



ACCESS TO INFORMATION (GIPA)

How staff work
with the GIPA
Compliance Office

**What to do if you get asked to
provide for an Access to
Information application**

ACCESS

TRANSPARENCY

ACCOUNTABILITY

*find more information on right to information at
www.westernsydney.edu.au/ougc/cpu*

What is GIPA?

This booklet sets out how University staff are expected to work with the GIPA Compliance Office when a request for information is received.

Staff play a critical role in supporting the University's compliance with the *Government Information (Public Access) Act 2009 (NSW)*.

The GIPA Compliance Office oversees this process and provides guidance, while staff are responsible for identifying, locating, and providing relevant information within their area in accordance with the procedures outlined in this booklet.



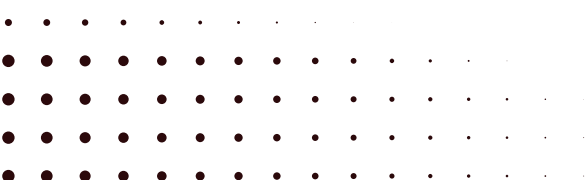
Key principle:

Individuals have a legal right to access government information, with a presumption in favour of disclosure.

University staff must follow the procedures outlined in this booklet to ensure the University meets its statutory obligations while appropriately managing sensitive and personal information.

Legal and Procedural Framework

- **Presumption in favour of disclosure:** Access to government information is to be provided unless there is an overriding public interest against disclosure, assessed against the public interest considerations set out in the Act by the GIPA Office.
- **Limited grounds for refusal:** Reasons for refusing access are confined to those specified in the Act and must be applied narrowly and lawfully.
- **Statutory timeframes:** Access applications must be determined within 20 working days, subject to any permitted extensions under the Act.



Roles & Responsibilities

Only the GIPA Officer

- Assesses access application submissions.
- Determines what information may be released, including whether information is disclosed in full, redacted, summarised, or withheld.
- Undertakes all redactions to documents.
- Provides direction on the summarisation or de-identification of information where required.
- Reviews and approves all de-identified versions of information prior to release.

Staff must

- Provide requested documents and information promptly, and by the specified due date.
- Liaise only through the GIPA Office and not engage directly with applicants.
- Staff must not make disclosure decisions. All decisions regarding access, redaction, or release of information are made by the GIPA Office.



How it Works



Security & Confidentiality

- All documents and information provided for GIPA requests must be **treated as strictly confidential until formally released**
- Staff must not copy, download, or store documents outside of the approved secure environment.
- Staff must delete any temporary or local copies immediately after submission.



Transparency & Accountability

- Staff must complete a **declaration** confirming that all reasonable searches have been undertaken and that information has been handled in accordance with this framework.
- The University may publish details of information released in response to GIPA access applications on its **Disclosure Log**, in accordance with the Act.
- Access applications and associated records must be stored in **Content Manager**, retained, and destroyed in accordance with applicable legislative requirements .



Contact Us!

The GIPA Office is part of the Compliance Program Unit within the Office of Legal, Compliance, & Governance.

The University's Privacy and GIPA Officer can be reached at rti@westernsydney.edu.au.