

Guidance for University Staff in Dealing with requests for information

FAQ

As a staff member of the University, what aspects of my work could be requested under Right to Information (GIPA Act)?

Any record can be requested, regardless of who created it or where it is stored, so it is imperative that you are prepared for any such requests by maintaining proper records in the course of your work. It is strongly recommended that you follow the University's advice about maintaining proper records as specified in the Western Sydney University [Records and Archives Management Policy](#).

What do I do if I receive a request for information under the GIPA Act?

Refer any requests for information under the GIPA Act directly to the Right to Information Officer. If any information is requested that is related to your work, wait until you are formally approached by the Right to Information Officer before responding.

What if I am asked for information by the Right to Information Officer?

You should attend the request promptly and conduct a full and proper search within the timeframe specified to you. Staff will need to certify to the Right to Information Officer that a thorough search has been conducted and that all relevant documents are provided, regardless of where they are stored.

If there are any concerns about release, this can be conveyed to the Right to Information officer who will make an assessment in accordance with the requirements and exemptions under the Act.

Contact Western Sydney University's Right to Information Officer

Right to Information Officer can be contacted by telephone or 02 9678 7267 via email rti@westernsydney.edu.au