

Policy



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APPROVED BY:	Chief Information Officer		
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CONTACT OFFICER(S):	ICT Operations and Information Manager		
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Policy Control Sheet

POLICY INFORMATION

Policy Name: Information Publication Scheme Agency Plan

Location: Information and Communications Technology (ICT)

Owner: Manager, ICT and Engineering

CHANGE HISTORY

Version	Date	Amendment	Author
1	March 2019	Review and update	Amanda McCormack
2	June 2019	Review based on updates from consultation	Amanda McCormack

CONSULTATION

Version	Date	Group/s
1	March 2019	Legal, Governance and Communications

APPROVAL

Title: Acting Chief Information Officer

Name: Nick Hanson

Signature: *NH*

Date: 21/2/20

*Has ~~previously~~ been reviewed & supported
by legal, communications & Governance*

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Information Publication Scheme

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). The scheme aims to transform the freedom of information framework from one that responds to individual requests for access to documents to one that requires agencies to take a proactive approach to publishing information.

The information publication scheme:

- Requires Australian Government agencies to publish information publication plans
- Specifies categories of information that must be published
- Provides a means for agencies to proactively publish other government information.

This agency plan has been prepared to assist the NFSA in following 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). Adherence to the IPS will facilitate greater public awareness of the NFSA's mandate and activities, while promoting public sector information as a national resource. 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:

- 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:

- 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 of the FOI Act)
- 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. Establishing the Information Publication Scheme

The Legal Officer, in conjunction with the IPS Project Team is responsible for:

- leading the NFSA's compliance with FOI reforms, including establishing and administering the IPS
- forwarding to NFSA Communications any documents for publication on the disclosure log.

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

- A representative of the Legal and Procurement team
- A representative of the Information Management team
- A representative of the Communications team
- A representative of the Governance team

2.1 Roles and Responsibilities

2.2.1 Legal and Procurement team is responsible for

- coordinating the IPS Project Team

2.2.2 Governance team is responsible for

- identifying documents relevant for disclosure under the IPS (excluding documents released under FOI requests)
- forwarding those documents to Executive to obtain approval for publication on the IPS webpage
- ongoing maintenance of the information register to ensure information is up to date and relevant

2.2.3 Information Management is responsible for

- processing FOI requests and maintaining the disclosure log register (section 11C)
- responding to queries and requests for information that are not met by the IPS or which require access in an alternative format
- identifying documents relevant for disclosure under the IPS (excluding documents released under FOI requests)
- where applicable, assessing charges for providing access to documents in an alternative format or to documents that are impracticable to publish on the IPS webpage

2.2.4 Communications team is responsible for:

- maintaining the 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.
- publishing information on the IPS webpage and disclosure log
- maintaining information published as part of the disclosure log

2.2.5 Leadership team/Decision Making team

This group will be responsible for approving publication on the IPS webpage of all documents identified by the IPS Project team as relevant for disclosure under the IPS. These documents will be submitted on a regular basis.

This group 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
- Disclosure log
- Consultation arrangements
- Contact us

2.3.1 Accessibility and Usability

To ensure that NFSA information is easily accessible and consistent with other agencies and their IPS information architecture, the NFSA will ensure IPS Information Holdings are fully searchable.

3.1.1 Review

This plan will be reviewed every 3 years.