

INFORMATION PUBLICATION SCHEME

As required by the Freedom of Information act, we have an Information Publication Scheme providing information on our structure, functions, annual reports, consultation arrangements, strategic plan, occupational health and safety, information we routinely release and routinely provide to Parliament. Other information we list are Freedom of information and disclosure requests and datasets complied to.

This information outlines the role of QEC and provides a structured means to easily access information about services, functions and reports. Please note statements listed below are not an exhaustive list of all the information that is publicly available under the Freedom of Information Act 1982, but QEC's commitment to making information readily available to the public.

Contact Information

Freedom of Information Officer
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Part II Statements

Organisation and Function

Name	Date Available on www.qec.org.au	Status Last website content audit
Organisation Chart	1/7/2014	Current
Board of Management	1/7/2014	Current
Annual Reports 1918 – 2018	1/9/2014	Current
QEC Strategic Plan	1/9/2014	Current
Website Accuracy Schedule	1/9/2014	Current
Freedom of Information & Disclosure Log 2017-18	1/9/2014	Current
Information Availability	1/9/2014	Current
Consultancy Statement	1/9/2014	Current
Volunteers Expression of Interest Volunteer Position Description	1/9/2014	Current

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Datasets used

QEC is required to report through 4 datasets for service delivery to Department of Health and Human Services (DHHS):

- Victorian Admission Episodes Dataset (VAED)
- Agency Information Management System (AIMS)
- Integrated Reports & Information System (IRIS)
- Early Parenting Centre – (EPC)

Policies and Procedures

Policy and Procedure Name	Date Available on www.qec.org.au	Status Last website content audit
1.2.11 Early Parenting Services	1/9/2014	Current 1/3/2019
1.1.1 Strategic Plan and appendix 1	1/9/2014	Current 1/3/2019
1.4.2 Client Feedback	1/3/2018	Current 1/3/2019
1.5.1 Cultural Competency – Aboriginal and Torres Strait Islander People	1/9/2014	Current 1/3/2019
1.5.3 Cultural Competency – Culturally and Linguistically Diverse People	1/9/2014	Current 1/3/2019
1.6 Privacy	1/9/2014	Under review 1/3/2019
1.6.1 Freedom of Information	1/9/2014	Under review 1/3/2019
5.1 Occupational Health, Safety, Environment and Sustainability Policy	1/9/2014	Current 1/3/2019
Program Referrals	1/9/2014	Current 1/3/2019

Website Accuracy Schedule

Scheduled Audit Date	Status	Authorised
31/01/2015	Completed	Information Officer, J Crossett
28/06/2016	Completed	Information Officer, J Crossett
30/06/2017	Completed	Information Officer, J Crossett
31/01/2018	Completed	Information Officer, J Crossett
1/3/2019	Completed	Information Officer, J Crossett