Right to Information Policy

1 Purpose

To establish the management framework to enable the University to meet its compliance obligations under the *Right to Information Act 2009* (Qld) (RTI Act).

2 Scope

This policy applies across the University and to the public.

Organisations such as student unions/guilds and associated clubs and societies, employee associations and social clubs, and non-controlled entities are excluded for the purposes of the RTI Act.

3 Policy statement

As a public authority the University, must comply with the requirements of the *Right to Information Act 2009* (Qld), the *Information Privacy Act 2009* (Qld) and the *Public Records Act 2023* (Qld).

As provided in the Preamble to the Right to Information legislation, the Queensland Government's approach to giving the community (public) greater access to Government information is to release information administratively as a matter of course, unless there is good reason not to, with formal applications under the RTI Act as being necessary only as a last resort.

The RTI Act provides a right of access to information held by the University unless, on balance, it is contrary to the public interest to release the information.

The University recognises that:

- Under the RTI Act an individual has a right to access any Document held by the University, subject to considerations such as protection of an individual's privacy, exempt information, public interest factors favouring disclosure and/or non-disclosure of information, and consultation with third parties as required.
- The RTI Act supports and encourages proactive disclosure of information with formal access applications being used as a last resort.
- The RTI Act extends the right of the community (public) to have access to information

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held by the University with a view to achieving openness and accountability of the University and improving its practices, public administration and quality of decision-making.

- University Members or the public may make a formal application under the RTI Act for access to University information.

The University will:

- process any formal applications, in accordance with the provisions of the RTI Act, using a 'pro-disclosure bias' in deciding access to Documents. (Refer s39 and 44 of the RTI Act);
- meet its statutory reporting obligations on the operation of the RTI Act to the Queensland Government;
- meet its statutory obligations in maintaining an Administrative Access Scheme, Publication Scheme and a Disclosure Log on the University website; and
- comply with any mandatory audit processes, self-assessment reviews and surveys commissioned by the Office of the Information Commissioner (Qld).

4 Principles

The following principles apply with respect to right to information:

- Information will, where possible, be pro-actively released under the University's Administrative Access Scheme, Publication Scheme or Disclosure Log.
- The University will consider responding to applications for information administratively, taking into account the Government's approach that formal applications should be a matter of last resort, whilst recognising the public's right to make formal access applications in any event.
- Access applications will be processed, as per prescribed timeframes, and in accordance with the provisions of the RTI Act.
- The University will maintain a general stance of transparency and openness regarding the information it holds, subject to, the provisions of the *Right to Information Act 2009* (Qld), the *Information Privacy Act 2009* (Qld) and the *Public Records Act 2023* (Qld).
- In accordance with the RTI Act, the Vice-Chancellor is the 'Principal Officer' for all RTI matters. The Vice-Chancellor may delegate this responsibility to an authorised officer as legislated.

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5 Appointment of the RTI Coordinator and Decision Maker

As the 'Principal Officer' under the RTI Act, the Vice-Chancellor is responsible for making a determination or decision on access applications made under the Act. The Vice-Chancellor has delegated this responsibility to the Team Leader (Enterprise Information Management Services) or alternatively, in the Team Leader's absence (for periods in excess of three University Business days), the Senior Manager (Enterprise Information Management).

Subject to the limitations of the RTI Instrument of Delegation, the RTI Coordinator and decision-maker and the Senior Manager (Enterprise Information Management) (the authorised officers) will undertake a range of activities to assist the University in meeting its compliance obligations under the RTI Act.

6 References

Queensland Government. Department of Justice and Attorney-General.

University of Queensland; University of Sunshine Coast; James Cook University.

7 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

8 Policy Information

Accountable Officer	Director (Governance and Compliance)
Responsible Officer	Director (Governance and Compliance)
Policy Type	Executive Policy
Policy Suite	Right to Information Procedure
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	4/7/2019
Relevant Legislation	*Information Privacy Act 2009* Information Privacy Regulation 2009

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	Public Records Act 2023 *Right to Information Act 2009* Right to Information Regulation 2009
Policy Exceptions	Policy Exceptions Register
Related Policies	Administrative Access Scheme Policy Media Engagement Policy Privacy Policy Records and Information Management Policy
Related Procedures	Administrative Access Scheme Procedure Media Engagement Procedure Privacy Procedure
Related forms, publications and websites	Office of the Information Commissioner (Qld) RTI Application form UniSQ website - Administrative Access Scheme
Definitions	**Terms defined in the Definitions Dictionary**
	University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this policy only

	Administrative Access Discretionary release of requested information outside of the formal Right to Information (RTI) and Information Privacy (IP) process. **Document** Section 12 of the RTI Act defines a document as: 'a document, other than a document to which the RTI Act does not apply, in the possession, or under the control, of the agency (University) whether brought into existence or received in the agency (University) and includes - (a) a document to which the agency (University) is entitled to access; and (b) a document in the possession, or under the control, of an officer of the agency (University) in the officer's official capacity.'
Keywords	RTI, Right to Information, IP, Information Privacy
Record No	14/477PL

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