

5 quick RTI tips for Local Government

The *Right to Information Act 2009* (Qld) (RTI Act) gives people a right of access to information held by Queensland government agencies, including local government. It promotes the release of information wherever possible and aims to make formal access applications under the RTI Act a last resort.

The following tips will help you comply with RTI in your agency.

1

Know your agency's RTI contact officer!

It's important to know who your RTI contact officer is so you can ask questions and direct enquiries. If you're unsure, speak to your Records Manager, Governance Officer or Information Management Co-ordinator.

2

Know what documents are subject to RTI Act.

A 'Document' includes paper and electronic records, CCTV images, emails, text messages stored on your work phone, Post-It notes, diary entries, photos and audio recordings.

3

Respond promptly to a request from your RTI officer for any documents you hold.

Council only has a limited time to process a request for information under the RTI Act.

4

Tell your RTI officer about any searches you have conducted.

When replying to a request for information from your agency's RTI officer it is helpful to tell them about the searches you have conducted as well as important background or contextual information. This additional information will assist the RTI officer or RTI decision-maker decide whether the requested information is released.

5

Know your record-keeping responsibilities!

Creating, keeping and managing accurate records not only makes the RTI process easier, it provides evidence of Council's business activities and decisions. It supports more openness, accountability and better decision making. Contact your Records Manager if you have any questions about your record-keeping obligations.

Contact us:

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