

Information Publication Scheme Agency Plan

Introduction

The Department of Employment (the department) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. This Information Publication Scheme Agency Plan (Agency Plan) describes how the department proposes to do this, as required by subsection 8(1) of the FOI Act.

Purpose

The purpose of this Agency Plan is to:

- assist the department in planning and developing its IPS entry;
- facilitate public consultation about that contribution; and
- list what information the department proposes to publish, how and to whom the information will be published and how it will otherwise comply with the IPS requirements.

Objectives

The objective of this Agency Plan is to outline the mechanisms and procedures the department has in place to:

- manage the department's IPS information holdings;
- proactively identify and publish information required to be published;
- regularly review information published under the IPS to ensure it is accurate, up to date and complete;
- ensure that information published under the IPS is easily discoverable;
- ensure satisfactory compliance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0);
- measure the success of the department's IPS; and
- promote greater understanding of the objects of the FOI Act across the department and encourage the pro-disclosure culture in accordance with Government policy.

Information architecture

The department has developed a document library using a website which is WCAG 2.0 Level AA compliant. The website includes all information published by the department under the IPS, including the department's [FOI Disclosure Log](#).

Visitors to the website can either browse or search the information in the document library. An advanced search facility using filters, metadata and keywords enables visitors to search for documents. All information uploaded to the website has a dynamically generated 'library card' containing metadata and an abstract. Links to documents available for download are published on the library card. In certain circumstances it may be impractical to publish an existing document. In those circumstances the department will provide information about the document and instructions on how to request access to the document. The department may charge a small fee for accessing such documents, but this will be assessed on a case-by-case basis.

The website also has an online feedback form to encourage public comment on any aspect of the website or the information published on it. To ensure that the department's IPS entry (and individual IPS documents) are easily discoverable, the department has published an IPS icon on the department's website, which links directly to the IPS section of the website.

The copyright for all information on the website is under Creative Commons Attribution 3.0 Australia, unless otherwise specified.

IPS Accountability

The IPS Coordinator works with various sections across the department to identify and publish information available under the IPS and responds to requests for access to this information.

Information to be published

In accordance with subsection 8(2) of the FOI Act, the department publishes the following information:

- the department's Agency Plan (this document);
- details of the department's organisational structure and its functions and powers, including its decision making powers and other powers affecting members of the public;
- details of appointments of officers of the department made under Acts (other than APS employees);
- information in documents to which the department routinely gives access in response to FOI requests (FOI Disclosure Log) under Part III of the FOI Act except:
 - personal information about any individual the publishing of which would be unreasonable
 - information about the business, commercial, financial or professional affairs of any person the publishing of which would be unreasonable

- other information of a kind determined by the Information Commissioner the publishing of which would be unreasonable;
- the department's annual reports;
- details of current consultations being run by the department for members of the public to comment on specific policy proposals for which the department is responsible, including how, and to whom those comments may be made;
- information the department routinely provides to Parliament in response to requests and orders from the Parliament;
- the department's operational information – that is, information held by the department for the purpose of performing or exercising its functions or powers in making decisions or recommendations affecting members of the public or a particular person or entity, or classes of persons or entities (for example, departmental rules, guidelines, practices and precedents relating to those decisions and recommendations); and
- the contact details of an officer who can be contacted about access to information and documents held by the department. The department's website provides information about how to contact the department by telephone and by email using an online enquiry form.

Where appropriate the department will also publish other information that it holds (in addition to the information published under subsection 8(2)), taking into account the objects of the FOI Act.

How and to whom the information will be published

How

The above information will be published on the department's website. In accordance with the requirements of subsection 8D(3) of the FOI Act, the information will be published by:

- making it available for downloading from the website (where practicable to do so); or
- publishing on the website a link to another website from which the information can be downloaded; or
- publishing on the website other details of how the information may be obtained.

Wherever possible, the department will provide online content in a format that can be searched, copied and transformed.

To whom

The above information will be published to members of the public generally and, where the department considers it appropriate to do so, to particular classes of persons or entities.

How the department proposes to otherwise comply with the requirements of Part II of the FOI Act

The department intends to comply with the other requirements of Part II of the FOI Act as follows:

- the department will ensure it has regard to all relevant guidelines issued by the Information Commissioner under section 93A of the FOI Act;
- the department will cooperate with the regular reviews of the department's handling of the IPS which will be carried out by the Information Commissioner; and
- in performing a function or exercising a power under Part II of the FOI Act, the department will also have regard to the objects of the FOI Act as set out in sections 3 and 3A.