

# INFORMATION PUBLICATION SCHEME

## Plan for IBA

May 2011 Version 1.2

Approved January 2012

### Table of Contents

Introduction .....	1
Purposes of this plan .....	1
Objectives .....	2
Establishing and administering IBA's IPS contribution .....	2
Establishing IBA's IPS contribution before 1 May 2011.....	2
Administering information published under the IPS on and from 1 May 2011 .....	3
Information required to be published under the IPS .....	3
Optional information to be published under the IPS .....	4
Website presentation of IPA's IPS contribution.....	4
Website Accessibility through WCAG 2.0 compliance .....	5
Accessibility when the IPS commences .....	5
Approach to accessibility after the IPS commences.....	6
IPS compliance review.....	6
Annexure A .....	7

### Introduction

Part II of the *Freedom of Information Act 1982* (FOI Act) establishes an Information Publication Scheme (IPS) for agencies, reflecting increased recognition that public sector information should be managed for public purposes, as a national resource.

Indigenous Business Australia (IBA) intends to foster a culture of continuous and proactive disclosure.

### Purposes of this plan

In this plan, information which IBA will publish under the IPS is referred to generally as "IPS information holdings", while individual documents are referred to as "IPS documents".

To meet the requirements of sub-section 8(1), contained in Part II of the FOI Act, this plan identifies:

- The IPS information holdings which IBA proposes to publish;
- How IBA proposes to publish the IPS information holdings, and to whom; and
- Other ways IBA proposes to comply with Part II of the FOI Act.

## Objectives

1. To plan:
  - publication of all information which sub-section 8(2) requires IBA to publish,
  - accuracy, currency and completeness, as sub-section 8B requires,
  - website publication of IBA's IPS information holdings in accordance with sub-section 8D(3),
  - accessibility of compliance with Web Content Accessibility Guidelines (WCAG) Version 2 in accordance with government policy, legislation, and whole-of-government commitments,
  - publication to the wider public in accordance with section 11C, of documents to which an individual has been given access under section 11A,
  - pro-active identification and publication of optional information, which IBA can choose to publish under sub-section 8(4), and
  - regular review to ensure IBA's IPS contribution remains fully compliant with the FOI Act, in accordance with section 9.
2. To establish a timetable for review of this plan to facilitate the publication of more optional information.

## Establishing and administering IBA's IPS contribution

Responsible for this are:

- the IBA IPS planning group reporting to the IBA Executive, comprising IBA's General Counsel, Manager Corporate Development, Governance Officer, Senior Lawyer-Commercial; and
- the IPS implementation team comprising a number of staff across the organisation.

## Establishing IBA's IPS contribution before 1 May 2011

The IBA IPS planning group has prepared an IPS project plan for tasks to be completed by 1 May 2011, including:

- IBA's goals in relation to the IPS;
- A timetable for achieving those goals, and
- how IBA will achieve those goals (ie tasks to be completed and responsibility for each).

The IPS implementation team has developed a draft register of information to be published under sub-sections 8(2) and 8(4) (the draft Register).

To prepare the draft Register, the IPS implementation team:

- Audited documents currently published on the IBA website ([www.iba.gov.au](http://www.iba.gov.au)) and identifying the documents that will form part of the IPS from 1 May 2011;
- Created a list of IPS documents (including those not already published on IBA website);
- Transferred IPS documents currently stored on IBA's internal document management system (intranet) so that they become accessible on the IBA website;

- Identified IPS documents that were not accurate, current or complete, and assigned staff members to correct these by; and
- Assessed all IPS information holdings for WCAG 2.0 compliance, to identify those requiring electronic conversion.

The IBA IPS planning group will continue to consider and finalise IPS documents for inclusion in IBA's IPS information holdings.

## **Administering information published under the IPS on and from 1 May 2011**

IBA's IPS information holdings will be subject to a comprehensive information management framework incorporating the Records Management General Manager's Instruction and Manual which IBA reviewed in early 2011.

Each branch of IBA will be responsible as required, for day to day tasks associated with complying with the IPS. As part of managing the ongoing administration of the IPS information holdings, IBA's Corporate branch will develop a staff guide to publishing IPS information holdings. The guide will:

- Describe processes to be followed internally to ensure the accuracy, currency and completeness of published information
- Help staff to identify on an ongoing basis any required or optional information to be published under the IPS, and
- Describe the process for publishing information.

The FOI Officer will also arrange for IBA IPS documents that are not already available on the IBA website, to be made available upon request.

Section 11C of the FOI Act requires IBA to make public information which individual applicants have been provided following an application under the FOI Act. The FOI officer will publish this information via a Disclosure Log on the IBA website.

IBA may charge a person for accessing any IPS document which it is impracticable to publish online, but the charge will be strictly:

- At the lowest reasonable cost; and
- To reimburse specific reproduction or other incidental costs (sub-section 8D(4)).

IBA will list on its website any IPS documents which cannot be published online for practical reasons, inviting a person seeking access to any of these to contact the FOI Officer for access. Annexure A lists the IPS documents which will not be available online as at 1 May 2011.

With the documents listed, IBA will indicate charges IBA will likely impose for making them available, with an explanation of the charges, which will be consistent with the *Freedom of Information (Charges) Regulations 1982*.

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

Documents which sub-section 8(2) of the FOI Act requires to be published will become available on the IBA website at [www.iba.gov.au/ips](http://www.iba.gov.au/ips) on 1 May 2011.

## Optional information to be published under the IPS

Aside from information the publication of which is mandated by sub-section 8(2) of the FOI Act, IBA holds the following kinds of additional information:

1. Information subject to the strict secrecy provisions of section 191 of the *Aboriginal and Torres Straits Islander Act 2005*; and
2. Other information which IBA may lawfully choose to publish as optional disclosure pursuant to sub-section 8(4) of the FOI Act.

Over the 12 months from 1 May 2011 to 1 May 2012 IBA will review unpublished information, taking into account the objects of the FOI Act favouring publication, with a view to identifying information suitable for optional disclosure, which IBA will publish by 1 May 2012.

## Website presentation of IBA's IPS contribution

IBA's IPS information holdings will be published on the website at [www.iba.gov.au/ips](http://www.iba.gov.au/ips) in the following order:

Website Heading	Description of contents
<b>IBA plan</b> <i>para 8(2)(a)</i>	This plan will be published under this heading
<b>Who we are</b> <i>paras 8(2)(b) and 8(2)(d)</i>	This will include an organisation chart and information about statutory appointments.  For statutory appointees, IBA 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.
<b>What we do</b> <i>paras 8(2)(c) and 8(2)(j)</i>	This will outline the functions and decision making powers of the IBA's Board Members and of the General Manager (Chief Executive Officer).  This will include delegations to the General Manager and other staff under section 190 of the <i>Aboriginal and Torres Straits Islander Act 2005</i> .  Missing here is the program policies and procedures
<b>Our reports and responses to Parliament</b> <i>paras 8(2)(e) and 8(2)(h)</i>	This will include the full text of IBA's 2008–09 and 2009–10 annual reports

<p><b>Routinely requested information and disclosure log</b></p> <p><i>para 8(2)(g), section 11C</i></p>	<p>This will include information in documents to which IBA routinely gives access in response to FOI requests.</p> <p>IBA will clearly identify these documents in its disclosure log</p>
<p><b>Consultation</b></p> <p><i>para 8(2)(f)</i></p>	<p>This will include information about how and to whom a comment may be submitted by members of the public, where IBA undertakes public consultation on a specific policy proposal.</p>
<p><b>Current Major Organisational Documents</b></p> <p><i>optional under sub-section 8(4)</i></p>	<ul style="list-style-type: none"> <li>• IBA’s Corporate Plan</li> <li>• IBA’s 2007-08 and earlier Annual Reports</li> <li>• IBA’s most recent Portfolio Budget Statements</li> </ul>
<p><b>Contact us</b></p> <p><i>para 8(2)(i)</i></p>	<p>This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to IBA’s information or documents under the FOI Act. IBA has a generic email addresses for this purpose that does not change with staff movements.</p>

## Website Accessibility through WCAG 2.0 compliance

Government policy describing and mandating compliance with “Web Content Accessibility Guidelines (WCAG) Version 2.0” may be viewed at <http://webguide.gov.au/accessibility-usability/accessibility/>.

Online documents which comply with WGAC 2.0 also tend to be in compliance with the *Disability Discrimination Act 1992*, being more broadly useful to information-seekers with visual or other impairments.

## Accessibility when the IPS commences

Most IPS documents will be published in HTML format to meet WCAG 2.0 accessibility requirements. If necessary, using an automatic word converter or PDF converter IBA will convert an IPS document to HTML, proofread it and apply new metadata. Some exceptional non-HTML documents, which IBA will publish in two alternative formats if possible, may include:

- PDF images of scanned documents;
- Historical reference documents available as currently formatted; and
- Charts, tables and forms which can be supplied in accessible formats on request.

All IPS information holdings (whether in RTF, PDF or HTML format) will be brought into conformity with WCAG 2.0 as follows:

<b>Document category</b>	<b>WCAG 2.0 conformity timing</b>
sub-section 8(2) mandatory IBA IPS documents created or acquired before 1 April 2011	By 1 May 2012
sub-section 8(2) mandatory IBA IPS documents created or acquired on or after 1 April 2011	As soon as possible after website publication, but no later than 1 May 2012
sub-section 8(4) optional IPS documents published on website before 1 September 2011	By 1 May 2012
sub-section 8(4) optional IPS documents published on website on or after 1 September 2011	As published on website

To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable, IBA will:

- Design and publish an IPS entry point on its website;
- Wherever possible, provide online content in a format that can be searched, copied and transformed;
- Publish a sitemap for its website, to help individuals identify the location of information published under sub-sections 8(2) and 8(4);
- Provide a search function for its website;
- Establish links to this agency plan and to the sitemap at [www.directory.gov.au](http://www.directory.gov.au) ; and
- Respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

IBA will make its IPS documents available on the IPS section of the website, or through a link from the IPS section.

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

Where IBA has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit, the National Sound and Film Archive or [www.data.gov.au](http://www.data.gov.au), IBA will publish on its website information about the deposits (including links where available).

### **Approach to accessibility after the IPS commences**

From commencement of the IPS, IBA will publish any new IPS document as soon as it is available for publication, ensuring that it conforms with the WCAG 2.0 as soon as possible.

### **IPS compliance review**

IBA will review website content, including IBA's IPS information holdings published online, annually.

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

## Annexure A

Documents which IBA cannot make available on the IBA webpage by 1 May 2011, and access charges for copies

No.	Document title	Date	Format	Charges
1.	Annual reports	(prior to 1997)	Photocopy	10 cents per page
			Copy (other than photocopy)	\$4.40 per page
			Copy of the document in the form of a computer tape or a computer disk	An amount not exceeding the actual costs incurred by IBA in producing the copy
			Copy of the document to be sent to the applicant by post or delivered to the applicant	An amount not exceeding the cost of postage or delivery