



INFORMATION PUBLICATION SCHEME

Agency Plan

A handwritten signature in black ink, appearing to read 'Daryl Karp', positioned above the printed name.

Daryl Karp
Director

June 2021

Due for review June 2023

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Version control

Version	Date	Author/Reviewer	Summary of changes	Status
V1.0	May 2014	-	-	Final
V2.0	February 2021	People & Strategy	Review	Draft
V2.1	April 2021	Staff Consultation	Review & Comment	Draft
V2.2	June 2021	EMG	Review & Comment	Draft
V2.3	June 2021	Director	Endorse/Signature	Final

Team responsible for overview and updates of the policy:

People & Strategy Team

hr.helpdesk@moadoph.gov.au

1. Introduction

The Museum of Australian Democracy at Old Parliament House (MoAD) 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 MoAD 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).

MoAD recognises that public sector information is a national resource managed for public purposes. MoAD:

- builds and fosters a culture that embraces appropriate proactive disclosure of its information holdings, leading to successful implementation and administration of the IPS
- monitors 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.

2. Purpose

The purpose of this Agency Plan is to:

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

3. Objectives

The objectives of this Plan are to outline how MoAD:

- manages its IPS information holdings
- proactively identifies and publishes all information required to be published under the IPS (s. 8(2))
- proactively identifies and publishes any optional information (s. 8(4))
- reviews and ensures 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
- ensures satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)
- measures the success of MoAD's IPS contribution by reference to community feedback and compliance review processes.

4. Administering our IPS contribution

People and Strategy maintain compliance with the IPS. The Deputy Director has overall responsibility.

People and Strategy liaises with all areas 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.

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

MoAD 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)).

5. IPS information architecture

IPS information holdings are published on the MoAD 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, MoAD will:

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

- provide a search function for the website
- establish links to this Agency Plan and to the sitemap at the [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.

6. 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

7. Optional information to be published under the IPS

MoAD takes into account the objects of the FOI Act (s 8(4)) and includes 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

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).

8. Accessibility under the IPS

Under the *Financial Management and Accountability Act 1997*, MoAD is required to comply with the guidance in AGIMO Circular No: 2010/005, *Implementation of upgraded accessibility standard across Australian Government websites*. MoAD's 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.

MoAD aims to have as much as is reasonably practicable of the information that is required to be published 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.

Since commencement of the IPS, MoAD has endeavoured, and continues to endeavour, to publish any new documents prepared for the purpose of publication under the IPS, or which have been undertaken in this plan to publish, in fully accessible formats, when they are first published, or as soon as practicable after they are first published.

9. IPS compliance review

This Agency Plan will be revised at least annually.

MoAD 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.

Supporting documents

[Freedom of Information Act 1982](#)

[Financial Management and Accountability Act 1997](#)