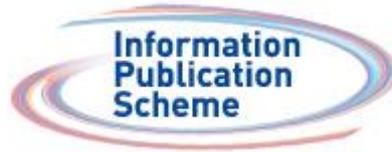




Australian Government
The Treasury



Information Publication Scheme

Agency plan

August 2012

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Introduction

Treasury is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) provisions. This agency plan describes how Treasury proposes to do this, as required by section 8(1) of the FOI Act.

The agency plan describes how Treasury proposes to implement and administer the IPS in respect of its own information holdings by addressing:

- establishing and administering Treasury's IPS contribution;
- information architecture;
- information required to be published;
- other information to be published (optional information);
- accessibility of information published;
- compliance review; and
- better practice initiatives including promoting community engagement.

Treasury recognises that public sector information is a national resource managed for public purposes. Treasury will implement and administer the IPS in accordance with the objects of the FOI Act to promote Australia's representative democracy by contributing towards increased public participation in Government processes.

Purpose

The purpose of this agency plan is to:

- assist Treasury in planning and developing its contribution to the IPS;
- manage the information holdings relevant to the Information Publication Scheme; and
- show what information the agency proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published and how Treasury will otherwise comply with the IPS requirements (section 8(1)).

Objectives

Treasury's objectives are to outline appropriate mechanisms and procedures to:

- manage the IPS information holdings;
- proactively identify and publish all information required to be published (section 8(2));
- proactively identify and publish any optional information to be published (section 8(4));
- review and ensure on a regular basis that information published under the IPS is accurate, up-to-date and complete (section 8B);

- ensure the information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- ensure the format conforms where possible to *Web Content Accessibility Guidelines version 2* (WCAG 2.0) and provide alternative access arrangements;
- measure the success of Treasury's IPS contribution by reference to community feedback and compliance review processes; and
- adopt best practice initiatives in implementing and administering Treasury's contribution to the IPS.

Establishing and administering Treasury's IPS contribution

The General Manager of Treasury's Corporate Strategy and Services Group is designated by the Secretary of the Treasury as the senior officer responsible for leading Treasury's work on implementing FOI Act requirements, including the IPS. The Corporate Strategy and Services Group encompasses the Freedom of Information, communications, information management and publishing areas of Treasury.

a) Establishing Treasury's IPS contribution by 1 May 2011

The General Manager, Corporate Strategy and Services Group, is supported by the Freedom of Information (FOI) Unit and Publishing Unit to establish Treasury's contribution to the IPS by 1 May 2011.

The FOI Unit has prepared an IPS project plan for tasks to be completed by 1 May 2011 including:

- identification of the process for implementation of the IPS;
- a timetable for implementation; and
- responsibilities and accountabilities for the tasks to be completed.

Treasury's internal auditors will review the plan and its implementation to assure compliance with the legislative requirements by 1 May 2011.

The FOI Unit has prepared a register of information required or permitted to be published under sections 8 (2) and 8 (4).

To prepare the register, the FOI unit:

- required Treasury groups and business areas within Treasury's Freedom of Information responsibilities to review their functions and information holdings to identify material relevant to section 8(2);
- identified information to be made available through the IPS portal in accordance with section 8(4); and
- reviewed documents to ensure they are up to date, completed and accurate.

b) Administering information published under the IPS from 1 May 2011

From 1 May 2011, the General Manager, Corporate Strategy and Services Group, will continue to be responsible for managing the IPS. The Strategy and Information Management Unit will maintain

registers of IPS required and optional information and liaise with authors to ensure that it is up-to-date, accurate and complete.

The Strategy and Information Management Unit will manage Treasury's agency plan. As new processes are developed for managing information and internet material, the Strategy and Information Management Unit will work with the relevant areas to integrate the IPS management into the management frameworks and update this agency plan accordingly.

The Strategy and Information Management Unit will lead better practice initiatives to engage with the community about Treasury's contribution to the IPS. These include:

- inviting members of the public to provide comments to the IPS contact officer via the Treasury website on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable; and
- providing IPS information holdings in alternative forms if possible when required.

Treasury may charge a person for accessing any IPS documents which it is impracticable to publish online:

- at the lowest reasonable cost; and
- to reimburse specific reproduction costs of other specific incidental costs (section 8D(4)).

Should any IPS documents be impracticable to publish online, Treasury will advise the documents are available. The website will provide contact details for arranging access to any of those documents.

If applicable, the advice will include any indicative charges that may be imposed for making that information available and an explanation for the charge. These charges will be consistent with charges in the Freedom of Information (Charges) Regulations 1982 (which generally apply to access requests under Part III of the FOI Act).

IPS Information architecture

Treasury will publish its IPS information holdings on its website under the following headings:

- Agency plan (sections 8(2)(a)).
- Who we are (sections 8(2)(b) and 8(2)(d)).
- What we do (sections 8(2)(c) and 8(2)(j)).
- Our reports and responses to Parliament (sections 8(2)(e) and 8(2)(h)).
- Routinely requested information and disclosure log (sections 8(2)(g) and 11C).
- Consultation arrangements (section 8(2)(f)).
- Our priorities and approaches (section 8(4)).
- Our communications (section 8(4)).
- Our workplace plans and policies (section 8(4)).
- Our finances (section 8(4)).

- Treasury invites comment (on IPS holdings and accessibility) (section 8(2)(i)).
- Contact us (section 8(2)(i)).

To ensure that the IPS information holdings and individual IPS documents are easily discoverable, understandable and machine-readable, Treasury will:

- design and publish an IPS entry point on its website;
- wherever possible, provide online content in a format that can be searched, copied and transformed;
- publish a sitemap for its website, to help individuals identify the location of information published under sections 8(2) and 8(4);
- provide a search function for its website; and
- invite feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

Treasury will make its IPS documents available through links from the IPS website.

Treasury will, as far as possible, make its IPS information holdings available for reuse on open licensing terms.

Information required to be published under the IPS

Treasury will provide links to documents required to be published under the IPS (section 8(2)) in the IPS section of the website at <http://www.treasury.gov.au/PublicationsAndMedia/InformationPublicationScheme>.

Treasury will publish these documents under the following headings:

Agency plan

Who we are

This will include an organisational chart and information about statutory appointments. For statutory appointees, Treasury will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed, and the provisions of the Act under which the person is appointed.

What we do

This will outline Treasury's functions and decision-making powers including the Strategic Framework, Treasury business groups' functions. Treasury will also publish rules, guidelines, practices and precedents relating to these functions and powers ('operational information').

Note: As a central policy agency, Treasury provides analysis and advice to government on policy issues with a whole of economy perspective. It has a program delivery role in supporting markets and business broadly and providing Commonwealth payments to the State and Territory governments. However, Treasury has a limited role in making decisions or recommendations that affect members of the public in an individual manner or as members of a particular group or class.

Treasury handles FOI matters for the Foreign Investment Review Board (FIRB), the Australian Office of Financial Management (AOFM), the Companies Auditors and Liquidators Disciplinary Board (CALB), the Takeovers Panel and the Financial Reporting Council (FRC). Links are provided on Treasury's IPS website to information holdings on their websites. Agencies under the FOI Act (CALB, Takeovers Panel and FRC) have the IPS on their own websites. However, links are provided on their websites to the Treasury disclosure log. Treasury handles IPS matters for the Australian Office of Financial Management (AOFM) and a link is provided on their website to the Treasury IPS.

Our reports and responses to Parliament

This will link to documents currently published under the heading Government Compliance Reports, including Annual report, Departmental File Lists, Departmental Contracts (\$100,000 or more) and Advertising/Public Information Projects (\$100,000 or more).

Information requested from Treasury by Parliament through a Committee is available on the Parliament website (aph.gov.au). However, Treasury will provide links to new submissions after 1 May 2011 from the IPS website.

Routinely requested information and disclosure log

To date Treasury has not been routinely asked to provide any particular information. In some cases FOI requests have covered similar topics. Treasury has published its FOI responses (subject to exceptions under s 11C) since 1 January 2011.

From 1 May 2011 Treasury has published a [disclosure log](#) of information accessed under the FOI Act.

Consultation

This will include a link to information about how members of the public may comment on Treasury reviews, consultations and discussion papers.

Contact us

This will include the email address and a telephone number for the Information Publication Scheme contact officer who can assist with access to information or documents under the FOI Act.

Other information to be published under the IPS

Treasury will publish on the IPS website or provide links from the IPS section to other information that it holds (in addition to the information published under section 8(2)), taking into account the objects of the FOI Act (section 8(4)).

Information will be published under the following headings:

Our priorities and approaches

This will include Treasury's:

- Strategic framework document which sets out Treasury values and priorities; and
- policy advising frameworks (wellbeing framework).
- Annual Regulatory Plan.

- Reconciliation Action Plan.
- Submissions made by the Treasury to Parliamentary Committees, including Senate Estimates, and other agencies.

Note: Treasury submissions are available on Committee websites. However Treasury will provide information on submissions from 1 May 2011 and direct links from the IPS website as soon as practicable.

Our communications

This will include speeches and media releases.

Our workplace plans and policies

This will include information relating to employment conditions and staff management. Initially Treasury will publish:

- Disability Action Plan.
- Prevention of Harassment and Bullying in the Workplace.
- Workplace Diversity Program
- Summary of Conditions of Service for Treasury Staff.

Our finances

This will include:

- information relating to pay and grading structure;
- procurement procedures, tendering and contracts;
- Treasury Legal Expenditure; and
- Treasury grants.

Accessibility under the IPS

c) Approach to accessibility by commencement of the IPS

Treasury will ensure that all online information it is required to publish under the IPS (section 8(2)) and optional information (section 8(4)) conforms as far as possible with WCAG 2.0 on commencement of the IPS.

Treasury's dedicated IPS section of its website will state that where a document is not available in an accessible format, it will be made available in an accessible format if possible on request through the contact details provided on the site.

d) Approach to accessibility after commencement of the IPS

From commencement of the IPS, Treasury will publish any new IPS documents as soon as they are available for publication.

Treasury will ensure that all information newly published on the Treasury website conforms with the WCAG 2.0 as far as possible.

IPS compliance review

Treasury will review and revise this agency plan at least annually, which will coincide with the Treasury's strategic planning process.

Treasury will review the operation of the IPS from time to time, at least every five years, and in accordance with guidelines issued by the Information Commissioner about IPS compliance review.

Best practice initiatives

Treasury will adopt best practice approaches identified through:

- feedback from members of the public;
- better practice guidelines and advice from the Office of the Australian Information Commissioner;
- consultation with other government agencies; and
- internal review.