

# RIGHT TO INFORMATION POLICY



## AIM

To promote the active release of information held by the Corporation to the public in a consistent and fair manner that respects the rights of employees, officers, contractors and third parties, and to provide guidance to employees on the release of information.

This policy applies to our employees, officers, consultants and contractors.

## RELEVANT LEGISLATION

*Personal Information Protection Act 2004 (Tas)*

*Public Interest Disclosures Act 2002 (Tas)*

*Right to Information Act 2009 (Tas)*

*Water and Sewerage Corporations Act 2009 (Tas)*

## OBJECTIVES

The Tasmanian Water and Sewerage Corporations will promote the objects of the Right to Information Act in the administration of their functions and activities. These objects include the improvement of democratic government in Tasmania by: by increasing the accountability of the executive to the people of Tasmania; and by increasing the ability of the people of Tasmania to participate in their governance; and by acknowledging that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.

These objectives will be promoted by actively facilitating the publication of information held by us to minimise the need for the public to formally seek information under the Right to Information Act.

## POLICY

To promote the objectives the Corporation will:

- Place on our Website [insert website] all of our publications and policies that affect our Customers, third parties or the public generally;
- Review our ratified Board decisions and supporting material as meetings are held, to identify matters that should be published (in full or in summary) on our Webpage as being of public interest to stakeholders;
- Examine our operations to identify functions and activities that lend themselves to specific or consolidated statistical reporting (at least annually) and include that information in our Annual Reports;
- Disseminate this Policy to employees and actively promote it with them;
- Encourage employees and officers to routinely review their work to determine whether information could be published, and in a form that does not breach the Right to Information Act, the Personal Information Protection Act or another law.

To achieve the objectives the Corporation will:


- Ensure the Chief Executive Officer discharges his or her responsibilities under the Right to Information Act;
- In our commercial dealings with contractors and other parties seek to minimise the application of commercial in confidence requirements.
- Ensure we have employees skilled in the administration of the Right to Information Act, who promote its objects;
- Administer requests for information as informally and expeditiously as practicable in accordance with the requirements of the Right to Information Act and the Right to Information Guidelines, Standards and Manual published by the Ombudsman from time to time;
- Not subject employees to disciplinary action when information is inadvertently released when it should have been protected by another law or otherwise have remained confidential.

## REFERENCES

- Discrimination and Harassment Policy
- Personal Information Protection Policy
- *Public Interest Disclosures Act 2002 (Tas)* Ombudsman's Guidelines and Standards
- *Right to Information Act 2009 (Tas)* Ombudsman's Guidelines, Standards and Manual

*Approved by the Board on 10 August 2010*

Signed:

  
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Chief Executive Officer