



Starter guideline and checklists for new agencies

Appendix 1

Initial implementation checklist

Leadership	Appoint an SES officer to coordinate and lead the implementation of RTI reforms in each agency.	<input type="checkbox"/>
	Demonstrate Executive Management team's active commitment to implement RTI reforms.	<input type="checkbox"/>
	Executive Management team understands the inclusion of RTI reforms in performance agreements.	<input type="checkbox"/>
	Appropriate decision making framework, including delegations, policies and procedures, in place for the administrative release of information.	<input type="checkbox"/>
	Make regular statements promoting the RTI reforms as part of how all public servants do their work.	<input type="checkbox"/>
Proactive Disclosure	Identify data sets that could be proactively published.	<input type="checkbox"/>
	Ensure procedures are in place to regularly identify new and existing data sets for publication.	<input type="checkbox"/>
	Identify barriers to greater disclosure and take action to address them.	<input type="checkbox"/>
	Ensure published information is accessible according to the principles in <i>Information Standard 26 - Internet</i> .	<input type="checkbox"/>
	Review policies and procedures to enable proactive release of government held information.	<input type="checkbox"/>
	Develop an action plan to address any barriers to implementation of RTI reforms.	<input type="checkbox"/>
	Ensure a Publication Scheme is designed and published to the agency website.	<input type="checkbox"/>
	Introduce processes to enable regular review and updating of Publication Scheme contents.	<input type="checkbox"/>



	Introduce processes to ensure regular consideration and review of RTI releases material for publication to the Disclosure Log.	<input type="checkbox"/>
	Create an information management strategy that is consistent with the objects and principles of the RTI Act.	
	Develop agency content management strategies to facilitate the proactive electronic release of information in machine readable and useable formats.	
RTI and IP Compliance	Compliance with the mandatory requirements of the RTI Act	<input type="checkbox"/>
	Compliance with the mandatory requirements of the IP Act	<input type="checkbox"/>
	Develop contract precedents which incorporate IP Act obligations and develop material to inform contracted service providers about their obligations under the IP Act.	<input type="checkbox"/>
	Ensure Information Privacy is incorporated into the RTI decision maker's role if there is no separate Privacy Officer role.	<input type="checkbox"/>
	Establish an appropriate complaints management framework for managing privacy complaints.	<input type="checkbox"/>
	Put in place appropriate financial processes to disburse funds received under the RTI Act, and to undertake appropriate reconciliation.	<input type="checkbox"/>
	Ensure application management tools are in place to capture the data required for RTI reporting.	<input type="checkbox"/>
	Consider business intelligence strategies which incorporate the ability to report on compliance with the RTI Act.	<input type="checkbox"/>
Recordkeeping	Compliance with the <i>Public Records Act 2002</i> .	<input type="checkbox"/>
	Establish record-keeping systems compliant with Recordkeeping (IS40), Information Security (IS18) and Retention and Disposal of Public Records (IS31).	<input type="checkbox"/>



	Inform staff of best practice records management and ensure they are aware of the compliance and management obligations under the <i>Public Records Act 2002</i> .	<input type="checkbox"/>
	Promote recordkeeping practices and encourage staff to attend training provided through Queensland State Archives	<input type="checkbox"/>
	Create an information management strategy consistent with the RTI principles.	<input type="checkbox"/>
Training	Offer information sessions providing an overview of the RTI and IP Act.	<input type="checkbox"/>
	Include RTI and IP information in induction training packages. OIC has online training resources for this purpose that can be accessed by all agencies through the OIC website.	<input type="checkbox"/>
	Implement ongoing training schedules to improve RTI and IP awareness for all officers.	<input type="checkbox"/>
Information Technology	Identify case management tools to manage RTI and IP applications and IP complaints.	<input type="checkbox"/>
	Consider innovative ways to use electronic documents records management systems (if applicable) to facilitate proactive release of information.	<input type="checkbox"/>
	Implement tools for document classification on creation to facilitate maximum disclosure of information.	<input type="checkbox"/>
	Consider future storage requirements required by the proactive release and publication of information.	<input type="checkbox"/>
	Consider network capacity and bandwidth implications of providing more information electronically.	<input type="checkbox"/>