

INFORMATION MANAGEMENT – GUIDING PRINCIPLES

Introduction

The IPC believes that the information it creates and holds should be:

- accessible without charge
- based on open standards
- easily discoverable
- easily understandable
- machine-readable
- freely reusable and transformable.

The following checklist allows the IPC to assess whether it complies with the spirit of the Office of the Australian Information Commissioner (OAIC) principles.

Principle 1: Open access to information – a default position

	Requirement	Evidence
1.1	Has any information that needs in law to be protected been identified?	
1.2	Is all other information open to the public?	
1.3	Is IT used to disseminate information to the public?	
1.4	Does a presumption of openness apply, and is a proactive stance adopted?	

The IPC acknowledges the Office of the Australian Information Commissioner Principles on open public sector information (2011) for providing the basis for this document

Principle 2: Engaging the community

	Requirement	Evidence
2.1	Do we consult the community about what information to publish and about our publication practices?	
2.2	Do we welcome feedback about published information?	
2.3	Do we respond promptly to comments and requests for information?	
2.4	Do we employ Web 2.0 tools to support community consultation?	

Principle 3: Effective information governance

	Requirement	Evidence
3.1	Do we manage information as a core strategic asset, with a senior 'information champion' or knowledge officer who is responsible for information management and governance?	
3.2	Does that champion provide leadership and ensure compliance with the relevant legislation?	
3.3	Do we manage our information to ensure its integrity, security and accessibility?	
3.4	Do we have a plan for information resource management?	
3.5	Do we consult with the community on information policy and publication practices?	
3.6	Is the champion supported by an appropriate governance framework?	

Principle 4: Robust information asset management

	Requirement	Evidence
4.1	Do we maintain an asset inventory or register of our information?	
4.2	Do we identify the custodians of information holdings and their responsibilities?	
4.3	Do we train staff in information management?	
4.4	Do we have clear procedures and lines of authority for decisions on information publication and release?	
4.5	Do we have a process for deciding whether information should be prepared for publication at the time of creation, and the form of publication?	
4.6	Do we document known limitations on our data quality?	
4.7	Do we properly identify data that must be managed in accordance with legislative and legal requirements, including relating to data security and protection of personal information, intellectual property, business confidentiality and legal and professional privilege?	
4.8	Do we have mechanisms for protecting information against inappropriate or unauthorised use, access or disclosure?	
4.9	Do we preserve information for an appropriate period of time based on sound archival (or records management) practices?	

Principle 5: Discoverable and useable information

	Requirement	Evidence
5.1	Do we publish an up to date information asset register?	
5.2	Do we ensure that information published online is in an open and standards-based format and machine-readable?	
5.3	Do we attach high quality metadata to information so it can be easily located and linked to similar information using web search applications?	
5.4	Do we publish information in accordance with WCAG 2.0?	

Principle 6: Clear reuse rights

	Requirement	Evidence
6.1	Do we make our information available for reuse on open licensing terms, with our default licensing condition being the Creative Commons BY Standard?	

Principle 7: Appropriate charging for access

	Requirement	Evidence
7.1	Do we reduce the cost of public access by publishing information online, especially information that is routinely sought by the public?	
7.2	If we ever decide to impose any charges, have these been clearly explained in a policy that is published and regularly reviewed?	

Principle 8: Transparent enquiry and complaints processes

	Requirement	Evidence
8.1	Do we have a published enquiry and complaints procedure for the public to raise issues about the IPC's publication and access decisions?	
8.2	Does this document explain how enquiries and complaints will be handled, setting timeframes for responding, identifying possible remedies and complaint outcomes and requiring written reasons?	