

AGENCY PLAN FOR THE NATIONAL FILM AND SOUND ARCHIVE

1 Introduction

The National Film and Sound Archive (NFSA) is a government agency subject to the *Freedom of Information Act 1982* (FOI Act). Reforms to the FOI Act have established the Information Publication Scheme (IPS). This agency plan has been prepared to assist the NFSA in implementing the IPS, as required by subsection 8(1) of the FOI Act.

The NFSA is an independent statutory authority established by the *National Film and Sound Archive Act 2008* (Cth) (NFSA Act). It is Australia's national audiovisual archive, responsible for developing, preserving, interpreting, promoting and providing access to the nation's moving image and recorded sound heritage (the national audiovisual collection).

Implementation of the IPS will facilitate greater public awareness of the NFSA's mandate and activities, while promoting public sector information as a national resource.

The NFSA will continue to update this plan as it implements and fine-tunes strategies for ongoing compliance with the IPS.

Information to be published under the IPS and considered in this plan does not include material held in the national audiovisual collection, which is exempt from the FOI access regime under subsection 13(1)(e) of the FOI Act.

1.1 Purpose

The purposes of this plan are to:

- assist the NFSA in planning and establishing its contribution under the IPS
- initiate procedures for the identification and disclosure of information held by the NFSA regarding its administration and operation (IPS Information Holdings) in accordance with the objectives of the FOI Act
- develop strategies to encourage the proactive disclosure of IPS Information Holdings within the NFSA
- facilitate public consultation on the NFSA's contribution under the IPS.

1.2 Objectives

The objectives of this plan are to:

- manage IPS Information Holdings
- identify and publish all information required to be published under subsection 8(2) of the FOI Act
- identify and publish any optional information to be published under subsection 8(4) of the FOI Act
- review and ensure on a regular basis that information published under the IPS is accurate, up-to-date and complete (section 8B)
- ensure that information published under the IPS is easily discoverable, understandable, machine-readable and re-usable so far as possible
- ensure that information published under the IPS conforms with the *Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)* so far as possible
- monitor the effectiveness of the NFSA's IPS contribution through compliance review processes and opportunities for community feedback.

2 Implementing the Information Publication Scheme

The Principal Legal Officer is responsible for:

- leading the NFSA's compliance with FOI reforms, including establishing and administering the IPS
- processing FOI access requests and maintaining the disclosure log register (section 11C)
- forwarding to the NFSA Online Branch any documents for publication on the disclosure log.

2.1 Establishing the NFSA's IPS contribution

The Principal Legal Officer is supported by the IPS Project Team, comprising the following NFSA personnel:

- a representative of the Legal Services Branch
- a representative of the NFSA Online Branch
- a representative of the Governance and Communication Branch (GCB)

- the Senior Executive Group (SEG).

2.2 Roles and Responsibilities

2.2.1 Legal Services Branch

The Legal Services Branch is responsible for initial administration of the IPS, including:

- coordinating the IPS Project Team
- preparing this agency plan for executive endorsement and public consultation
- assisting to create a register of information required to be published under subsection 8(2), and optional information which may be published under subsection 8(4)
- assisting to create a disclosure log as required under section 11C.

2.2.2 Governance and Communication Branch

GCB will manage IPS Information Holdings. Its role includes:

- identifying documents relevant for disclosure under the IPS (excluding documents released under FOI requests)
- forwarding those documents to SEG to obtain approval for publication on the IPS webpage
- ongoing maintenance of the information register to ensure information is up-to-date and relevant
- responding to queries and requests for information that are not met by the IPS or which require access in an alternative format (i.e. hard copy)
- where applicable, assessing charges for providing access to documents in an alternative format or to documents that are impracticable to publish on the IPS webpage¹
- developing strategies to proactively publish information under the IPS (e.g. as a further step in the approval of documents by the NFSA Board).

¹ Any such charges will be at the lowest possible cost to the applicant.

2.2.3 *NFSA Online Branch*

NFSA Online Branch will design and maintain an IPS webpage and disclosure log that conforms with the requirements of the IPS as well as guidelines released by the Office of the Australian Information Commissioner (OAIC) and WCAG 2.0. Its responsibilities include:

- preparing documents for publication on the IPS webpage and disclosure log to conform with WCAG 2.0, so far as possible within available resources
- publishing information on the IPS webpage and the disclosure log
- maintaining information published as part of the disclosure log, including the monitoring of expiry dates for documents published there
- continuing to develop the IPS webpage and disclosure log to improve accessibility, readability and usability for the public.

2.2.4 *Senior Executive Group*

SEG will be responsible for approving publication on the IPS webpage of all documents identified by GCB as relevant for disclosure under the IPS, including this agency plan. GCB will submit these documents to SEG on a regular basis.

SEG has the authority to determine which IPS Information Holdings are to be made available for reuse on open licensing terms. The NFSA will make information published within the IPS available for reuse on open licensing terms so far as possible.

2.3 Information Architecture

The NFSA will publish IPS information on its IPS webpage under the following headings:

- Agency Plan
- Who we are
- What we do
- Our reports and responses to Parliament
- Routinely requested information and disclosure log
- Consultation arrangements
- Contact us.

2.3.1 Timeline for publication

The NFSA will publish on the IPS webpage those documents required under subsection 8(2) of the FOI Act that do not require SEG approval by 2 May 2011, so far as possible. Subject to the availability of resources and the time needed to implement SEG's requirements, the NFSA will strive to ensure all other information required under subsection 8(2) is published by 1 July 2011.

2.3.2 Timeline for compliance with WCAG 2.0

The NFSA is committed to improving the accessibility of all information published under the IPS, as well as across the corporate website.

So far as possible, all IPS Information Holdings published on the IPS webpage after 1 May 2011 will be fully accessible under best practice standards. Subject to resources being available, the NFSA will strive to ensure that all IPS Information Holdings comply with WCAG 2.0 by December 2012.

2.3.3 Accessibility and Usability

To ensure that NFSA information is easily accessible and consistent with other agencies and their IPS information architecture, the NFSA will take the following steps:

- publish the IPS icon on the NFSA homepage, to link to a dedicated IPS section of the site
- ensure IPS Information Holdings are fully searchable
- work towards providing an email/RSS subscription service to alert IPS users as new documents are published on the IPS webpage
- explore options for publishing a sitemap for its website, to help individuals identify the location of information published under subsections 8(2) and 8(4).

2.4 Information Required to be Published

Heading	Document Category	Including, subject to SEG approval
Who We Are	Organisation Chart	
	Agency Employment Agreement	NFSA Collective Agreement
	Statutory Appointments	
<p>What We Do – <i>information held by the NFSA to assist it in making decisions and recommendations related to the development, preservation, maintenance, promotion and provision of access to the national collection (section 6, NFSA Act)</i></p>	<p>Our Functions and Powers</p> <p><u>Developing the collection</u></p> <p><u>Promoting and providing access to the collection</u></p> <p><u>Preserving the collection</u></p> <p><u>Maintaining the collection</u></p>	<p>NFSA Act 2008 Second Reading Speech Screen Australia Bill</p> <p>Collection policies Collection strategies Research Plans Business Plans Guidelines Collection reports</p> <p>Programming strategies Collection Access policies and procedures Guidelines on usage of collection</p> <p>Preservation strategies Technical manuals Cross-media preservation plans Preservation procedures and policies</p> <p>Board committee charters and policies Project management guidelines</p>
Our reports and responses to Parliament	Annual Reports Parliamentary information	NFSA Annual Reports 2008/2009 and 2009/2010 Departmental file lists requested under Senate Order No 8 Lists of departmental

Heading	Document Category	Including, subject to SEG approval
		contracts (\$100 000 or more) requested under Senate Order No 9 Lists of advertising/public information projects (\$100 000 or more) requested under Senate Order No 10
Routinely Requested information and disclosure log	Disclosure Log Information routinely provided through FOI access requests	Disclosure log (section 11C)
Consultation Arrangements		In the event that the NFSA undertakes public consultation on specific policy proposals, members of the public will be granted the opportunity to respond with comments via email to a representative of the Governance and Communication Branch
Contact Us		Contact information is already on the NFSA website

2.5 Optional Information

The NFSA will publish additional information under the IPS that allows the Australian public to engage more effectively with the organisation. Additional information may include media releases, speeches, fact sheets and staff reports.

Additional information may also include agency contacts and links to data sets, as well as incidental policies relating to email usage, travel and human resources.

Headings for optional information published on the IPS webpage will be generated as the IPS project team continues to identify information holdings for publication.

2.6 IPS Compliance Review

GCB will be responsible for ongoing maintenance of the IPS register and IPS Information Holdings. GCB will review and amend this agency plan annually, as part of its business planning process.

The IPS Project Team will meet periodically to refine procedures for the disclosure of information on the IPS webpage, as well as identify additional documents for publication.