



INFORMATION PUBLICATION SCHEME

Agency Plan

2018 – 2022

Version	Date	Change Description	Author
1.0	25/05/2018	Approved version	FOI Coordinator

Introduction

The Department of Social Services (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 plan describes how the department proposes to do this, as required by subsection 8(1) of the FOI Act.

Purpose

The purpose of this agency plan is to:

- ensure that the department complies with subsection 8(1) of the FOI Act;
- assist the department in planning and developing its IPS entries; and
- show what information the department proposes to publish (IPS holdings) and how it will be published.

Objectives

The department's IPS objectives are to:

- ensure proper management of the department's IPS entries;
- identify and publish all information required to be published under subsection 8(2) of the FOI Act;
- ensure satisfactory conformance by DSS with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0); and
- adopt best practice initiatives in implementing, administering and reviewing the department's IPS holdings and contribution to the IPS.

Information Publication Scheme accountability

All Senior Executive Officers (SES officers) in the department are accountable for ensuring that the department complies with its IPS obligations. They are supported by the Branch Manager, Government and Executive Services Branch, and the Director, FOI and Legislation Section, who administer the Scheme within the department.

Administering the Department's Information Publication Scheme

All SES officers are responsible for ensuring:

- information required to be published is published as part of the data holdings (including operational information);

- the accuracy, currency and integrity of published information relevant to their responsibilities; and
- appropriate resources are dedicated to complying with the department's IPS obligations.

Government and Executive Services Branch

The Government and Executive Services Branch is responsible for:

- ensuring all SES officers are aware of their IPS responsibilities;
- supporting the delegated accountable officer to meet all IPS obligations including through quarterly IPS entry compliance reports; and
- reviewing and updating this Plan as appropriate and, at minimum, by the end of 2022.

Application Delivery Branch

The Branch Manager, Application Delivery Branch, is responsible for ensuring all material published to the department's website is, as far as possible, accessible, and conforms to the *Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)*.

Publication

Where possible, IPS holdings will be made available for downloading directly from the department's website. Alternatively, IPS holdings will be made available for downloading from linked websites or through direct requests via a nominated contact officer.

Charges

The department may charge a person for accessing an IPS document which is impracticable to publish online. Any charges imposed will be consistent with charges in the [Freedom of Information \(Charges\) Regulations 1982](#) and will represent the lowest reasonable cost of reimbursing the department for specific reproduction costs or other specific incidental costs.

Information Publication Scheme entries architecture

The Information Publication Scheme entries will be published in the [Information Publication Scheme section](#) of the department's website, this section will be on the homepage under 'About the Department' heading.

The department's website sitemap is available at the bottom of the main homepage and the search function is provided at the top right hand corner.

The IPS entries are to be published under the following headings (in no particular order):

About the scheme - provides a background summary of the IPS.

Agency plan - provides a copy of this Plan, complying with paragraph 8(2)(a) of the FOI Act.

Who we are - provides links to the department's organisational structure, portfolio bodies' websites and relevant statutory office holders' appointments, complying with paragraphs 8(2)(b) and 8(2)(d) of the FOI Act.

Also provides additional links to the department's Enterprise Agreement and job vacancies.

What we do - provides various links to documents and pages containing information about the department's responsibilities including policies, programs and legislation.

This section also provides a link to operational information in accordance with section 8A of the FOI Act.

This section complies with paragraphs 8(1)(c), 8(1)(e) and 8(1)(j) and subsection 8(4) of the FOI Act.

Reports and responses to Parliament - provides links to information held by the department that is routinely provided to the Parliament in response to requests or orders from the Parliament such as annual reports, departmental file indexes, departmental contract and [grants funding lists](#).

This section complies with paragraph 8(1)(h) and subsection 8(4) of the FOI Act.

Disclosure log - provides a link to the department's Disclosure Log complying with paragraph 8(1)(g) of the FOI Act.

Consultation - provides a link to the department's public consultations website complying with paragraph 8(1)(f) of the FOI Act.

Contact details - provides an email and postal address for the IPS Coordinator, complying with paragraph 8(1)(i) of the FOI Act.

How the Department otherwise complies with the IPS requirements

The department further complies with IPS requirements through:

- having regard to relevant guidelines issued by the Information Commissioner under section 93A of the FOI Act; and
- cooperating with Information Commissioner reviews of the IPS.