

### Updated Information Access Self-assessment Tool released

The Information and Privacy Commission (IPC) has today released the revised IPC Information Access Self-assessment Tool following a review and consultation with NSW agencies.

The Information Access Self-assessment Tool enables agencies to assess their systems and policies to ensure their compliance with their information access requirements under the *Government Information (Public Access) Act 2009* (GIPA Act). The revised tool has been designed so that agencies can perform an assessment of their information governance maturity while also tracking their progress in improving their information access practices and to assist in the exercise of GIPA Act functions.

Information Commissioner, Ms Elizabeth Tydd said, “The revised Information Access Self-assessment Tool incorporates the invaluable feedback the IPC received from agencies regarding their needs and requirements from the tools.

“The Tool now features a comprehensive and holistic approach to assessing maturity and equips agencies with a detailed framework to plan their steps for improvement. It also provides improved generation of reports and summaries to better identify forward actions.

“In 2021/22, there were 23,789 applications made for government information in NSW, demonstrating the high value that the public places on exercising this important right. Given the high volume of applications, agencies can use the Self-assessment Tool to evaluate themselves to ensure that they have best practice systems and governance in place.

“I encourage all senior leaders, governance teams and information access practitioners to download the tools and take a proactive approach to their information governance practices.”

#### **About the Tools**

The IPC Information Governance Self-assessment Tools were first published in 2019 and reviewed in 2023. The revised Tools build upon the previous version and now feature three components that work together to assess, track and plan for governance maturity. The three components include:

- A Maturity Matrix – a framework that describes the difference areas of practice to be assessed and what maturity looks like at each level
- A Survey – the survey is used to collect data from various areas of the agency on the nature and effectiveness of their agency’s governance practices
- A Management Document – this provides a space for agencies to record their level of maturity, as well as plan and track activities to improve maturity.

To assist agencies in navigating the new Tools, the IPC has released a demonstration video outlining each of the components and how to use them effectively.



information  
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The Information Access Self-assessment Tool and demonstration video are available for download via the [IPC website](#).

**ENDS**

**For further information, please contact:**

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**About the Information and Privacy Commission:**

The Information and Privacy Commission NSW (IPC) is an independent statutory authority that administers New South Wales' legislation dealing with privacy and access to government information. The IPC supports the Information Commissioner and the Privacy Commissioner in fulfilling their legislative responsibilities and functions and to ensure individuals and agencies can access consistent information, guidance and coordinated training about information access and privacy matters.

**About the NSW Information Commissioner**

The NSW Information Commissioner's statutory role includes promoting public awareness and understanding of the *Government Information (Public Access) Act 2009* (GIPA Act); providing information, advice, assistance and training to agencies and the public; dealing with complaints about agencies; investigating agencies' systems, policies and practices; and reporting on compliance with the GIPA Act.

The *Government Information (Information Commissioner) Act 2009* (GIIC Act) establishes the procedures for appointing the Information Commissioner and sets out the Commissioner's powers and functions. It outlines the method for people to complain about the conduct of agencies when undertaking their duties under the GIPA Act, and the way in which the Information Commissioner may deal with the complaint. The GIIC Act also enables the Information Commissioner to investigate and report on how agencies carry out their functions under the GIPA Act.

For further information about the IPC visit our website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)