

## 1 What does this policy do?

This policy prescribes the principles and requirements that must be applied by all Transport staff to meet the statutory requirements under the *Government Information (Public Access) Act 2009* (GIPA Act).

The Transport agencies are committed to improving accountability and transparency by increasing access to government information. We do this in line with a number of legislative and policy requirements. The GIPA Act promotes transparency and encourages customer access to information through regular proactive disclosure and timely release of government information.

Transport proactively provides the community with information on our structure, functions, policies, performance, activities, projects, contracts, and grants and funding programs administered by us. Our customers can also ask us for information that is not already publicly available, by submitting either an informal request or formal access application under the GIPA Act.

## 2 Who is this policy for?

This Policy applies to permanent, temporary and casual staff, staff seconded from another organisation, and contingent workers including labour hire, professional services contractors and consultants performing work for any of the following agencies (**the Transport agencies**):

Department of Transport	YES
Transport for NSW	YES
NSW Trains	YES
Sydney Trains	YES
Sydney Metro	YES
State Transit	YES
Sydney Ferries	YES
The Point to Point Transport Commissioner	YES
Transport Asset Manager of NSW	YES

## 3 Principles and requirements

### 3.1 Principles

We create and promote an open and accessible information culture by:

Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	

# Access to Information Policy

CP14026.4



- Adopting and facilitating an 'open by design' approach to information wherever appropriate
- Continuously improving access to Transport performance service delivery and other information via our websites
- Making eligible tender and contract information available on the [NSW e-tendering website](#)
- Making information about grants administered, or proposed to be administered, by the agency available on the [NSW Grants and Funding website](#)
- Proactively releasing the agencies policy documents as required by the GIPA Act
- Providing a mechanism to identify and facilitate information that should be disclosed in the public interest
- Providing clear information on the [TfNSW website](#) about making GIPA applications
- Promoting staff awareness of our information access responsibilities through targeted campaigns, training and intranet resources
- Annually updating the transport agencies' information guides
- Ensuring that all categories of Open Access information are disclosed in accordance with the GIPA Act.

## 3.2 Requirements

To support these principles, all Transport business areas must:

- regularly review the information which is released proactively to ensure currency and accuracy of the information
- ensure that records are maintained in accordance with State Records requirements and able to be retrieved if required to respond to an access application
- ensure that complete, accurate and timely responses are provided in response to access applications
- apply robust systems to ensure that contracts, and details about grants and funding, are disclosed within the statutory timeframes.

## 4 Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	

## Appendix A:

### 5 Accountabilities and responsibilities

Who	
All staff responsible for the management of contracts	Ensuring that government contracts are disclosed within 45 working days of becoming effective on the <a href="http://www.etenders.nsw.gov.au">www.etenders.nsw.gov.au</a> website
All staff responsible for the administration of grants and funding	Ensuring that information relating to grants administered, or proposed to be administered are disclosed in accordance with the <i>Grants Administration Guide</i> on <a href="http://www.nsw.gov.au/grants-and-funding">www.nsw.gov.au/grants-and-funding</a>
Deputy Secretary, Corporate Services	Accountable for setting the strategic direction for the transport agencies meeting their compliance obligations under the GIPA Act
Chief Legal Officer	Accountable for establishing standards, policy, guidelines, advice, training and toolkits to enable business areas to comply with this policy
Director, Information Access	<p>Ensuring that access applications are completed in accordance with Part 4 of the GIPA Act</p> <p>Ensuring that other categories of Open Access Information (not referenced above) is disclosed in accordance with Part 2 of the GIPA Act</p> <p>Providing training, facts sheets and resources to support the transport agencies in fulfilling their obligations under the GIPA Act</p>
All staff	Responsible for ensuring that records are maintained in accordance with any prescribed standards and are provided within the requested timeframe if requested in an access application.

Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	

## 6 Related/supporting material

1. [Transport Privacy Policy](#)
2. [Government Information \(Public Access\) Act 2009](#)
3. [Government Information \(Public Access\) Regulation 2018](#)
4. [Privacy and Personal Information Protection Act 1998](#)
5. Open Data Policy (in development)

## 7 Document control

### 7.1 Superseded documents

This Policy replaces the following document:

- CP14026.3 Transport Access to information Policy

### 7.2 Document history

Date & Policy No	Document owner	Approved by	Amendment notes
16/10/23 CP14026.4	Chief Legal Officer	Deputy Secretary, Corporate Services	Routine review update
20/12/2018 CP14026.3	ED, Legal, Govt Regulatory & Prosecutions	Secretary	Updated to include reference to Legislative Council Standing Order 52
1/7/2018 CP14026.2	ED, People and Corporate Services	Secretary	Updated to include Sydney Metro as agency to which this policy applies
21/11/2016 CP14026.1	ED, People and Corporate Services	Secretary	Routine review update
1/9/2014 CP14026	GM, Information, Corporate Policy and Investigations	ED, People and Corporate Services	New document

Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	

# Access to Information Policy

CP14026.4



## Feedback and help

For advice on interpreting or applying this document, please contact  
[Information@transport.nsw.gov.au](mailto:Information@transport.nsw.gov.au)

Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	

# Access to Information Policy

CP14026.4



Policy number: CP14026.4	Effective date: 16/10/23
Policy owner: Chief Legal Officer	Review date: 16/10/26
UNCONTROLLED WHEN PRINTED	