



Australian Government
**Department of Education,
Skills and Employment**

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Information Publication Scheme Agency Plan

June 2021

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Introduction

The Department of Education, Skills and Employment (the department) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. This Information Publication Scheme Agency Plan (Agency Plan) describes how the department proposes to do this, as required by section 8(1) of the FOI Act.

Purpose

The purpose of the Agency Plan is to:

- assist the department in planning and administering its IPS entry; and
- facilitate public consultation about that contribution.

Objectives

The objective of this Agency Plan is to outline the mechanisms and procedures the department has in place to:

- manage the department's IPS information holdings;
- proactively identify and publish information that is required and permitted to be published in accordance with sections 8(2) and 8(4) of the FOI Act;
- regularly review information published under the IPS to ensure it is accurate, up to date and complete;
- ensure that information published under the IPS is easily discoverable, understandable and accessible;
- measure the success of the department's IPS; and
- promote greater understanding of the objects of the FOI Act across the department and encourage the pro-disclosure culture in accordance with Government policy.

Establishing and administering the department's IPS entry

All SES officers are responsible for ensuring that the operational information relevant to their work is published on the IPS and kept accurate and up to date.

The Senior Executive Lawyer in the Schools, Youth and Corporate Legal Branch of the Legal Division is the senior officer responsible for leading the department's compliance with the IPS. In support of this role, the Legal Division will:

- maintain and update this Agency Plan
- develop a guide to publishing information under the IPS for staff
- provide FOI awareness training to staff, which includes a section on the IPS.

Web Services in the Communication Branch are responsible for the coordination and maintenance of the IPS content. They will:

- provide website publication services for upload and maintenance of documents on the IPS, including this Agency Plan, as further information that is required and permitted to be published under sections 8(2) and 8(4) of the FOI Act is identified

- regularly remind line areas to review and update their material on the IPS
- respond to requests for access to documents listed on the IPS that are not available for download.

IPS information architecture

The IPS entry is published on the department's website under the following headings

- What is the IPS
- About our Agency
 - What we do
 - Who we are
 - Our reports and responses to Parliament
- Routinely requested information and FOI disclosure log
- Public review and consultations
- Operational information
- Contact us

To ensure that the department's IPS entry, including individual IPS documents, is easily discoverable, understandable and accessible, the department will:

- ensure, to the extent possible, that all IPS documentation available on its website conform to WCAG 2.0;
- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website;
- provide a document library for its website to help individuals identify the locations of information published;
- provide a search function for our website;
- provide links to documents available for download;
- provide instructions on how to request access to a document, in circumstances where it is impractical to publish a document online. The department may charge a small fee for accessing such documents. The charges will be to reimburse specific reproduction costs or other specific incidental costs in accordance with section 8D(4) of the FOI Act; and
- provide an online feedback form to invite public comment on any aspect of its website or the information published on it.

The department has applied the Creative Commons Attribution 4.0 International Licence to content on this website, unless otherwise indicated. Further information about what this means in relation to the use of all or part of the material on the website can be found [here](#).

Information required to be published under the IPS

In accordance with section 8(2) of the FOI Act, the department will publish the following information:

- the department's Agency Plan (this document) as required under section 8(2)(a) of the FOI Act;

- details of the department's organisational structure and its functions and powers, including its decision making powers and other powers affecting members of the public;
- details of appointments of officers of the department made under Acts (other than APS employees);
- information in documents to which the department routinely gives access in response to FOI requests (FOI Disclosure Log) under Part III of the FOI Act except:
 - personal information about any individual the publishing of which would be unreasonable
 - information about the business, commercial, financial or professional affairs of any person the publishing of which would be unreasonable
 - other information of a kind determined by the Information Commissioner the publishing of which would be unreasonable;
- the department's annual reports;
- details of current consultations being run by the department for members of the public to comment on specific policy proposals for which the department is responsible, including how, and to whom those comments may be made;
- information the department routinely provides to Parliament in response to requests and orders from the Parliament;
- the department's operational information – that is, information held by the department for the purpose of performing or exercising its functions or powers in making decisions or recommendations affecting members of the public or a particular person or entity, or classes of persons or entities (for example, departmental rules, guidelines, practices and precedents relating to those decisions and recommendations); and
- the contact details of an officer, who can be contacted about access to information and documents held by the department.

The above information will be published to members of the public generally and, where the department considers it is appropriate to do so, to particular classes of persons or entities. It will be published on the department's website by:

- making the information available for downloading from the website;
- publishing on the website a link to another website, from which the information can be uploaded; or
- publishing on the website other details of how the information may be obtained.

Other information to be published under the IPS

The department will continue to proactively consider what other information it may publish in its IPS entry (in addition to the information it is required to publish), taking into account the objects of the FOI Act.

Individual policy areas will identify what other information is to be published under the IPS and organise for its publication.

IPS compliance review

The department will review the Agency Plan on an annual basis, and the operation of its IPS entry at least every five years in accordance with the guidelines issued by the Information Commissioner. These reviews will also take into account any public feedback received.

The department will adopt the following criteria for measuring its performance:

- (a) *Agency plan*: has the department published a comprehensive plan for its IPS compliance?
- (b) *Governance and administration*: does the department have appropriate mechanisms in place to meet its IPS obligations, including a sound information management framework?
- (c) *IPS document holdings*: has the department reviewed its document holdings to decide what information must be published under section 8(2) of the FOI Act, and information that can be published under section 8(4) of the FOI Act? Is the department's IPS entry accurate, up-to-date and complete?
- (d) *IPS information architecture*: does the department have a publication framework in place, and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable, understandable and accessible?
- (e) *Agency compliance review*: does the department have appropriate processes, systems and resources in place to monitor and review its IPS compliance and make necessary improvements to its IPS implementation?