



Queensland
Human Rights
Commission

Publication scheme policy

May 2020

Approved

Scott McDougall
Commissioner
18 May 2020

Table of Contents

Introduction	3
Purpose	3
Commitment	3
What is a publication scheme?.....	3
Publication scheme classes of information.....	4
Key criteria for inclusion in the publication scheme	4
Other requirements.....	4
Responsibilities.....	5
Procedure for including and removing information in and from the publication scheme.....	6
Further information and assistance	6
Policy administration	6
Version History.....	6

Introduction

The *Right to Information Act 2009* (RTI Act) came into effect on 1 July 2009 and applies to the Queensland Human Rights Commission. The Preamble to the RTI Act provides that government held information will be released as a matter of course, unless there is good reason not to, with applications under the RTI Act being necessary only as a last resort.

Under the RTI Act, the Queensland Human Rights Commission is required to publish a scheme setting out the classes of information and the terms on which it will make information available (Publication Scheme).

The Queensland Human Rights Commission must ensure its Publication Scheme complies with guidelines published by the Minister.

Purpose

The purpose of this policy is to provide a process for the review of the Queensland Human Rights Commission's Publication Scheme to ensure:

- information on the Publication Scheme is current and up to date;
- new information covered by the Publication Scheme is available; and
- any out-dated information is replaced or archived.

This process is largely consistent with the processes under the Commission's *Website and Intranet Content Management Guidelines*. If there is any inconsistency with the *Website and Intranet Content Management Guidelines*, this policy will prevail.

Commitment

The Queensland Human Rights Commission is committed to:

- openness and accountability;
- the right to information; and
- information privacy for individuals.

Access to information through proactive publication of information and administrative release reduces burden for the community, industry and agencies. It also reduces the need to use the formal legislative access process, which, under the RTI Act, is intended as a last resort.

What is a publication scheme?

A publication scheme is a scheme setting out the classes of information that an agency has available, and the terms on which the agency will make the information available, including any charges.

In general, Publication Schemes exist on agency websites, as the Ministerial Guidelines require information to be simple to access through the agency's website, or easily and quickly sent out by an officer of the agency.

Publication scheme classes of information

The Ministerial Guidelines provide that the following seven classes of information are to be published:

1. *About us (Who we are and what we do)*
Information about the Commission, our location and contacts, and our constitutional and legal governance.
2. *Our services (The services we offer)*
A description of the services we offer, including advice and guidance, booklets and leaflets, transactions and media releases.
3. *Our finances (What we spend and how we spend it)*
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
4. *Our priorities (What our priorities are and how we are doing)*
Information about our strategy and performance, plans, assessments, inspections and reviews.
5. *Our decisions (How we make decisions)*
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
6. *Our policies (Our policies and procedures)*
Current written protocols for delivering our functions and responsibilities.
7. *Our lists (Lists and registers)*
Information held in registers required by legislation and other lists and registers relating to the functions of the agency.

Key criteria for inclusion in the publication scheme

Information in the publication scheme must be:

- Significant – for example, key initiative and policy documents.
- Appropriate – having regard to existing legislation, privacy principles and security issues.
- Accurate – all efforts should be made to ensure that information included is accurate, in terms of what has already been published, or what may be published on the particular topic.

Other requirements

- Information must be easily accessible through the Commission's website.
- The information should be easy for any person to find and use.
- Access to information should incur no charge, wherever possible. Charges should only be imposed where providing access would impose significant costs on the Commission.
- A direct link to the document should be provided, wherever possible.
- Links to documents published in the Publication Scheme should access the document in full.

- If access in full is not possible (for example, because the document is too large), a mechanism for obtaining a copy of the document is to be clearly set out. There should also be a summary describing the document.
- Where requested, information is to be provided in an alternate format.
- Requests for copies of documents are to be actioned promptly.
- There is to be a complaints procedure which sets out how to make a complaint when information included in the Publication Scheme is not available.
- In deciding whether information should be published in the Publication Scheme, proper consideration should also be given to any human rights that may be affected by the decision as per the *Human Rights Act 2019*.

Responsibilities

The Commission is comprised of business units. The business units and the respective heads of each unit (for the purpose of this policy) are:

<u>Business Unit</u>	<u>Head</u>
Executive	Commissioner
Complaints	Director, Complaint Management
Engagement & Corporate Services	Director, Engagement and Corporate Services Engagement
Legal, Research & Policy	Deputy Commissioner

The head of each business unit is responsible for, in respect of the relevant business unit:

- routinely providing as much information as possible under the seven classes of information in the Publication Scheme;
- regularly reviewing the Publication Scheme to ensure the information is current and up-to-date; and
- implementing procedures within the business unit to ensure new information is available and any out-date information is replaced or archived.

The regular review of the Publication Scheme is in addition to the review provided for under the *Website and Intranet Content Management Guidelines*.

For the purposes of this policy and the *Website and Intranet Content Management Guidelines*:

- the business unit heads are 'Content Approvers' for information on the Publication Scheme relevant to the respective business unit; and
- the Librarian is the 'Web Content Administrator'.

The Librarian is responsible for:

- up-loading information that has been identified and approved for inclusion in the Publication Scheme by the relevant business unit head ;
- maintaining appropriate records of information in the Publication Scheme, including archived information.

Procedure for including and removing information in and from the publication scheme

1. The head of each business unit is to identify and approve information suitable for inclusion in the Publication Scheme, and identify information that should be removed from the Publication Scheme (for example, if it is no longer accurate or current).
2. The business unit head is to send details of the information to be included or removed to website@ghrc.qld.gov.au Information for inclusion in the Publication Scheme is to be submitted with the email in Word format.
3. The Librarian will keep appropriate records of information included in or removed from the Publication Scheme from time to time.

Further information and assistance

Employees requiring further information or assistance in relation to this policy should contact their Regional Manager or the Responsible Officer.

Implementation of this policy requires Managers to exercise professional judgement. Managers are encouraged to consult with each other in making these determinations.

Policy administration

Policy Name	Publication scheme policy
File Number	BNE3417066
Responsible Officer	Deputy Commissioner
Approving Officer	Commissioner
Effective Date	18 May 2020
Date Approved	18 May 2020
Next Review	18 May 2023
Review version approved by	Commissioner
Relevant Legislation or Prescription	<i>Right to Information Act 2009</i> Ministerial Guidelines – Operation of Publication Schemes and Disclosure Logs
Network location	S:/Policies/Current/Administration/Publication scheme policy

Version History

Action	Approved by	Date
Review	Commissioner	18 May 2020