## Information Publication Scheme Agency Plan

## Introduction

The APSC is an agency subject to the [*Freedom of Information Act 1982*](https://www.legislation.gov.au/Series/C2004A02562)(FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. This plan describes how the APSC proposes to do this, as required by s 8(1) of the FOI Act.

The APSC is a statutory agency established under the *Public Service Act 1999*. The APSC supports the Australian Public Service Commissioner. The independent statutory office of the Merit Protection Commissioner (MPC) is supported by staff of the APSC. The MPC has established a separate IPS plan, which is available at [Information Publication Scheme Agency Plan](https://www.mpc.gov.au/information-publication-scheme-agency-plan).

## Purpose

The purpose of this plan is to:

* assist the APSC in establishing and administering its IPS entry
* facilitate public consultation about that contribution, and
* show what information the APSC proposes to publish, how and to whom the information will be published and how the APSC will otherwise comply with its IPS requirements (s 8(1) of the FOI Act).

## Objectives

The APSC’s objectives are to outline appropriate mechanisms and procedures to:

* manage its information holdings relevant to the IPS
* proactively identify and publish all information required to be published
* proactively identify and publish any other information to be published
* review information published on regular basis to ensure that it is accurate, up to date and complete
* ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable and re-useable
* ensure that the format of online contents conforms with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0), and
* measure the success of the APSC’s contribution to the IPS by reference to feedback and review processes.

**Establishing and Administering the APSC’s IPS entry**

The Deputy Commissioner, Workforce Policy, Integrity and Operations is responsible for leading the APSC’s compliance with the IPS.

The Enabling Services Group is responsible for managing the administration of the APSC’s IPS entry and is responsible for implementing, reviewing and revising this plan.

The FOI team in Integrity Performance & Employment Policy Group is responsible for administering FOI requests and ensures the APSC’s general compliance with the FOI Act.

The Engagement and Communications Directorate is responsible for ensuring information published on the APSC website is discoverable, understandable, machine-readable, accessible, useable, up-to-date and accurate.

Each Group of the APSC is responsible, for the day-to-day tasks associated with complying with the IPS.

The APSC has developed a data and information governance framework, and is currently updating its information management policies, which apply to the APSC’s IPS entry.

The APSC is developing an internal IPS information register to enable the efficient identification of documents for publication, record decisions make in relation to publication and review IPS information. To prepare the register, all Groups will be required to review their functions and information holdings to identify material to be reported, and will review documents to ensure they are up to date, complete and accurate. This activity will ensure the APSC’s IPS entry is accurate, up to date and complete.

In promoting a pro-disclosure culture, the APSC intends to make documentation available free of charge by primarily publishing information on its website.

While the APSC will endeavour to provide as much documentation as possible online, some documentation is unable to be published. This includes material that is exempt under the FOI Act or for which an FOI request must be submitted.

## Structure of the IPS

The IPS entry is published on the APSC’s website at [www.apsc.gov.au](http://www.apsc.gov.au) under the following headings:

## Required information

* Agency plan (s 8(2)(a))
* Who we are (ss 8(2)(b) and 8(2)(d))
* What we do (ss 8(2)(c) and 8(2)(j))
* Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))
* Routinely requested information and FOI disclosure log (ss 8(2)(g) and 11C)
* Consultation arrangements (s 8(2)(f))
* Contact us (s 8(2)(i))

## Other information

* Our priorities (s 8(4))
* Our finances (s 8(4))
* Our lists (s 8(4))
* Our submissions (s 8(4))
* Our policies (s 8(4))

To ensure that the APSC’s IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable, the APSC:

* publishes an IPS entry point on its website
* applies appropriate metadata to online content (AGLS Metadata Standard AS 5044-2010)
* wherever possible, provides online content in a format that can be searched, copied and transformed
* has updated the sitemap on its website, to help individuals identify the location of information published under ss 8(2) and 8(4)
* provides a search function for our website
* provides an alert service to notify subscribers of new publications or other developments to the APSC’s IPS entry

The APSC will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

The APSC will ensure, to the extent possible, that all documents available on its website conform to WCAG 2.0 Level AA.

The majority of documents listed on the IPS section of the APSC’s website are published in HTML format to meet accessibility requirements.

**Information required to be published under the IPS**

IPS information holdings will be available on its website under the following headings:

## Who We Are

* This will include an organisation chart, the Agency Employment Agreement and information about statutory appointments.
* For statutory appointees, the APSC will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed (and particulars of the position) and the provision of the Act under which the person is appointed.

## What We Do

* This will outline the functions and decision making powers of the Australian Public Service Commissioner.
* The APSC will also publish rules, guidelines, practices and precedents relating to these functions and powers.

**Reports and Responses to Parliament**

* This will include the APSC’s annual reports as tabled in Parliament.
* This will include the full text of the APSC’s State of the Service reports, tabled in Parliament.

**Routinely Requested Information and Disclosure Log**

This will include information in documents to which the APSC routinely gives access in response to FOI requests and information published under s 11C of the FOI Act.

**Consultation Arrangements**

This will include information about how and to whom a comment may be submitted by members of the public, where the APSC undertakes public consultation on a specific policy proposal.

**Contact us**

This will include the position title and an email address for a contact officer, who can be contacted about access to the APSC’s information or documents under the FOI Act. The APSC has established generic telephone numbers and email addresses for this purpose that will not change with staff movements.

**Other information to be published under the IPS**

The APSC will publish on its IPS other information that we hold (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

Other information will be published under the following headings:

### **Our priorities**

This will include corporate and strategic plans, and reviews.

### **Our finances**

This will include financial information relating to pay and grading structures, procurement procedures, tendering and contracts.

### **Our lists**

This will include the agency contracts, grants and appointments, and links to data sets.

### **Our policies**

This will include relevant APSC corporate policies.

**IPS Compliance Review**

The APSC will review and revise this agency plan annually to coincide with the APSC’s strategic planning process.

The APSC will review the operation of its IPS from time to time and at least every five years, in conjunction with the Information Commissioner.