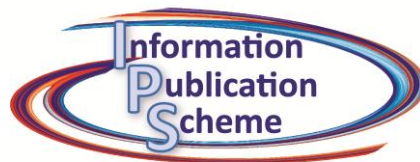




**INFORMATION PUBLICATION SCHEME: INITIAL AGENCY PLAN FOR THE
DEPARTMENT OF THE PRIME MINISTER AND CABINET**

29 APRIL 2011



Contents

1.	Introduction	2
2.	Purpose.....	2
3.	Objectives.....	3
4.	Establishing and administering PM&C's IPS entry.....	3
5.	IPS information architecture for PM&C	4
6.	Information required to be published under the IPS (s 8(2)).....	5
7.	Other information to be published by PM&C (s 8(4))	6
8.	Accessibility under the IPS.....	7
9.	IPS compliance review (s 8F) and other reviews	8
10.	Contacting PM&C about our information and our IPS entry	8

1. Introduction

The Department of the Prime Minister and Cabinet (PM&C) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and it is required to comply with the requirements of the FOI Act relating to the Information Publication Scheme (IPS). PM&C has prepared this, its initial IPS agency plan, in accordance with subsection 8(1) of the FOI Act. The plan is subject to review in the light of PM&C's experience in implementing the IPS and public comment on the plan. Comment on this initial plan is particularly invited during May-June 2011, following which time the plan will be reviewed and re-published.

PM&C's primary role is to provide advice and support to the Prime Minister, other portfolio ministers and the Cabinet, and to achieve a coordinated and innovative approach to the development and implementation of government policies.¹

This plan describes how PM&C proposes to implement and administer the IPS in respect of its own information holdings, addressing:

- establishment and administration of PM&C's IPS entry (PM&C's implementation of the IPS)
- IPS information architecture for PM&C
- information required to be published by PM&C under the IPS
- other information to be published by PM&C (optional information)
- accessibility of information to be published by PM&C, and
- planned reviews, including the compliance review to be conducted under the FOI Act by the Office of the Australian Information Commissioner.

PM&C aims to foster an internal culture in which opportunities for publication of our information holdings are proactively identified, assessed and where appropriate implemented, as part of an implementation of the IPS that not only efficiently meets the requirements of the FOI Act but also enhances performance of our functions and facilitates appropriate public engagement.

2. Purpose

This plan is prepared in accordance with subsection 8(1) of the FOI Act, which requires each Commonwealth agency subject to the Act to prepare a plan showing how the agency will comply with the requirements of Part II of the FOI Act, which establishes the Information Publication Scheme (IPS). The plan is also intended to support PM&C in delivering good practice implementation of its agency responsibilities in relation to the IPS, as set out below.

Agencies are required to facilitate and promote public access to information promptly and at the lowest reasonable cost. Agencies are also required to keep the information published accurate, up-to-date and complete.²

¹ Portfolio Budget Statements 2010-11, Budget Related Paper No. 1.16 'Prime Minister and Cabinet portfolio'.

3. Objectives

PM&C's objective in preparing this plan is to outline mechanisms and procedures which will be implemented to:

- manage and make available information to be published by PM&C under the IPS
- identify and publish all information required to be published by PM&C (s 8(2))
- proactively identify and publish appropriate optional information to be published by PM&C (s 8(4))
- ensure and confirm on a regular basis that information published by PM&C under the IPS is accurate, up-to-date and complete (s 8B)
- ensure that information published by PM&C under the IPS is, to the extent practicable, easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance by PM&C with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)
- develop procedures to evaluate PM&C's implementation of the IPS, and
- adopt best practice initiatives in implementing and administering PM&C's contribution to the IPS.

4. Establishing and administering PM&C's IPS entry

PM&C's Deputy Secretary (Governance) is the senior officer responsible for implementation of FOI reforms within PM&C, including PM&C's implementation of the IPS.

PM&C has prepared for its implementation of the IPS by:

- considering the kinds of information required to be published by PM&C and able to be published, and information already made available to the public through other channels, and
- reviewing information already published on the PM&C website (www.dpmmc.gov.au), including as to its accessibility.

PM&C recognises that PM&C content managers will need to ensure that published information is accurate, up-to-date and complete.

PM&C also recognises that ongoing efforts will be required to improve the accessibility of information published by PM&C, particularly current and important information. (Some legacy web content may be archived or decommissioned rather than re-published in more accessible formats.) PM&C aims to make IPS documents as easily discoverable and machine-readable as possible, and where documents are prepared primarily for the purpose of publication as part of the IPS we aim to make them as understandable as possible.

There is no charge for accessing or downloading information that has been published on the IPS. If information is requested in paper format, or another format, it may be necessary to

² Section 8B, *Freedom of Information Act 1982*, as amended by the *Freedom of Information Amendment (Reform) Act 2010* with effect from 1 May 2011.

impose a charge. If charges are necessary for any IPS document which it is impracticable to publish online, the charge will be:

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

PM&C will publish on its website a list of any IPS documents that are impracticable to publish online. The website will identify points of contact to arrange access to such documents.

5. IPS information architecture for PM&C

The initial point of entry for online public access to PM&C information is the PM&C home page (www.dpmmc.gov.au) which hosts PM&C's IPS webpage. This webpage comprises specific documents required to be published, a comprehensive site index providing access to further information, and links to information on other agency websites as appropriate.

The IPS information holdings on the PM&C website will be published under the following headings:

- 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 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)), and
- Contact us (s 8(2)(i)).

To promote the ease of discovery, comprehensibility and machine-readability of PM&C's IPS information holdings, PM&C will:

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- develop and publish a sitemap for its website, to help individuals identify the locations of information published under ss 8(2) and 8(4) and other information
- continue to provide a search function for its website

- develop and provide an alert service to notify subscribers about new publications within the IPS entry or other developments in relation to PM&C's contribution to the IPS
- maintain links to PM&C's website, through which this agency plan and the sitemap will be accessible, from the Government Online Directory, www.directory.gov.au, and
- invite and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are sufficiently easily discoverable, understandable and machine-readable.

PM&C will make its IPS documents available on or through the IPS section of the website in one or two ways:

- some documents, particularly those already published on the PM&C website before 1 May 2011, will be made available through a link from within the IPS section, and
- documents first published on the PM&C website on or after 1 May 2011 may be published in the IPS section in addition to publication in any other part of the PM&C website.

PM&C will, so far as appropriate, make its IPS information holdings available for reuse on open licensing terms. There may be documents in the possession of PM&C that are required to be published under the IPS where a third party has intellectual property rights. In these circumstances, members of the public may need to seek permission of a third party copyright owner in order to re-use the material.

Under existing policies, all online publication by PM&C is to take into account WCAG 2.0 requirements. As far as possible, information will be published in formats including HTML and RTF, or printed information will be provided on reasonable request.

6. Information required to be published under the IPS (s 8(2))

PM&C will publish documents required to be published under the IPS (s 8(2)), or links to the documents, in the IPS section of the website at www.dpmmc.gov.au/foi/ips/.

PM&C will publish these documents or links under the following headings.

Agency plan (ss 8(2)(a))

The IPS section will house a copy of this plan or its most up-to-date successor.

Who we are (ss 8(2)(b) and 8(2)(d))

The IPS section will include an organisation chart, information about employment with PM&C including the latest PM&C Employment Agreement and information about statutory appointments in the portfolio of the Prime Minister and Cabinet for which PM&C is responsible.

For relevant statutory appointments, PM&C 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 (ss 8(2)(c) and 8(2)(j))

This will outline the functions and decision-making powers of PM&C. PM&C will also publish operational information held by PM&C used to perform PM&C's functions or exercise PM&C's powers in making decisions or recommendations affecting members of the public, such as rules, guidelines, practices and precedents relating to such decisions and recommendations.³

Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))

This will include links to the full texts of PM&C's annual reports tabled in Parliament.

Routinely requested information (ss 8(2)(g) and 11C)

This will include information in documents to which PM&C routinely gives access in response to FOI requests.

PM&C will list these documents in its disclosure log published under s 11C of the FOI Act, which requires agencies to publish information contained in documents to which the agency has provided access under the FOI Act.

Consultation (s 8(2)(f))

Where PM&C undertakes public consultation on a specific policy proposal this section will include information about how and to whom a comment may be submitted by members of the public.

Contact us (s 8(2)(i))

PM&C will establish generic telephone numbers and email addresses for members of the public to use for contact about access to PM&C's information or documents under the FOI Act. These will not change with staff movements.

7. Other information to be published by PM&C (s 8(4))

PM&C will from time to time publish on the IPS section of its website select other information that it holds (in addition to the information published under s 8(2)), that is not subject to exemption, taking into account the objects of the FOI Act (s 8(4)). Optional information will be published under the following headings.

Our priorities

This may include corporate and strategic plans, assessments and reviews.

Our finances

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

³ Subsection 8A(1), *Freedom of Information Act 1982*, as amended by the *Freedom of Information Amendment (Reform) Act 2010* with effect from 1 May 2011.

Our lists

This may include agency contracts, grants and appointments.

Our submissions

This may include submissions made by PM&C to Parliamentary committees following the committee's consideration.

Our policies

This may include PM&C's procurement, email and internet usage, harassment, maternity leave and workplace diversity policies.

In addition, in the IPS section PM&C may publish links to other publications not covered by these headings, such as fact sheets, speeches or guidelines.

8. Accessibility under the IPS

As an agency under the *Financial Management and Accountability Act 1997*, PM&C is required to comply with the guidance in AGIMO Circular No: 2010/005, "Implementation of upgraded accessibility standard across Australian Government websites". PM&C websites are 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.

PM&C aims to have as much as is reasonably practicable of the information it is required to publish under the IPS, and all other information published on its 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 PM&C's 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, and
- charts and tables.

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

9. IPS compliance review (s 8F) and other reviews

PM&C will review its implementation of the IPS regularly and update its plan. We will ensure that online information, in all formats, is regularly reviewed for currency and accuracy. Outdated information will be replaced or archived.

The success of PM&C's implementation of the IPS will be gauged by reference to indicators including public feedback, numbers of requests to PM&C for general information and numbers of FOI request to PM&C for information available from PM&C's IPS information holdings.

PM&C will review the operation of the scheme in PM&C, in conjunction with the Information Commissioner, at least once every five years, with timing of those reviews to be determined in consultation with the Information Commissioner.

10. Contacting PM&C about our information and our IPS entry

Requests for information can be made to:

The Freedom of Information Contact Officer
Department of the Prime Minister and Cabinet
PO Box 6500
CANBERRA ACT 2600

Telephone (02) 6271 5849

Email foi@pmc.gov.au.

Members of the public are invited to provide any comments on the accessibility of PM&C's IPS information holdings through the PM&C website or to foi@pmc.gov.au.

Other comments and queries on or in relation to PM&C's IPS information holdings may also be made to foi@pmc.gov.au as a default point of contact, in addition to any other points of contact provided in or in relation to particular documents, and public comments and queries will be referred to the appropriate line area of PM&C for timely response.

Comments on this initial agency plan are particularly invited during the period to the end of June 2011, to foi@pmc.gov.au.
