

ASBESTOS SAFETY



Australian Government
Asbestos Safety and Eradication Agency

Information Publication Scheme (IPS) Agency Plan

Introduction

The Australian Government Information Publication Scheme (IPS) was established as part of the *Freedom of Information Act 1982* (FOI Act). The FOI Act requires each agency to publish a broad range of information on their website and make that information available in an accessible format where possible.

The Information Publication Scheme Agency Plan (Agency Plan) describes how we comply with these obligations.

Purpose

The purpose of the Agency Plan is to:

- help the agency plan and progress its contribution to the IPS;
- facilitate public consultation about that contribution; and
- identify information we intend to publish, how and to whom the information will be published and how it will otherwise comply with the IPS requirements (s 8(1)).

Objectives

The Plan outlines how we intend to continue implementing arrangements that:

- manage the agency's IPS information holdings using mechanisms and procedures we have in place;
- proactively identify and publish information required to be published (s 8(2)) and additional information permitted to be published (s 8(4));
- regularly review information published under the IPS to ensure it is accurate, up-to-date and complete (s 8B);

- ensure that information published under the IPS is easily discoverable, understandable and downloadable (s 8D);
- ensure compliance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0);
- measure the success of the agency's IPS; and
- promote greater understanding of the objects of the FOI Act in the agency and promote a proactive culture in accordance with Government policy.

Administering our IPS entry

The Chief Operating Officer (COO) is responsible for leading the agency's compliance with the IPS. We administer the IPS entry through our online publishing processes and procedures which identify what must and should be published.

The agency welcomes feedback on its IPS. The COO will consider feedback and make recommendations for change to the Chief Executive Officer. Feedback can be emailed to the COO at enquiries@asbestossafety.gov.au.

IPS information architecture

Our website is WCAG 2.0 Level AA compliant and includes all information published by the agency under the IPS, including the agency's [Disclosure Log](#). Information about the IPS can be accessed through the Freedom of Information link at the bottom of the website home page.

To ensure our IPS entry and individual documents are discoverable, understandable and downloadable, visitors to our website can either browse or search the information on the website, download documents and use links to access other websites.

Consistent with the National Archives policy, an electronic record is the official record. Our IPS entry is made of electronic records wherever possible. In certain circumstances where it is impractical to publish an existing document we will provide information about the document and instructions on how to request access to the document. The agency may charge a small fee for accessing such documents, but this will be assessed on a case-by-case basis.

Our website has an online feedback form to encourage public comment on any aspect of the website or the information published on it.

The copyright for all information on the website is under Creative Commons Attribution 4.0 Australian License, unless otherwise indicated.

Information that we must publish under the IPS

In accordance with subsection 8(2) of the FOI Act, we publish the following information:

- our Agency Plan (this document);
- details of our organisational structure, functions and powers, including decision-making powers and other powers affecting members of the public;
- information on appointments of officers of the agency made under Acts (other than APS employees);

- our reports and responses to Parliament including annual reports, documents required to be tabled and documents routinely tabled in parliament in accordance with Senate standing orders;
- our FOI disclosure log and routinely accessed information 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;
- details on how to comment on policy proposals and other public consultation we undertake; and
- information on how to contact us.

Additional information

Where appropriate we publish other information including our corporate plans, reviews, research and financial information relating to the agency.

IPS compliance review

Our online information is regularly reviewed for currency and accuracy and the Agency Plan (this document) is updated as required. The agency has appropriate governance and administration mechanisms in place to meet its IPS obligations, including a sound information management framework. We measure our performance in complying with our IPS obligations through feedback provided by email and the agency's online contact form.

A review of the operation of our IPS entry and compliance with statutory requirements is undertaken at least every 5 years in conjunction with the Information Commissioner (s 9(1)).