Appendix A

Checklist - How to measure agency compliance with the RTI and IP Acts

Completing this checklist will help you to self-assess your agency's compliance with its obligations under the RTI and IP Acts. By responding to the questions set out below, you will get a high-level snapshot of how your agency is progressing. **Note**

Please refer to the OIC *Right to Information and Information Privacy – Performance Standards and Measures for Agencies* for more detailed information. This document provides examples of measures you can introduce to assist with compliance for those questions to which you answered 'no'.

1. Culture of Openness	Yes	No
Is there a clear, visible and explicit statement of the agency's commitment to openness, prominently displayed on the website?		
Is there evidence that the agency actively engages with the community to identify information that the community wants, and to meet the community's information needs? *For example, policy documents, policy development frameworks, and operational and business plans show that the community is included in information policy development. The agency surveys the community to establish the level of community satisfaction with the openness of the agency and the agency's information management practices.*		
Do staff throughout the agency understand and demonstrate openness and a pro-disclosure bias?		

2. Leadership	Yes	No
Does the agency have an information governance framework?		
Are right to information and information privacy actively promoted to staff? *For example, through training, induction and information resources available on the agency's intranet.*		

Are RTI and IP functions appropriately resourced, with relevant decision-making delegations in place?		

3. Accountability	Yes	No
Can people make a complaint about the agency's information management practices?		
Are complaints reviewed to identify opportunities for improvement?		
Does the agency have strategic and operational performance criteria to monitor the implementation of right to information and information privacy?		

4. Maximum disclosure	Yes	No
Does the agency have administrative access arrangements in place to allow for the pro-active disclosure of information?		
Does the agency have a published Information Asset Register?		
Does the agency make available a list of personal information holdings?		

5. Compliance	Yes	No
Does the agency proactively release data which may be of use to members of the community?		
Does the agency deal with formal RTI and IP access applications in accordance with legislative requirements?		
Is the agency's Publication Scheme accessible, up-to-date, and well-populated with significant, accurate and appropriate information?		
If the agency has a Disclosure Log, does it conform to the requirements of the legislation?		

Does the agency manage personal information in a way that complies with the privacy principles?		