Quick guide
for Chief Executive Officers

How pro-disclosure can improve performance

The *Right to Information Act 2009* is about government agencies building trust with the community & being open, accountable & transparent.

This means pushing as much information as possible out to the community (unless it's contrary to the public interest) to help them get information more easily.

Actions

- Lead the agency's commitment to openness & pro-disclosure
- Foster a strong agency-wide pro-release culture
- Educate staff about information access rights & responsibilities
- Ensure clear governance structures
- Offer informal access to information through channels like the website, publications or over the phone (also known as administrative access)
- Establish performance standards & measures
- Maintain agency publication schemes

Benefits

- Provide good service to employees & the community
- Meet customer & community expectations
- Build trust with employees & the community
- Increase openness, accountability & transparency
- Make better & more informed decisions
- Encourage innovation
- Use resources more effectively & efficiently

Tips

- Promote information responsibilities through internal & external communication
- Provide training to staff on information rights & responsibilities
- Champion an active Information Management Steering Committee
- Recognise information as a strategic asset & manage it effectively
- Develop & promote information release policies & procedures
- Develop, implement, monitor & report information release performance measures
- Make information on the agency's website easy to find
- Engage with the community & consult with stakeholders to determine the information they want

OIC resources

Guidelines
- How to review and measure your agency's progress in implementing Right to Information (RTI) & Information Privacy (IP)
- Proactive disclosure & publication schemes

Audit tools
- Performance Standards & Measures for agencies

Training
- OIC's free RTI & IP online training