



Checklist

Updated September 2019

Agency Information Guides

Self-assessment checklist for agencies

Section 20 of the *Government Information (Public Access) Act 2009* (GIPA Act) requires all agencies (other than a Minister) to have an agency information guide (AIG). AIGs provide a valuable mechanism to ensure that citizens have knowledge of and access to government information that is both current and significant in relation to the formulation of policy and service delivery by agencies, together with access to arrangements to participate in the formulation of policy and service delivery by agencies.

This self-assessment checklist reflects the requirements of the GIPA Act and provides additional guidance. The checklist does not prescribe the structure and format that an AIG should follow. Rather, it is a practical tool for an agency to assess the content of its AIG once it has been prepared. The Information Commissioner also uses this checklist to assess the quality of AIGs received and inform feedback to the agency.

For practical guidance on how to prepare an AIG, please refer to the [Guideline for Agency Information Guides](#).

Note: Mandatory Practice questions relate to the mandatory elements of the GIPA Act and agencies are strongly encouraged to complete them. Recommended Practice questions in the checklist have been included in italics to assist and guide an agency on how they may satisfy or demonstrate the requirements under the GIPA Act, or how to best promote and enhance Open Government, Open Data, and public participation. While these elements are not mandatory, they may assist agencies to assess their maturity in the utilisation of AIGs.

	Assessment questions	Status	Comments
Open access information (Sections 6(2) & 18(a) of the GIPA Act)			
1	Mandatory Practice: Has the agency made its AIG publicly available on its website?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Recommended Practice: <i>Is it easily accessible on the agency's website, such as on its 'access to information' page?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Adoption and review of AIGs (Section 21 of the GIPA Act)			
2	Mandatory Practice: Has the agency reviewed its AIG and adopted a new AIG at an interval of not more than 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Recommended Practice: <i>Does the AIG include the date it was last reviewed/adopted/amended?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
AIG requirements (Section 20(1) of the GIPA Act)			
3	Mandatory Practice: Does the AIG describe the structure of the agency?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
	Recommended Practice: <i>Does the AIG describe the multiple divisions of the agency if applicable?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

	Assessment questions	Status	Comments
	Recommended Practice: Does the AIG describe how the agency operates in a cluster arrangement if applicable?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Recommended Practice: Does it link to other agency AIGs where appropriate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4	Mandatory Practice: Does the AIG describe the functions of the agency?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
5	Mandatory Practice: Does the AIG describe the way in which the functions, especially decision-making functions, of the agency affect members of the public?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
6	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policies?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
7	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the exercise of the agency's functions?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
8	Mandatory Practice: Does the AIG identify the various kinds of government information held by the agency? <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
9	Mandatory Practice: Does the AIG identify the kinds of government information held by the agency that the agency makes or <u>will make</u> publicly available?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
10	Mandatory Practice: Does the AIG specify the manner in which the agency makes or <u>will make</u> government information publicly available?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
11	Mandatory Practice: Does the AIG identify the kinds of information that are made publicly available free of charge?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
12	Mandatory Practice: Does the AIG identify the kinds of information that <u>will be</u> made publicly available free of charge?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
13	Mandatory Practice: Does the AIG identify the kinds of information for which a charge is imposed?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
14	Mandatory Practice: Does the AIG identify the kinds of information for which a charge <u>will be</u> imposed?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	

	Assessment questions	Status	Comments
AIG Government Information (Section 20(2) of the GIPA Act)			
15	Mandatory Practice: Has the agency made government information publicly available as provided by its AIG?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
	Recommended Practice: Is there a process for ensuring information is released, such as through a pro-active release strategy or committee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Local authorities (Section 20(3) of the GIPA Act)			
16	Mandatory Practice: Where the Director General of the Department of Local Government, in consultation with the Information Commissioner, has adopted mandatory provisions for inclusion in the AIGs of local authorities – has the AIG (of a local authority) included the mandatory provision, unless otherwise approved by the Director-General in a particular case?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
Role of the Information Commissioner (Section 22(1) of the GIPA Act)			
17	Mandatory Practice: Has the agency notified the Information Commissioner before adopting or amending its AIG?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Open Government, Open Data & public participation			
18	Recommended Practice: Does the AIG adopt a core set of headings in line with the Guideline for AIGs to promote consistency across the government sectors and make it easier for the public to find the information that they seek?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
19	Recommended Practice: Generally consider – How does the AIG promote Open Government?		
	Recommended Practice: Does the AIG provide a public resource that informs citizens about the information that the agency holds, the agency's engagement channels, and its decision-making processes?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
20	Recommended Practice: Generally consider – How does the AIG identify any data held by the agency and detail the way the agency will make the data open to citizens?		
	Recommended Practice: Does the AIG link to other open data initiatives such as data.nsw.gov.au ?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
21	Recommended Practice: Generally consider – How does the AIG inform the public about how the agency engages with citizens and stakeholders on the formulation of policy and service delivery?		

General comments**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