



MUSEUM
OF AUSTRALIAN
DEMOCRACY

OLD PARLIAMENT HOUSE

INFORMATION PUBLICATION SCHEME

Agency Plan

May 2014

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Introduction

Old Parliament House (OPH) is an agency subject to the *Freedom of Information Act 1982* (FOI Act).

As required by s 8(1) of the FOI Act, this Agency Plan describes how OPH complies with the Information Publication Scheme (IPS) established by the FOI Act.

- In this Plan, information published under the IPS is referred to as the IPS information holdings (or as the IPS documents, when referring to individual documents).

We recognise that public sector information is a national resource managed for public purposes.

- We are building and fostering a culture that embraces appropriate proactive disclosure of its information holdings, leading to successful implementation and administration of the IPS
- We monitor how other agencies implement and administer their contributions to the IPS, with a view to adopting best practice in our Agency Plan and Statement of IPS Information Holdings.

Purpose

The purpose of this Agency Plan is to:

- assist in planning and developing our contribution to the IPS
- show what information we publish as IPS information holdings
- show how the IPS information holdings are published
- show how we otherwise comply with the IPS requirements (s 8(1))
- facilitate public consultation about the above aspects.

Objectives

The objectives of this Plan are to outline how we:

- manage our IPS information holdings
- proactively identify and publish all information required to be published under the IPS (s 8(2))
- proactively identify and publish any optional information (s 8(4))
- review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s 8B)
- ensures that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)
- measure the success of our IPS contribution by reference to community feedback and compliance review processes.

Administering our IPS contribution

The HR and Governance Section maintain compliance with the IPS. The Deputy Director, Corporate and Heritage Branch, has overall responsibility.

HR & Governance liaises with all branches to:

- identify documents that should form part of the IPS
- identify any IPS documents that are not accurate, up to date or complete
- ensure that IPS documents which are not accurate, up to date or complete are revised in a timely manner.

Members of the public may contact the [FOI contact officer](#) with comments on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable.

We will arrange for IPS documents which are not available on our website to be made available upon request.

We may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

IPS information architecture

Our IPS information holdings are published on our website under the following headings:

- Agency Plan (ss 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 disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Our priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4))
- Contact us (s 8(2)(i)).

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

- publish an IPS icon on the FOI page of our website, which links to the IPS section of the website
- publish an IPS entry point on our website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- publish a sitemap for our website, to help individuals identify the location of information published under ss 8(2) and 8(4)

- provide a search function for our website
- establish links to this Agency Plan and to the sitemap at the Australian Government Online Directory website
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

Information required to be published under the IPS

Documents required to be published under the IPS (s 8(2)) are contained in our [Statement of IPS Information Holdings](#)

These documents are published under the following headings:

- **Who we are**
- **What we do**
- **Our reports and responses to Parliament**
- **Routinely requested information**
- **Consultation**
- **Contact us**

Optional information to be published under the IPS

We take into account the objects of the FOI Act (s 8(4)) and include information in our [Statement of IPS Information Holdings](#) that is additional to that required under s 8(2)).

Such optional information is published under the following headings:

- **Our priorities**
- **Our finances**
- **Our lists**
- **Our submissions**
- **Our policies** (under consideration)

The [Statement of IPS Information Holdings](#) includes a link to other publications not covered by these headings, such as Prime Facts leaflets and information about our collection.

The [Statement of IPS Information Holdings](#) notes that some documents are impracticable to publish online. A person seeking access to any of these documents may contact the [FOI contact officer](#) to arrange access.

- Charges may be imposed for making that information available
- Charges will be consistent with charges in the *Freedom of Information (Charges) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act).

Accessibility under the IPS

As an agency under the *Financial Management and Accountability Act 1997*, we are required to comply with the guidance in AGIMO Circular No: 2010/005, *Implementation of upgraded accessibility standard across Australian Government websites*. Our website is required to conform to Web Content Accessibility Guidelines version 2.0 (WCAG 2.0) Level A by 31 December 2012, and conform to WCAG 2.0 Level AA, by 31 December 2014.

We aim to have as much as is reasonably practicable of the information we are required to publish under the IPS, and all other information published on our website, conform with WCAG 2.0 Level A, and where practicable WCAG 2.0 Level AA, at the earliest practicable times.

Many of the items currently published on our website, or that will be required to be published, are not currently available, and cannot readily be made available, in fully accessible formats. This includes:

- PDFs created from scanned documents
 - This is particularly relevant for material released under FOI, for example where a document to which access has been sought may only be available in hard copy, or where a document is released subject to redactions which have been prepared in hard copy format
- Documents that are out-of-date but provided for historical reference
- Charts and tables.

From commencement of the IPS, we will endeavour to publish any new documents prepared for the purpose of publication under the IPS, or which we have undertaken in this plan to publish, in fully accessible formats, whether when they are first published, or as soon as practicable after they are first published.

IPS compliance review

We will review and revise this Agency Plan at least annually.

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