



# Information Publication Scheme



## IPFA Agency plan



### Introduction

IPFA is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) provisions. This agency plan describes how IPFA does this, as required by section 8(1) of the FOI Act.

This document describes how IPFA implements and administers its IPS in respect of its own information holdings by addressing:

- establishing and administering IPFA's IPS contribution;
- information architecture;
- information required to be published;
- accessibility of information published;
- compliance review; and
- better practice initiatives including promoting community engagement.

The purpose of this agency plan is to:

- assist IPFA in planning and developing its contribution to the IPS;
- manage the information holdings relevant to the IPS; and
- show what information IPFA proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published and how IPFA will otherwise comply with the IPS requirements.

The objectives of this plan are to outline appropriate mechanisms and procedures to:

- manage IPFA's IPS information holdings;
- proactively identify and publish all information required to be published;
- proactively identify and publish any optional information to be published;
- review and ensure on a regular basis that information published under the IPS is accurate, up-to-date and complete;
- ensure the information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- ensure the format conforms where possible to Web Content Accessibility Guidelines version 2 (WCAG 2.0) and provide alternative access arrangements if required;
- measure the success of IPFA's IPS contribution by reference to community feedback and compliance review processes; and
- adopt best practice initiatives in implementing and administering IPFA's contribution to the IPS.



## 1. Establishing and administering IPFA's IPS contribution



IPFA's Chief Corporate Officer has been designated by IPFA's CEO as the officer responsible for leading IPFA's work on implementing FOI Act requirements, including the IPS. This includes

- Maintaining registers of IPS required and optional information and ensuring that it is up-to-date, accurate and complete.
- Updating this plan as new processes are developed for managing information and internet material
- Responding to public comments on the IPS, for example where documents are found not to be discoverable, understandable or machine-readable; and
- providing IPS information holdings in alternative forms if possible when required.



Should any IPS documents be impracticable to publish online, IPFA will advise the documents are available. The website will provide contact details for arranging access to any of those documents.

## 2. IPS Information architecture

IPFA has published its IPS information holdings on its website under the following headings:

- Who We Are and What We Do
- Our Workplace Plans and Policies
- Our Finances
- Our Communications
- FOI disclosure log
- Contact information.

To ensure that the IPS information holdings and individual IPS documents are easily discoverable, understandable and machine-readable, IPFA has:

- designed and publish an IPS entry point on its website;
- wherever possible, provided online content in a format that can be searched, copied and transformed;
- provided a search function for its website; and
- invited feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

As far as possible, IPFA's IPS information holdings are available for reuse on open licensing terms.

## 3. Information to be published under the IPS

### Who we are and what we do

- This includes IPFA's Corporate Plan and organisational chart.

### Our Workplace Plans and Policies

- This includes procedures for Public Interest Disclosures, a list of Accountable Authority Instructions, and Privacy Policy.

### Our Finances

- This includes a link to IPFA's Portfolio Budget Statements.

### Our Communications

- This includes speeches, presentations and media releases.

#### Reports and Responses to Parliament

- This includes IPFA's Annual report, and Procurement Information.

#### Contact Information

- This includes the email address by which members of the public may contact IPFA with regard to its Information Publication Scheme.

## **4. Accessibility under the IPS**

IPFA will ensure that all online information it publishes under the IPS conforms as far as possible with WCAG 2.0.

IPFA's dedicated IPS section of its website states that where a document is not available in an accessible format, it will be made available in an accessible format if possible on request through the contact details provided on the site.

## **5. IPS compliance review**

IPFA will review and revise this agency plan at least annually.

IPFA will review the operation of the IPS from time to time, at least every five years, and in accordance with guidelines issued by the Information Commissioner about IPS compliance review.

## **6. Better practice initiatives**

IPFA will adopt better practice approaches regarding its IPFA identified through:

- feedback from members of the public;
- better practice guidelines and advice from the Office of the Australian Information Commissioner;
- consultation with other government agencies; and
- internal review.