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| *Our ref: 60331* |  |

**Agency Plan for Information Publication Scheme**

The Department of Industry, Innovation and Science (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 agency plan describes how the Department proposes to do this, as required by s 8(1) of the FOI Act.

In particular, the Department proposes to implement and administer the IPS by:

* administering the Department's IPS contribution
* maintaining the information architecture for its IPS content
* identifying, publishing and updating the information required
* identifying, publishing and updating other optional information
* providing accessibility to information published
* undertaking consistent compliance reviews

The Department will continue to build and foster a culture within the agency in which appropriate proactive disclosure of its information is embraced, leading to the successful implementation and administration of the IPS. This is in recognition that public sector information is a national resource managed for public purposes.

**About the Department**

The Department’s vision is to enable growth and productivity for globally competitive industries. To help realise this vision, the Department has four key objectives: supporting science and commercialisation, growing business investment and improving business capability, streamlining regulation and building a high performance organisation.

The Department’s structure is documented in the Organisational Chart.

The Department's main office is in Canberra and state offices are located in Adelaide, Brisbane, Hobart, Melbourne, Perth and Sydney, as well as territory and regional offices across Australia.

**Purpose**

The purpose of this agency plan is to:

* assist the Department in continuing its contribution to the IPS
* list which information the Department has proposed 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 Department's objectives are to outline appropriate mechanisms and procedures to:

* manage information captured by the IPS
* proactively identify and publish all information required to be published (s 8(2))
* proactively identify and publish any optional information to be published (s 8(4))
* review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s 8B)
* link the information required under the IPS with the relevant sections of the website that meet the legislative requirements
* ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable.

**IPS information architecture**

The IPS information holdings that are available on the Department's website, are published under the following headings:

**Mandatory publishing categories**

* 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))
* Consultation arrangements (s 8(2)(f))
* Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
* Our strategic priorities (s 8(4))

**Optional publishing categories**

* Our strategic and business priorities (s 8(4))
* Our finances (s 8(4))
* Our lists (s 8(4))
* Our submissions
* Our policies

To ensure that the IPS content on our website is easily discoverable, understandable and machine-readable, the Department will:

* promote the IPS link on the homepage of DIIS website (www.industry.gov.au), 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
* provide a search function for its website
* establish links to this agency plan
* seek and respond to any feedback about whether the IPS content is easily discoverable, understandable and machine-readable.

The Department will either publish IPS content items or publish links to IPS content items within the IPS section of the Department's website. Where content items are published in a different location on the Department's website, or on another Departmental website, a link will be made available to those content items.

Where the Department has deposited or published IPS content items under a scheme such as the Commonwealth Library Deposit, the National Sound and Film Archive or [www.data.gov.au](http://www.data.gov.au/), the Department will publish on its website information about the deposits (including links where available).

**Information required to be published under the IPS**

The Department will publish content items required to be published under the IPS (s 8(2)) in the IPS section of the website.

**Mandatory publishing categories**

The Department will continue to publish these content items under the following headings:

**1. Who we are**

This will include an organisation chart, the Agency Employment Agreement and information about statutory appointments and contact information.

For the organisation chart, the Department will link to the published organisation chart.

For statutory appointees, the Department 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.

For contact information, this will include the email address for the FOI Coordinator who can be contacted about access to the Department's information or documents under the FOI Act.

**2. What we do**

This outlines the functions and decision making powers of the Department.

The Department will continue also publish rules, guidelines, practices and precedents relating to these functions and powers.

**3. Our reports**

This includes the full text of the Department's recent annual reports, as well as any information that is routinely provided to Parliament.

**4. Consultation**

This includes information about consultation processes for the Department. Information about how comments may be submitted by members of the public, where the Department undertakes public consultation on a specific policy proposal.

**5. Our strategic and business priorities**

This includes corporate and departmental strategic plans, assessments and reviews. This may also include divisional business plans, strategic plans, assessments and reviews.

**6. Routinely requested information**

This includes information in documents to which the Department routinely gives access in response to FOI requests.

The Department clearly identifies these documents in its disclosure log, published under s 11C of the FOI Act - which requires agencies to list information that has been released in response to an FOI access request under the FOI Act.

**Optional publishing requirements**

The Department publishes content on an optional basis for the following categories.

**7. Our finances**

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

**8. Our lists**

This may include agency contracts, grants and appointments, and links to data sets.

**9. Our submissions**

This may include submissions made by the Department to Parliamentary committees, the Productivity Commissioner, the Australian Law Reform Commission and other agencies.

**10. Our policies**

This may include the Department's procurement, email and internet usage, harassment, leave and workplace diversity policies.

In addition, the IPS section on the Department's website will contain a link to other publications not covered by these headings, including fact sheets, speeches and guidelines.

**Accessibility under the IPS**

The Department will ensure, to the extent possible, that all online information it is required to publish under the IPS (s 8(2)) will conform with the *Web Content Accessibility Guidelines (Version 2*) (WCAG 2.0). Where information cannot be published in accordance with the WCAG 2.0 guidelines, every effort will be made to provide content in the most accessible format as soon as practicable.

A small number of exceptions may apply to:

* PDFs made of images of scanned documents
* Documents that are out of date, but that are provided for historical reference
* Charts, tables and forms

The Department's dedicated IPS section of its website will state that where a content item is not available in an accessible format, it will be made available in an accessible format on request. Requests for alternative formats can be made by contacting the FOI Coordinator.

**IPS compliance review**

The Department will review the operation of its IPS from time to time, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.