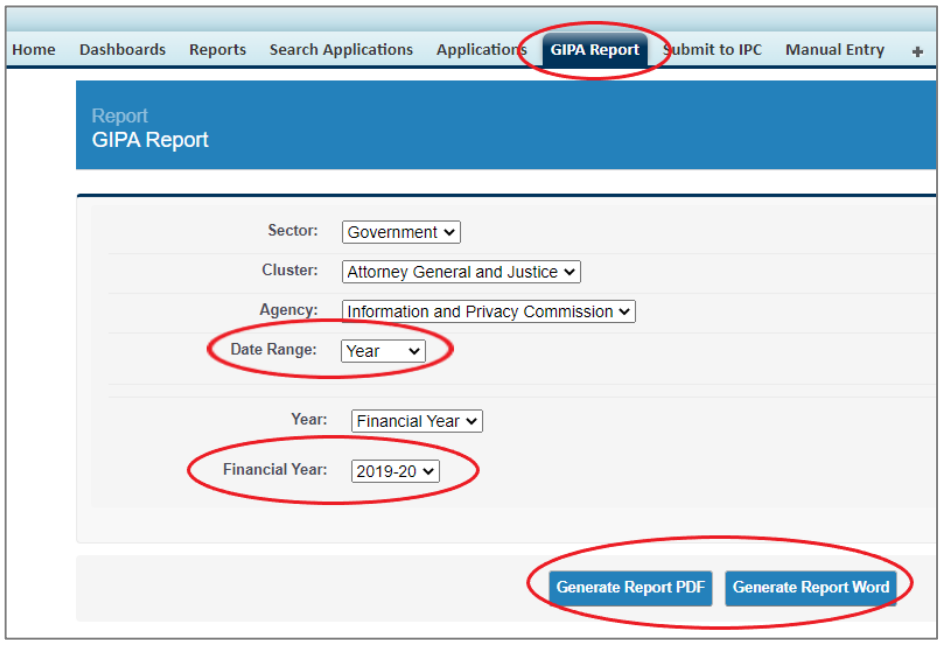
a) Log on to the IPC GIPA Tool. Users should land on the Home page.

b) Select GIPA Report on the GIPA Tool tab, this will take you to the GIPA Report page.



c) In the GIPA Report form, ensure that 'Date Range' remains as Year.

d) Select the Financial Year – (*ensure that the correct year is chosen, as this is a common error*).



e) Select to generate either a PDF report or Word report.

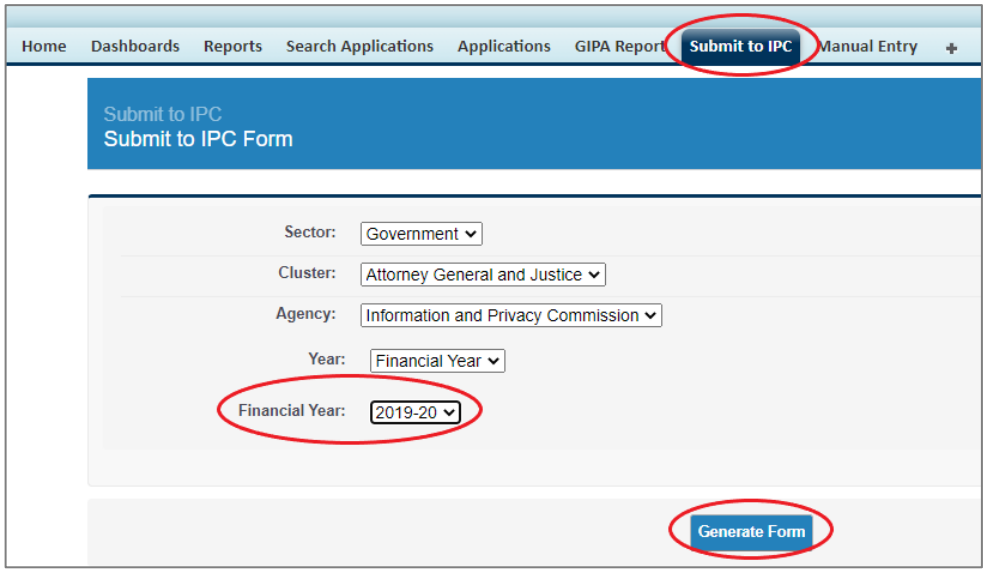
TIP: Pop-ups may need to be enabled in your browser to view the generated report.

f) Save a copy for the agency's records.

g) Use the GIPA Report to check against figures prior to submission of GIPA data.

2.1.2 Step 2: Entering information on conducting reviews (Clause 8(a)) and submitting agency data

a) Select Submit to IPC on the Home page header.



b) On the Submit to IPC page, select the Financial Year for which you will be reporting

c) Click Generate Form.

d) The form will automatically populate with data for Clauses 8(b) – (d) and Schedule 2 Tables.

NOTE: A comment field has been added to each table which is available through the submission process. These are not mandatory fields (with the exception of 8a). Any additional information from agencies may be used to inform regulatory guidance by the Information Commissioner.

e) For the Clause 8(a) requirement, agencies should:

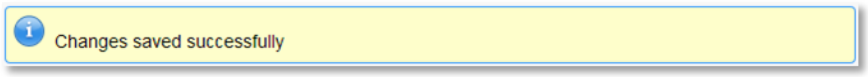
a. click Yes or No for whether a review of information released was undertaken in the previous 12 months – note under section 7 (3) of the GIPA Act, all agencies must have conducted such a review, and

b. click Yes or No for whether any additional information was made publicly available, and

c. if information was made publicly available, provide a summary of that information in the mandatory free text box.

f) Check all data against the GIPA Report generated in Step 1 above.

g) Once satisfied scroll down to the bottom of the form and press save. A message will confirm that changes were successfully saved.



h) Click on Submit to IPC at the bottom of the form to submit agency GIPA data.

i) The agency can print a copy of the submitted form if desired by clicking Print. A PDF report will be generated that will be time and date stamped on each page of the report for accurate record keeping, in the following format:

j) The submitting officer will receive an acknowledgement email confirming that agency GIPA information and data has been successfully submitted.

NOTE: As a final check to confirm the successful submission of your report, you can try and recall your report. The rationale being that a report can only be recalled if it has been successfully submitted.

- Select the Submit to IPC tab.
- Select the financial year of interest and click Generate Form.
- Scroll to the bottom of the form to see if a Recall option is available.

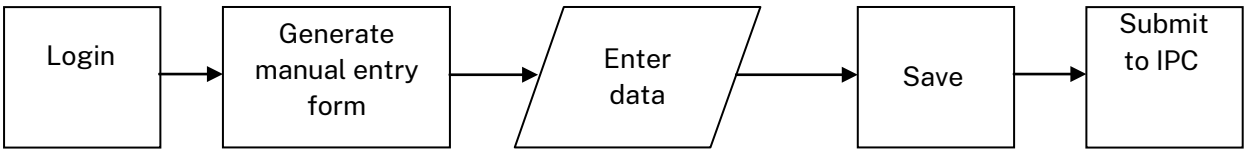
2.1.3 Step 3: Correcting or updating data

If the agency wishes to correct previously submitted data, please see section 2.4 below on Revising and resubmitting GIPA data.

If the agency considers that the automatically generated GIPA data is incorrect for Clauses 8(b) – (d) and/or Schedule 2, it may instead use the Manual Entry form to override this data. See the sections below on Navigating to the IPC GIPA Tool Manual Entry Form, Generating a 'Manual Entry' form and subsequent instructions on entering data in the relevant Clause or Table.

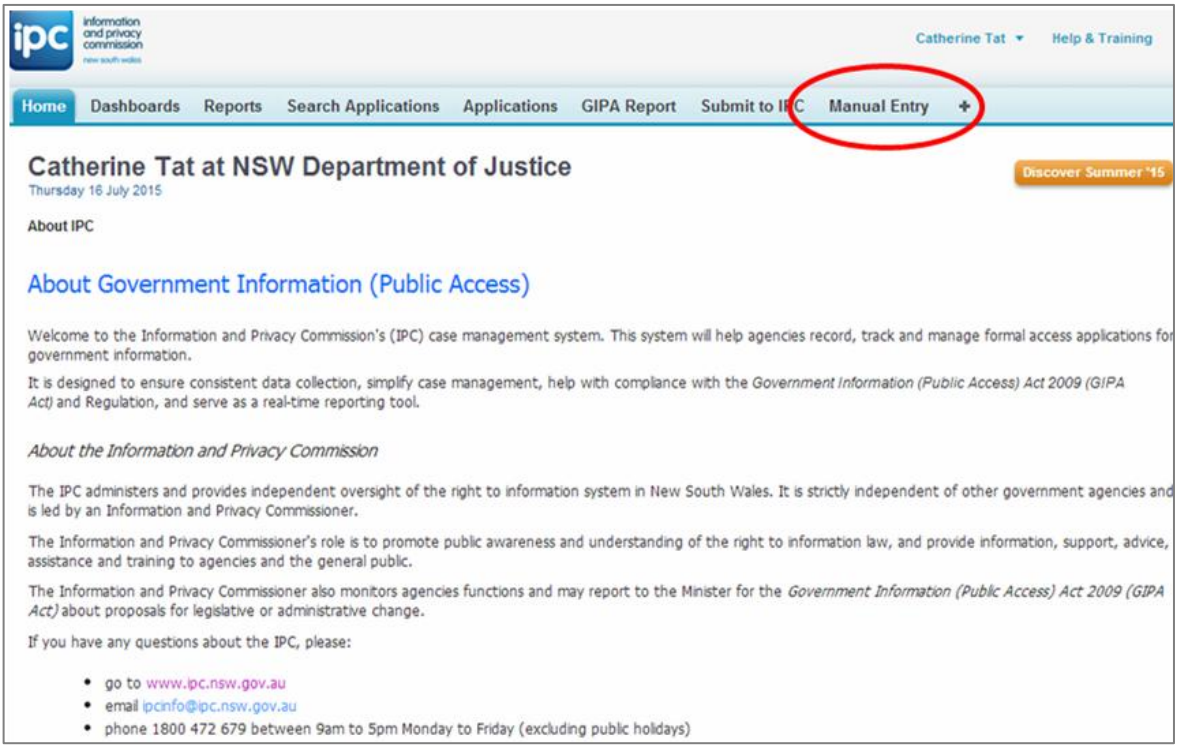
2.2 Submitting data using the Manual Entry form

If agencies have not used the GIPA Tool to manage applications for the year, data is entered using the Manual Entry form. The steps to use the form are set out sequentially below:



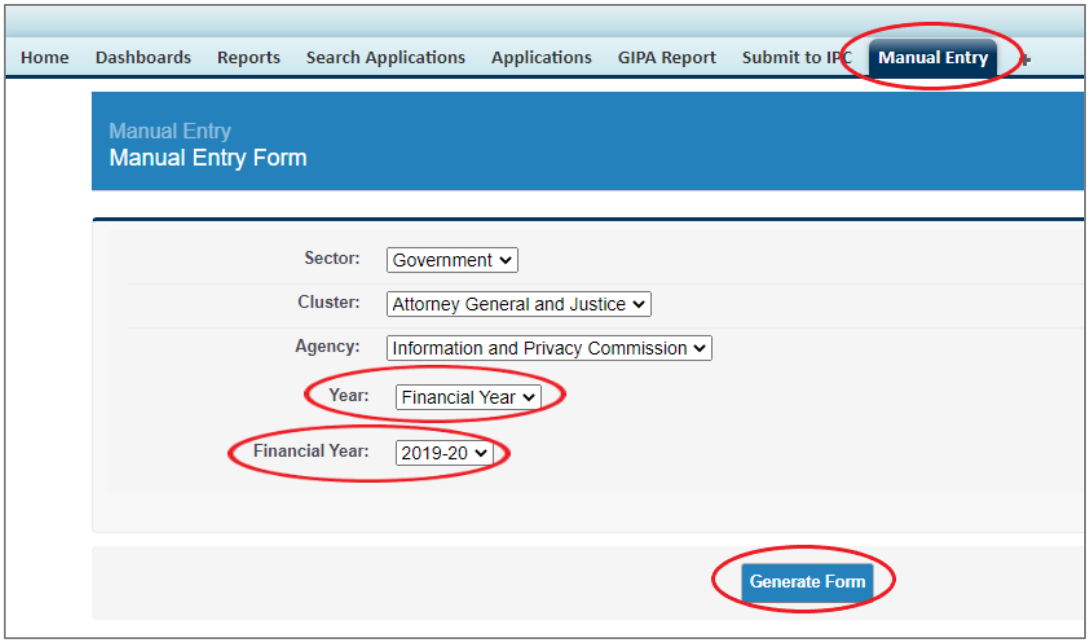
2.2.1 Step 1: Enter data into the form

a) Log on to the IPC GIPA Tool (https://gipa-ipc-nsw-gov.my.salesforce.com/). Users should land on the Home page (although some users may land on a different page when logging on).



b) Click on the Manual Entry tab.

2.2.2 Step 2: Generating a Manual Entry form



NOTE: Agencies do not need to select the Sector, Cluster or Agency. These fields are locked.

Once on the Manual Entry page, agencies should:

a) Select the Year, i.e. Financial Year.

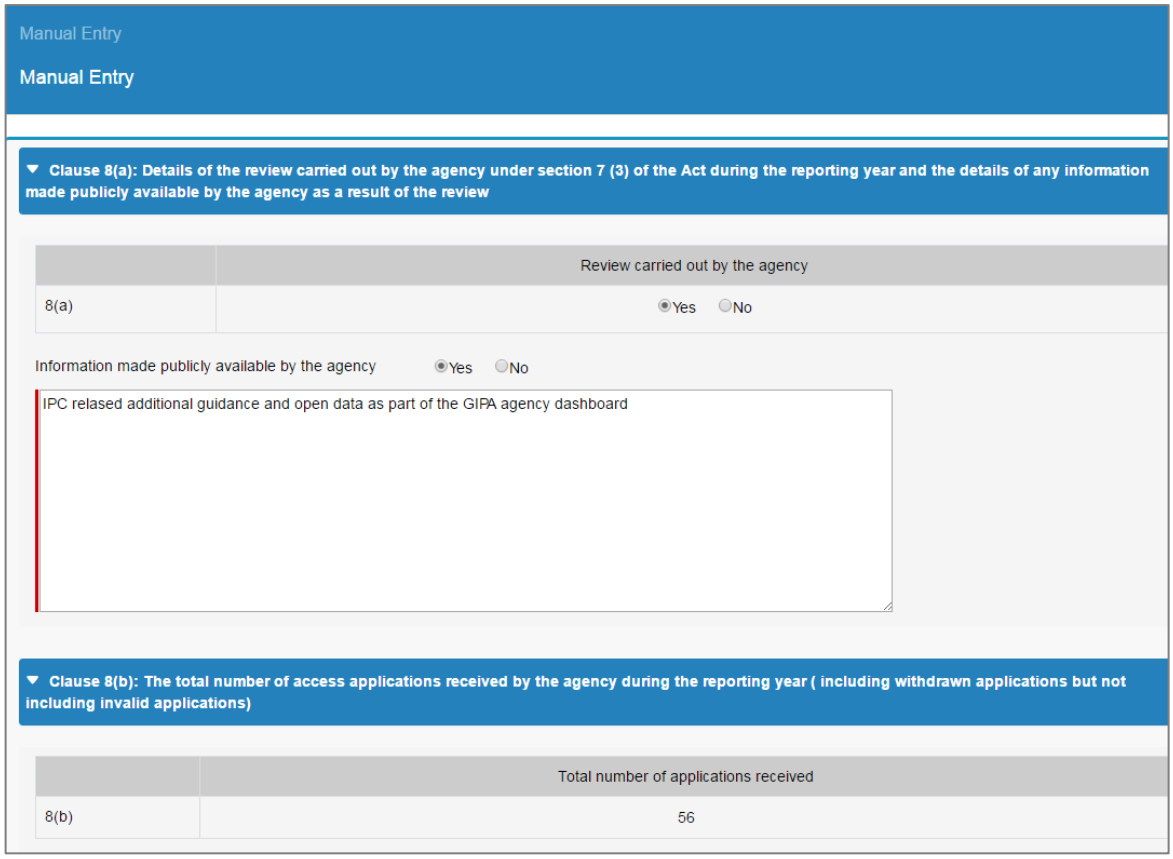
Generally, for most agencies it will be Financial Year, including agencies (e.g. Universities) who voluntarily report to the Information Commissioner on a financial year basis, despite reporting on a calendar year basis in their corporate annual reports.

For universities submitting calendar year data, the previous financial year option should be selected.

b) Select the actual reporting year to which the data relates to –

NOTE: A comment field has been added to each table which is available through the submission process. These are not mandatory fields (with the exception of 8a). Any additional information from agencies may be used to inform regulatory guidance by the Information Commissioner.

c) Click Generate Form. The Manual Entry page should then display and look similar to:



d) Enter data for Clauses 8(a) – (d), including the Schedule 2 tables. Please see the following sections for the step-by-step process.

e) Please ensure that all cells in the Manual Entry form have a number (or text for clause 8(a), if appropriate). ***For cells that have no value, enter the number 0*. Do not leave cells blank** as, when saving the data, an error message will appear advising:

2.3 Completing the Manual Entry form

The following sub-sections provide detailed guidance for each reporting requirement under Clause 8 of the GIPA Regulation, including the statistical data required under Schedule 2 of the GIPA Regulation.

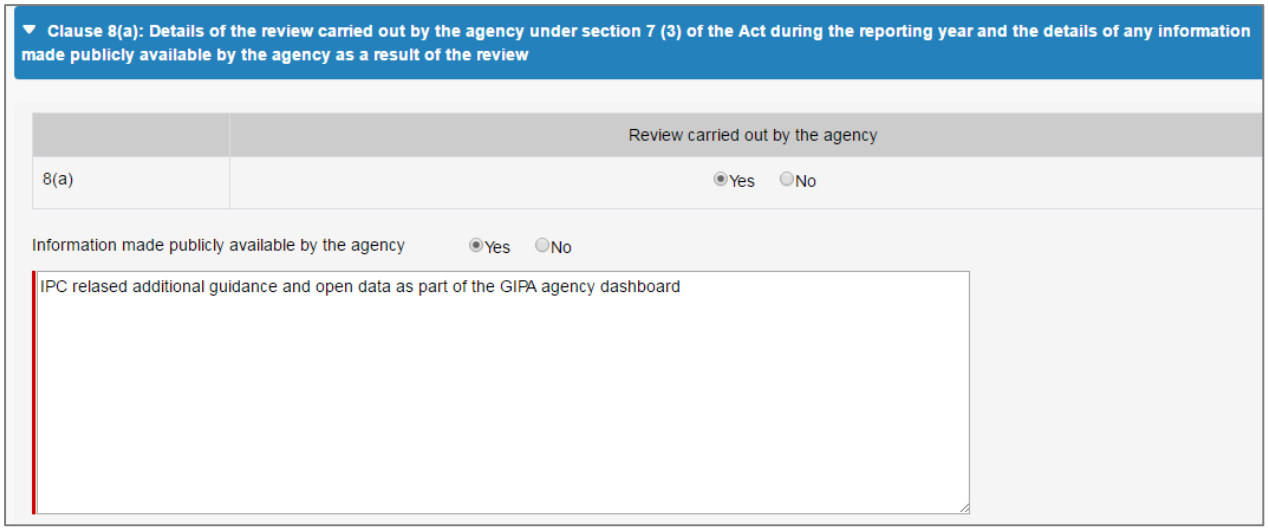
NOTE: Agencies should try and complete and save all tables in the Manual Entry form in the IPC GIPA Tool in one session. If this is not possible agencies can exit the IPC GIPA Tool after saving completed tables and return at a later date to finish and save the remaining uncompleted tables. Revision of completed tables or finishing uncompleted tables can still occur after submitting to the IPC. (See section 2.4 on Revising and Resubmitting GIPA Data, for further information).

2.3.1 Entering data for Clause 8(a)

Clause 8(a) of the GIPA Regulation requires agencies to report on:

- How they reviewed their proactive release program as required under section 7(3) of the GIPA Act to identify the types of information that could be released; and
- What information was released publicly as a result.

NOTE: *under section 7 (3) of the GIPA Act, all agencies **must** have conducted such a review.*



In the IPC GIPA Tool the agency must:

a) Tick Yes if a review was undertaken. If no review was undertaken, do not tick the box.

b) If a review was undertaken, tick Information made publicly available by the agency if information was made available. If no information was made available then do not tick.

c) If information was made available, list or describe the information released in the free text box. The free text box is mandatory. Text may be pasted from other documents.

Please remember to include details on your agency's:

a) Program

b) Details of the review, and

c) List of information released.

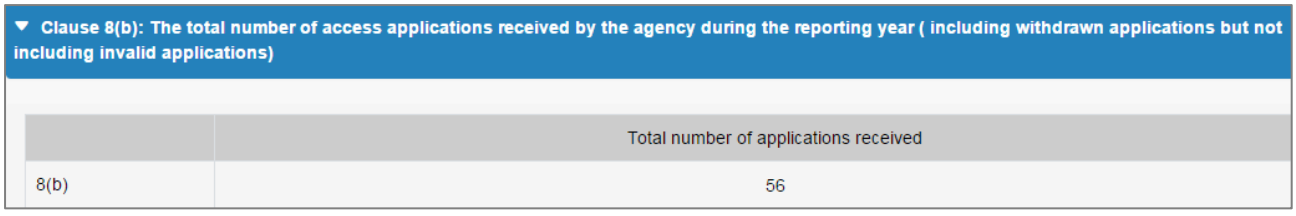
2.3.2 Entering data for Clause 8(b)

Clause 8(b) of the GIPA Regulation requires agencies to report on:

- the total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications). The figure should include any applications the agency has received but not yet decided during the reporting period.

Please note that the number is:

- The total number of applications received (not decisions) and
- Does not include informal requests.



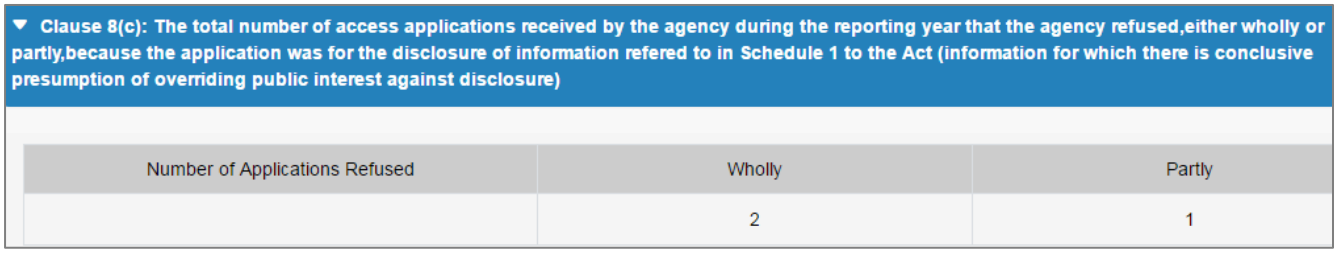
To complete the form:

a) Enter the number of applications received by the agency including withdrawn applications but not invalid applications. If no applications were received, leave the pre-populated number of '0'.

2.3.3 Entering data for Clause 8(c)

Clause 8(c) of the GIPA Regulation requires agencies to report on:

- The total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the GIPA Act (information for which there is a conclusive presumption of overriding public interest against disclosure).



To complete the form:

a) Enter the number of wholly refused applications under Wholly, and

b) Enter the number of partly refused applications under Partly.

Please note that:

- If no applications were refused wholly or refused partly, leave the pre-populated number of 0 in the relevant cell.
- Clause 8(c) does not cover informal requests that were refused wholly or partly.

Example

- Assume an agency received a total of 100 GIPA applications in 1 July 2019 – 30 June 2020.
  If 10 of those applications were invalid, and 20 were refused because they asked for information listed in Schedule 1 to the GIPA Act, the agency would report for clause 8(b) and 8(c) as follows:
  - For clause 8(b), there were 90 valid access applications during the reporting year
  - For clause 8(c), 5 of the 90 valid applications were refused in full. 15 of the 90 valid applications were refused in part.

2.3.4 Entering data for Clause 8(d) – Schedule 2 statistical data, Tables A to I

Table A: Decisions made during the reporting year by type of applicant and outcome

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	1	0	0	0	0	0	0	0
Members of the public (by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

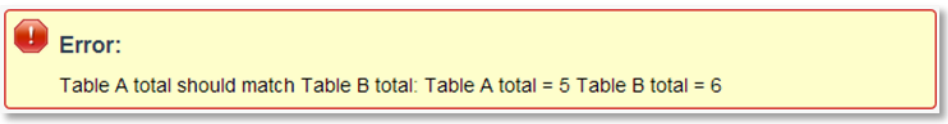
To complete the form:

a) For every formal application finalised, enter a number for each type of outcome according to the applicant type

b) If the outcome and applicant type is not relevant leave the pre-populated number of 0 in that cell.

Please note:

- Table A refers to decisions made in the reporting year about access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year.
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table A may be different from the total number of applications received.
- **The total number of outcomes in Tables A and B must be the same** – the Manual Entry form will generate an error message if this is not the case when the data is saved. The error message will appear at the start of the form. In addition, the column totals for each outcome, (e.g. granted in full etc) should also be the same in Tables A and B.



- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.

- Do not include informal applications. The table only captures information about formal access applications.

Table B: Decisions made during the reporting year by type of application and outcome

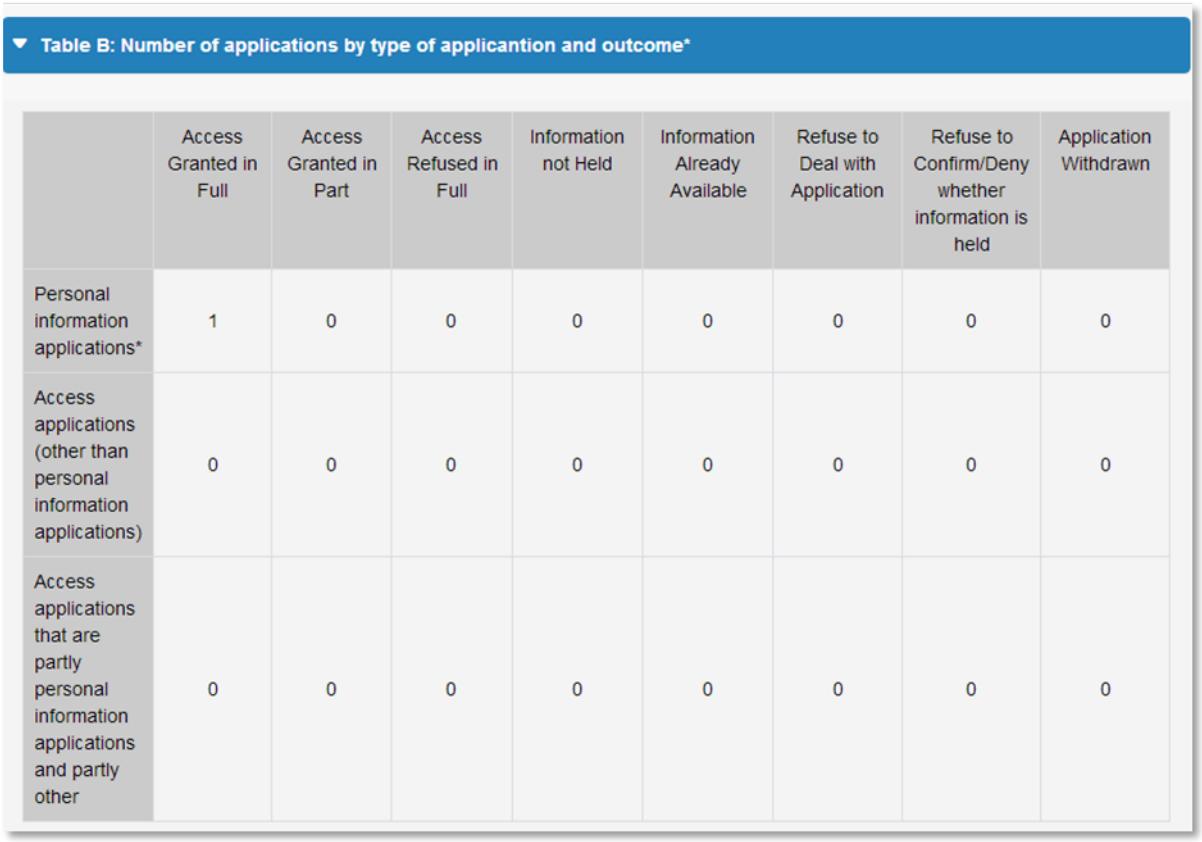


Table B: Number of applications by type of applicantion and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn
Personal information applications*	1	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

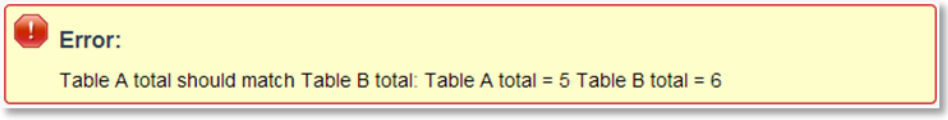
To complete the form:

a) For every formal application finalised, enter a number for each type of outcome according to the application type.

b) If the outcome and application type is not relevant leave the pre-populated number of 0 in that cell.

Please note:

- Table B refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year.
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table B may be different from the total number of applications received or decided by the agency during the reporting year.
- **The total number of outcomes in Tables A and B must be the same**. The Manual Entry form will generate an error message if this is not the case when the data is saved. **Also, the total number of outcomes for each column between the two tables, must be the same. For example, the total number of "Access granted in full" outcomes should be the same in both Table A and Table B.**



- If the table or cell is not applicable to the agency, enter 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table C: Details about invalid applications

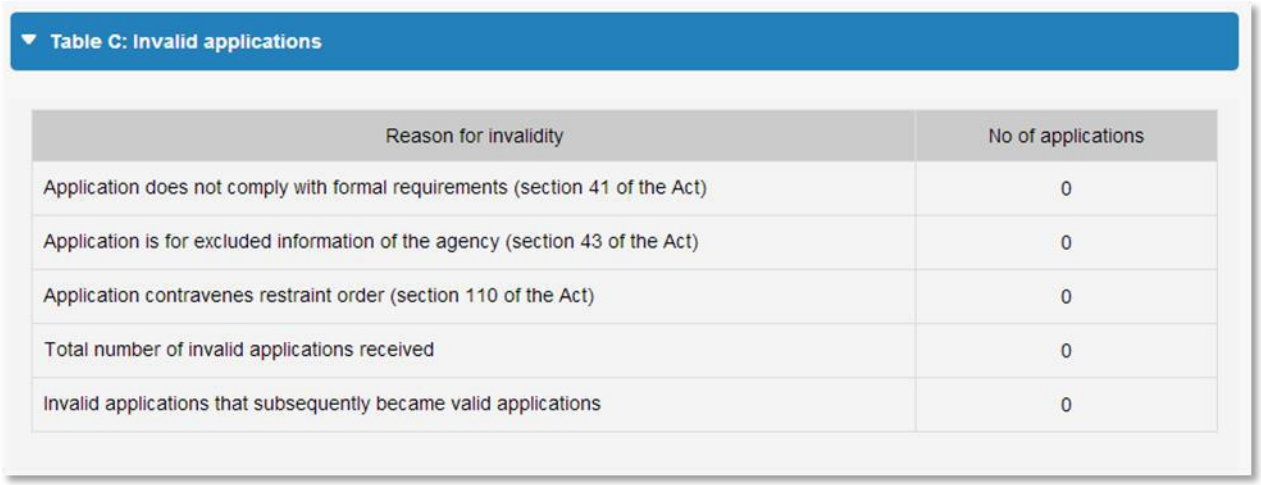


Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

In the IPC GIPA Tool, the agency must:

a) Count the number of applications received that are invalid because they do not comply with sections 41, 43 or 110 of the GIPA Act. Enter each respective number in lines 1 to 3 in Table C. You can enter in more than one reason for invalidity for an application.

b) Enter the total number of invalid applications received, which is the sum of lines 1 to 3 in Table C.

c) Enter the number of invalid applications received that became valid during the reporting year.

Please note:

- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- The sum of the first three rows must equal the total in the fourth row, otherwise an error message will be generated.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table D: Decisions to refuse access to Schedule 1 information

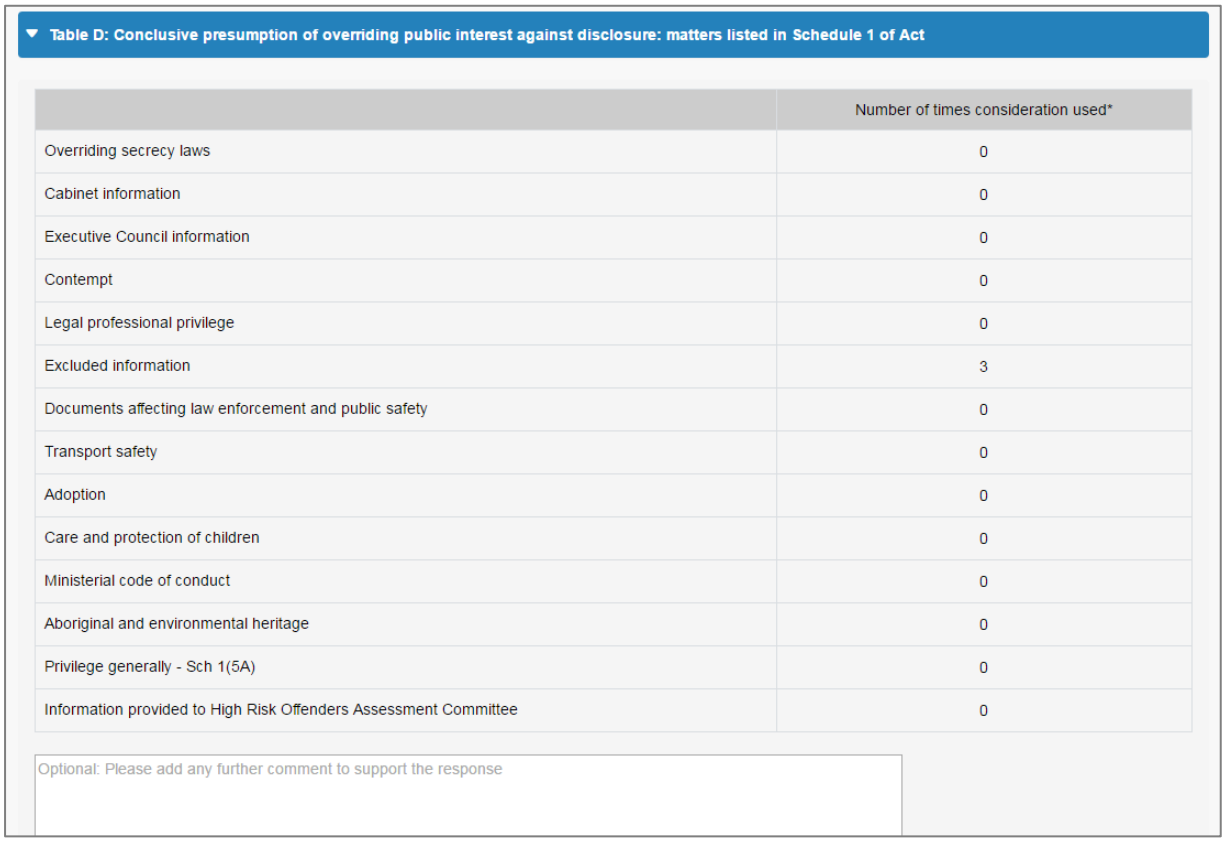


Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	3
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0
Privilege generally - Sch 1(5A)	0
Information provided to High Risk Offenders Assessment Committee	0

Optional: Please add any further comment to support the response

In the IPC GIPA Tool, the agency must:

a) Enter a number for each time a consideration listed in Schedule 1 of the GIPA Act is used in an application.

Please note:

- Table D refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year.
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table D may be different from the total number of applications received by the agency during the reporting year.
- Table D refers to the public interest considerations relevant to decisions to refuse an access application. Also, more than one CPOPIAD may apply in an application but each consideration may only be recorded once per application.
- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table E: Public interest considerations against disclosure relevant to decisions to refuse access

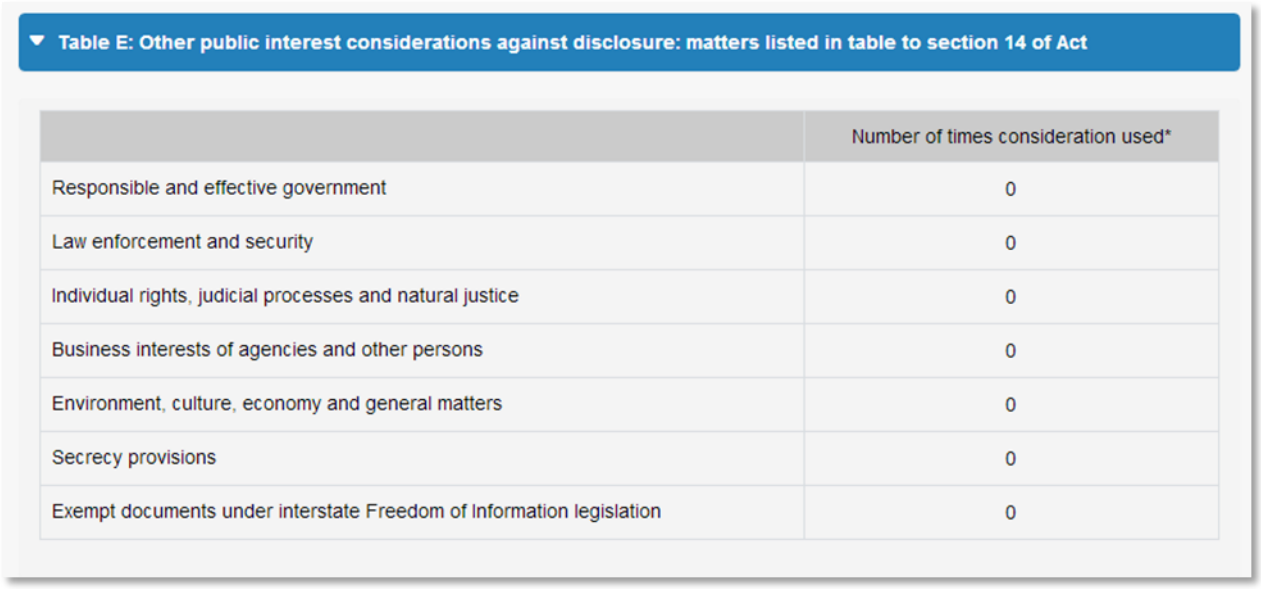


Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

In the IPC GIPA Tool, the agency must:

a) Enter a number for each time a consideration listed in the table to section 14 of the GIPA Act is used in an application.

Please note:

- Table E refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year.
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table E may be different from the total number of applications received by the agency during the reporting year.
- Table E refers to the public interest considerations relevant to decisions to refuse an access application. Also, more than one OPIAD may apply in an application but each consideration may only be recorded once per application.
- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table F: Timeliness of decisions made during the reporting year

Table F: Timeliness

	Number of applications*
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0

To complete the form:

a) Enter the number of applications Decided within the statutory timeframe.

b) Enter the number of applications Decided after 35 days (by agreement with the applicant).

c) Enter the number of applications Not decided within time (deemed refusal).

Please note:

- Table F refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year.
- Table F does not include withdrawn applications, only applications decided in a financial year.
- If the table or cell is not applicable to the agency, enter 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.
- The statutory timeframe in Table F (a) refers to the 20 working days to decide an access application, including statutory extensions up to a maximum of 35 days (s 57(1)-(2) of the GIPA Act).
- For Table F (b), this includes applications that have been decided after 35 days by an extension of time by agreement with the applicant (s 57(4) of the GIPA Act). This includes an extension of time beyond the 20 working day period where the factors set out at s 57(2) of the GIPA Act are not available to an agency.

Table G: Outcomes of reviews finalised during the reporting year

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld
Internal review	0	0
Review by Information Commissioner*	0	0
Internal review following recommendation under section 93 of Act	0	0
Review by NCAT	0	0

To complete the form:

a) Enter a number for the decisions varied and/or upheld after an internal review.

b) Enter a number for the decisions varied and/or upheld ***after the review is completed*** by the Information Commissioner.

c) Enter a number for the decisions varied and/or upheld following a recommendation under section 93 of the GIPA Act.

d) Enter a number for the decisions varied and/or upheld after a review by NCAT.

Please note:

- Table G is only about applications for review of access decisions. It is not about numbers of, or decisions made about, the original access applications.
- For Table G, applications can go through more than one review avenue. Therefore the number of applications received for each type of review may be double or triple counted.
- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table H: Numbers of reviews applied for during the reporting year by type of review applicant

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

To complete the form:

a) Enter the number of applications for review that were made by access applicants.

b) Enter the number of applications for review that were made by persons who were the subject of the access application.

Please note:

- Table H is only about applications for review of access decisions. It is not about numbers of, or decisions made about, the original access applications.
- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table I: Applications transferred to other agencies

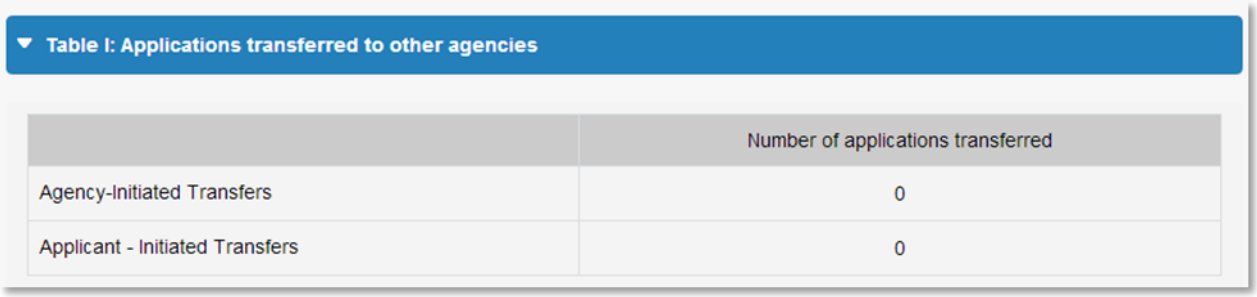


Table I: Applications transferred to other agencies

	Number of applications transferred
Agency-Initiated Transfers	0
Applicant - Initiated Transfers	0

In the IPC GIPA Tool, the agency must:

a) Enter the number of Agency-initiated transfers.

b) Enter the number of Applicant-initiated transfers.

Please note:

- If the table or cell is not applicable to the agency, leave the cell/s as 0.
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.
- Under changes to the GIPA Act in November 2018 agencies may make a partial transfer of an application to one or more agencies. A partial transfer should still be recorded as a transfer in the GIPA Tool.

2.3.5 Saving data in the Manual Entry form

After you have completed the Manual Entry form it should be carefully reviewed for accuracy prior to saving and submitting.

To save data, scroll to the bottom of the Manual Entry form page:

a) Select Save.

A message will appear at the top of the page advising that the save was successful.

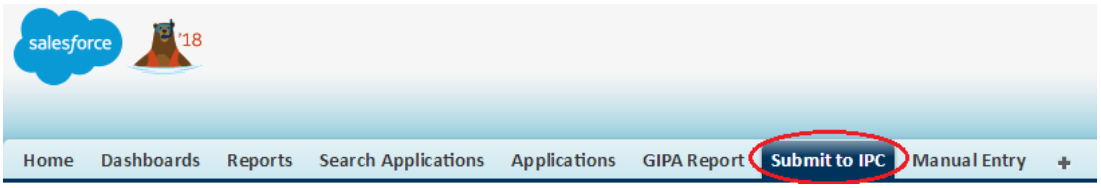
Please note: If the agency wishes to cancel the process of filling out the Manual Entry form:

a) In the Manual Entry form, scroll down and select Cancel.

b) All changes made in the session will be lost and no data will be submitted.

2.3.6 Submitting data to the IPC

a) Navigate to the Submit to IPC tab.



b) Select the financial year.

c) Select Generate Form.

d) Scroll down to the bottom of the page and select Submit to IPC.

Your agency data will then be released to the IPC. You will receive an email acknowledgement. As a further check, the presence of the Recall button to recall your data further indicates that it has been successfully submitted to the IPC. If these two are not present, you have not successfully submitted your data.

Please ensure that data is submitted **before 28 November 2025** otherwise changes to agency GIPA data after this date will only be reflected in the Information Commissioner's report to Parliament in the following financial year. If changes are made after 28 November 2025 please advise the IPC via email (ipcinfo@ipc.nsw.gov.au).

2.4 Revising and resubmitting GIPA data

To correct previously submitted data agencies should:

a) Navigate to the Submit to IPC tab.

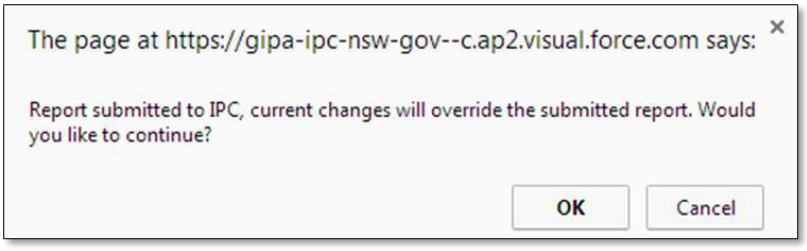
b) Select the correct financial year and click Generate Form.

c) Scroll down to the bottom of the form and click Recall. This recalls the data from the IPC database.

d) Navigate to the Manual Entry form, select the correct financial year and click Generate Form.

e) Make changes to the data in the form and click Save.

f) In Google Chrome, once the save button is pressed a pop-up will appear stating that the revised or additional data will override the submitted report to the IPC. Select OK.



g) Return to the Submit to IPC tab, select the correct financial year and click Generate Form.

h) Scroll to the bottom of the form and click Submit to IPC.

The revised data will then be sent to the IPC.

Corrected submitted data for previous years should also be advised to the IPC via email (ipcinfo@ipc.nsw.gov.au) outlining the amendment and explanation of the amendment. This will inform variances in the data.

2.5 Saving and printing the PDF version of the agency's GIPA data

Upon saving and submitting GIPA data to the IPC, agencies are advised to save a copy for their own records.

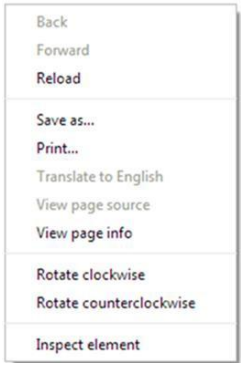
a) In the Manual Entry form, scroll down and select Print.

b) A PDF version of the agency's full GIPA annual report will be created.

NOTE: The PDF version of the GIPA annual report will be time and date stamped on each page of the report for accurate record keeping, in the following format:

c) Save a copy to the user's relevant folder by pressing the save icon.

or right click and select Save as.



d) Agencies may also print a hard copy by pressing:

Information and Privacy Commission NSW
T 1800 IPC NSW (1800 472 679)
www.ipc.nsw.gov.au

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