



safe work australia

Information Publication Scheme

Agency Plan

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Introduction

Safe Work Australia 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 Safe Work Australia proposes to do this, as required by s 8(1) of the FOI Act.

Safe Work Australia is an Australian Government statutory agency established under the *Safe Work Australia Act 2008* and which commenced operations in November 2009. It has the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia. The agency is jointly funded by the Commonwealth, state and territory governments facilitated through an intergovernmental agreement signed in July 2008.

The IPS Agency Plan describes how Safe Work Australia proposes to implement and administer the IPS in respect of its own information holdings, by addressing:

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

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

Purpose

The purpose of this agency plan is to:

- assist Safe Work Australia in planning and developing its contribution to the IPS, and
- show what information the agency proposes to publish, how and to whom the information will be published and how Safe Work Australia will otherwise comply with the IPS requirement (s 8(1)).

Note: in this plan, information to be published by Safe Work Australia under the IPS is referred to as the IPS information holdings, or as the IPS documents when referring to individual documents.

Objectives

The objectives of this plan are to outline appropriate mechanisms and procedures to:

- manage the IPS information holdings
- 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 bases that information published under the IPS is accurate, up to date and complete (s 8B)
- ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)

- measure the success of Safe Work Australia's IPS contributions by reference to community feedback and compliance review processes
- adopt best practice initiatives in implementing and administering Safe Work Australia's contributions to the IPS as appropriate.

Establishing and administering Safe Work Australia's IPS contribution

The Chief Executive Officer is responsible for leading Safe Work Australia's compliance with the IPS.

Establishing Safe Work Australia's IPS contributions by 1 May 2011

The Director, Secretariat and Governance and the Director, Communications, IT and Knowledge Management have a joint role in establishing the IPS contributions for Safe Work Australia.

A draft table of information required or permitted to be published under s 8(2) and 8(4) has been prepared.

To prepare this table, the following activities were undertaken:

- auditing documents currently published on [Safe Work Australia's website](#) and identifying the documents that will form part of the IPS from 1 May 2011
- creating a list of links to IPS documents, including those not already published on Safe Work Australia's website
- compiling a list of IPS documents on Safe Work Australia's internal document management system that are not currently published on Safe Work Australia's website and providing links
- identifying any IPS documents that are not accurate, up to date or complete, and
- ensuring a particular IPS document which was not accurate, up to date or complete, is revised.

The draft table will facilitate compliance with WCAG 2.0 (see Objective on page 2), as it:

- describes the format of all IPS documents currently published on Safe Work Australia's website, and
- identifies any other issues that may affect publication of an IPS document on Safe Work Australia's website.

Consideration and finalisation of the draft table of information will be undertaken by the Branch Manager, Corporate Services and the Chief Executive Officer prior to 1 May 2011.

Administering information published under the IPS from 1 May 2011

Safe Work Australia will develop a comprehensive information framework which will apply to Safe Work Australia's information published under the IPS. This framework will initially comprise records management plans and policies which are currently under development. Safe Work Australia also intends to develop plans and procedures to address other information asset issues, including intellectual property and copyright.

Safe Work Australia will finalise its records management plans and policies as follows:

- Records management plan, a project plan for the development of Safe Work Australia's records disposal authority and Safe Work Australia management policy – to be finalised within six months.
- Safe Work Australia records authority and Safe Work Australia's record management policy – to be finalised in approximately 12 months

Each branch of Safe Work Australia will be responsible, as required, for day to day tasks associated with complying with the IPS. For example the Corporate Services Branch will manage ongoing administration of the IPS information holdings and will be responsible for implementing, reviewing and revising the agency plan.

As part of managing the ongoing administration of the IPS information holdings, a practical guide will be developed to inform Safe Work Australia staff of their responsibilities and the processes in place. This guide will:

- Describe processes to be following internally to ensure the accuracy, currently and completeness of published information
- Help staff to identify on an ongoing basis any required or optional information to be published under the IPS
- Describe the process for publishing information.

The Corporate Services Branch will adopt better practice initiatives to engage with the community about Safe Work Australia's contribution to the IPS as appropriate. These initiatives may include:

- Making IPS documents as easily discoverable, understandable and machine readable as possible
- Inviting members of the public to contact the FOI contact officer via Safe Work Australia's website with comments on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable
- Publishing a feedback form on the IPS section of Safe Work Australia's website inviting user's comments.

The Corporate Services Branch will also arrange for IPS documents which are not available on Safe Work Australia's website to be made available upon request.

Safe Work Australia may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

Safe Work Australia will publish on its website a list of any IPS documents that are impracticable to publish online. The website will state that a person seeking access to any of these documents may email: foi@safeworkaustralia.gov.au.

The list of documents will include 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) Regulation 1982), which generally apply to access requests under Part III of the FOI Act.

IPS information architecture

Safe Work Australia will publish its IPS information holdings on its website in accordance with the timetable at [Annexure A](#), except where this is impracticable.

The IPS information holdings that are available on Safe Work Australia's website, will be published under the following headings:

- Agency plan (ss 8(2)(a))
- 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)(e) and 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)

- Consultation arrangements (s 8(2)(f))
- Our priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4))
- Contact us (s 8(2)(i)).

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

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website
- 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 8(2) and 8(4)
- provide a search function for its website
- provide an alert service to notify subscribers of new publications under the IPS or other developments in relation to Safe Work Australia's contribution to the IPS
- establish links to the agency plan and to the site map at the [Safe Work Australia website](#).
- respond to community feedback about whether the IPS information holdings, and individual IPS documents, are easily discoverable, understandable and machine-readable.

Safe Work Australia will make its IPS documents available on the IPS section of the website if that is the only page on the website where they are to be published.

In all other instances, documents will be made available via a link from the IPS section.

Safe Work Australia will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

Where Safe Work Australia has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit, the National Sound and Film Archive or Australian Government Data. Safe Work Australia will publish on its website information about the deposits, including links where available.

Information required to be published under the IPS

Safe Work Australia will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the [Safe Work Australia website](#).

Safe Work Australia will publish these documents in accordance with the timeframe set out in [Annexure A](#).

Safe Work Australia will publish these documents under the following headings:

Agency Plan

Who we are

- This will include an organisation chart, the relevant Collective Agreement and information about statutory appointments.
- For statutory appointees, Safe Work Australia 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.

What we do

- This will outline the functions and decision making powers of Safe Work Australia members.

Our reports and responses to Parliament

- This will include the full text of Safe Work Australia's recent annual reports tabled in Parliament.

Routinely requested information

- This will include information in documents to which Safe Work Australia routinely gives access in response to FOI requests.
- Safe Work Australia will clearly identify these documents in its disclosure log, published under s 11C of the FOI Act – which requires agencies to publish information contained in documents to which agency has provided access under the FOI Act.

Consultation

- This will include information about how and to whom a comment may be submitted by members of the public, where Safe Work Australia undertakes public consultation on a specific policy proposal.

Contact us

- This will include the name, telephone number and an email address for a contact officer who can be contacted about access to Safe Work Australia's information or documents under the FOI Act. Safe Work Australia has established a generic email address for this purpose that will not change with staff movements.

Optional information to be published under the IPS

Safe Work Australia will publish on the IPS section of its website other information that it holds, in addition to the information published under s 8(2), taking into account the objects of the FOI Act (s 8(4)).

Safe Work Australia will publish these documents in accordance with the timeframe set out in [Annexure A](#).

Optional information will be published under the following headings:

Our priorities

- This will include our Strategic Plan, Operational Plan and Agency Plan.

Our finances

- This will include financial information relating to the Portfolio Budget Statements and pay and grading structures for Agency staff.

Our lists

- This will include a list of agency contracts, sponsorships, file lists and links to data sets.

Our submissions

- This will include submissions made by Safe Work Australia to Parliamentary committees, the Productivity Commissioner and other agencies.

Our policies

- This will include any Safe Work Australia internal policies that may impact external stakeholders and the public, including email and internet usage and Work Health and Safety Management policies.

In addition, in the IPS section, Safe Work Australia will publish a link to other publications not covered by these headings.

Accessibility under the IPS

Approach to accessibility by commencement of the IPS

Safe Work Australia will ensure that all online information it is required to publish under the IPS (s 8(2)) from commencement of the IPS on 1 May 2011 conforms with the *Web Content Accessibility Guidelines (version 2)* (WCAG 2.0).

Safe Work Australia will ensure that optional information published on its website conforms with WCAG 2.0 in accordance with the time frames in [Annexure A](#).

The Safe Work Australia website will state that where a document is not yet available in an accessible format, it will be made available in an accessible format on request. Contact details will be provided.

Approach to accessibility after commencement of the IPS

From commencement of the IPS, Safe Work Australia will publish new IPS documents as soon as they are available for publication.

Safe Work Australia will ensure that all information newly published on its website conforms with the WCAG 2.0 as soon as possible.

IPS compliance review

Safe Work Australia will review and revise this agency plan at least annually, which will coincide with Safe Work Australia's internal planning processes.

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

Indicative timetables – WCAG 2.0 conformance

Safe Work Australia will ensure, to the extent possible, that all documents available on its website from 1 May 2011 conform with the WCAG 2.0 in accordance with the following timetable (subject to exceptions described below):

No.	Document category	Format	Indicative WCAG 2.0 conformance date
1.	All documents required to be published under s 8(2)	RTF, PDF, and HTML	31 December 2012
2.	Optional information published under s 8(4)	RTF, PDF, and HTML	31 December 2012

All documents listed on the IPS section of Safe Work Australia's website will be provided in either HTML format or as two alternative formats. 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; these will be supplied in the format which they are currently available, and
- charts, tables and forms; these can be supplied in accessible formats on request.

Where possible, documents covered by these exceptions will be published in two alternative formats.

Safe Work Australia will ensure that all new documents to be published in the IPS section after 1 May 2011 conform with WCAG 2.0 as soon as possible.

Safe Work Australia is currently undertaking an upgrade of its website to meet the Australian Government mandated WCAG 2.0 standard. Safe Work Australia will ensure that all new documents to be published in the IPS section after 1 May 2011 conform with WCAG 2.0 by the mandated December 2012 timeframe.