



information
and privacy
commission
new south wales

IPC Stakeholder Forum Terms of Reference

October 2025



Background

The IPC Stakeholder Forum has been developed to provide a mechanism for information sharing and stakeholder engagement between the Information and Privacy Commission and NSW public sector staff with an interest in information access and privacy matters.

Purpose

The IPC Stakeholder Forum has been established to provide:

1. information to NSW public sector staff on information access and privacy matters
2. updates to NSW public sector staff on the work of the Information and Privacy Commission
3. a mechanism for information sharing and stakeholder engagement
4. an opportunity for NSW public sector staff to present case studies and updates on the work of government agencies regarding information access and privacy matters
5. the IPC with feedback on resources, publications and projects

Membership

1. NSW public sector staff are eligible to be members of the Forum.
2. A NSW public sector email address must be used to register for membership of the Forum
3. The IPC will make available on its website a Form for registration purposes.
4. The IPC will maintain and update a membership list for communication purposes, with the IPC Communications Team reviewing members to ensure only NSW public sector staff are included. The membership list will be stored securely in IPC's records management system.

Meetings

1. The IPC Communications Team will be responsible for coordinating meetings.
2. The Forum will meet twice a year or as required and will be held virtually.
3. The Agenda for meetings and speakers will be determined by the IPC with input from members, with the IPC calling for topic/presentation suggestions three weeks prior to meetings.
4. Members are encouraged to suggest case studies on the work of government agencies in information access and privacy matters for presentation at meetings by member
5. A standing item for the Agenda will be presentations from the Information Commissioner and the Privacy Commissioner.
6. The Agenda will be circulated one week prior to each Meeting.
7. The IPC will manage the hosting of the Meetings including virtual participation. Meetings will not be recorded.
8. No minutes will be taken of meetings and discussions during meetings will be confidential.
9. Questions can be raised during the Meeting by members but the IPC may determine to respond in writing after the Meeting.
10. The IPC will use virtual polling tools during Meetings to allow members to provide feedback on Meetings, Resources, Publications and Projects and may use other feedback mechanisms outside of the meetings.

Document information

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