

Checklist: Implementing the *Human Rights Act 2019*

Is your agency getting ready for the *Human Rights Act 2019* (the Act)?
This checklist suggests some activities that might help you prepare. You can select the activities that are relevant for your agency.

For more information about human rights, visit www.forgov.qld.gov.au/humanrights

Planning activities

Have you:

- Developed an implementation plan?
- Established appropriate governance and/or information sharing arrangements to support implementation (for example, a working group or community of practice)?
- Incorporated human rights implementation into business area or team planning documents?
- Planned how you will monitor, report on and evaluate your human rights implementation activities?

Communication and awareness activities

Have you:

- Sent an email to your staff promoting the Act and your commitment to human rights?
- Encouraged your staff to access the Human Rights Portal at www.forgov.qld.gov.au/humanrights?
- Set up an intranet page with implementation information and a link to the Human Rights Portal?
- Talked about human rights and the Act at your team meetings?
- Considered running 'all staff' human rights awareness sessions? (You can use the template presentation available on the Human Rights Portal.)
- Displayed human rights posters in your work areas? (You can download and print these from the Human Rights Portal.)
- Incorporated human rights into your induction materials, position descriptions and professional development processes?
- Updated public content to include information about human rights?



Education and training activities

Have you:

- Encouraged your staff to access the Human Rights Portal and the resources that are available?
- Encouraged your staff to attend human rights training (where available)?
- Encouraged your staff to access the Queensland Human Rights Commission website and their resources?
- Encouraged your staff to access the Queensland Human Rights Commission's online training modules? (A free online session, "Introduction to the Queensland *Human Rights Act 2019*", is available at <https://www.qhrc.qld.gov.au/training/online-training>.)
- Developed a training plan for groups within your agency that may need further human rights training?

Engagement with portfolio entities activities

Have you:

- For government departments—identified public entities within your portfolio, including statutory bodies, office holders, service providers, and non-government organisations?
- Communicated with your identified portfolio public entities about the Act and their obligations, including where they can find resources and support?

Legislation-related activities

Have you:

- Made a list of all pieces of existing legislation (including subordinate legislation) within your business area/portfolio (according to the Administrative Arrangements Orders)?
- Developed a plan to review existing legislation, including prioritising which pieces of legislation are most important for review?
- Reviewed your legislation for compatibility with human rights?
- Recorded the process, analysis, and outcome of your review?
- Contacted the Human Rights Unit in the Department of Justice and Attorney-General to discuss the outcome of your review process?
- Started to refer to the Act in developing new policy and legislation, including identifying its impact and operation as part of the briefing process?

Policy and procedure-related activities

Have you:

- Audited the policies, guidelines and other procedure documents that sit within your business area? (Include those relating to internal operations, such as human resourcing and staffing, and those relating to your business operations, such as decision-making and complaints.)
- Ensured that human rights are clearly reflected in each of those policies, guidelines and procedure documents?
- Assessed whether any of your existing policies, guidelines and procedure documents need to be reviewed for compatibility with human rights?
- Developed a plan to review those policies, guidelines and procedure documents?
- Prioritised which policies, guidelines and procedure documents are most important to review?
- Reviewed your policies, guidelines and procedure documents for compatibility with human rights?
- Recorded the process, analysis, and outcome of your review?
- Progressed any necessary amendments to policies, guidelines and procedure documents?
- Considered any service-delivery arrangements, such as contractual or partnership arrangements, that you enter into? (These need to reflect obligations under the Act?)
- Developed tools to help your staff make decisions?
- Developed processes to document how human rights are considered in decision-making?

Internal complaints process activities

Have you:

- Identified complaints-handling processes within your agency?
- Updated your complaints-handling processes to reflect human rights and the requirements for complaints under the Act?
- Updated your processes to receive, record, identify, respond to, and resolve human rights complaints?
- Considered how you will communicate with your customers/clients about their rights and the complaints process?
- Considered how and when you will report on human rights complaints received and the outcome of complaints?