

Australian War Memorial Information Publication Scheme

Introduction

The Australian War Memorial (Memorial) is established by the *Australian War Memorial Act 1980* (the Act). The functions and powers of the Memorial, the Minister, the Council, the Chairman and the Director are outlined in the Act. The Minister for Veterans' Affairs has portfolio responsibility for the Memorial, which is a statutory authority within the portfolio. The Memorial operates as an independent statutory authority under the *Public Governance, Performance and Accountability Act 2013*.

The Memorial 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 IPS Plan describes how the Memorial proposes to do this, as required by s 8(1) of the FOI Act by addressing:

- the establishment and administration of the Memorial's IPS contribution
- information architecture
- accessibility to information published
- compliance review

The Memorial 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 the Memorial in planning and developing its contribution to the IPS,
- facilitate public consultation about that contribution, 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 the Memorial will otherwise comply with the IPS requirements (s8(1)).

Note: In this plan, information to be published by the Memorial under the IPS is referred to as the IPS information holdings, or as IPS documents when referring to individual documents.

Objectives

The objective of the Plan is to outline appropriate mechanisms and procedures to:

- manage the IPS information holdings
- identify and publish all information required to be published (s8(2))
- identify and publish any optional information to be published (s8(4))

- review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s8B)
- 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)

Establishing and administering the Memorial's IPS contribution

The Assistant Director Corporate Services is designated by the Memorial as the senior officer responsible for leading the Memorial's compliance with the IPS – the Memorial IPS Leader.

The IPS Leader is supported by the IPS Project Team to establish the Memorial's contribution to the IPS.

The IPS Project Team comprises:

- Executive Officer, Corporate Services
- Executive Assistant, Corporate Services
- Web manager.

The Project Team has developed a draft register of information required or permitted to be published under s 8(2) and 8(4) (the draft Register).

The IPS project team prioritised the register as:

- Those already published online
- Those not already published but held electronically
- Those held as hard copy only.

The Executive Officer Corporate Services (EOCS) will also arrange Memorial IPS documents, which are not available on the Memorial's website, to be made available on request.

The Memorial may charge a person for accessing any IPS document which it is impractical to publish online:

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

The Memorial will publish on its website a list of any IPS documents that are impractical to publish online. The website will state that a person seeking access to any of these documents may contact the EOCS to arrange access.

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) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act).

IPS information architecture

The Memorial will publish its IPS information holdings on its website in accordance with the timetable in Annexure B (except where this is impractical).

The IPS information holdings that are available on the Memorial 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))
 - organisation chart
 - the Memorial's Teamwork Agreement
 - statutory appointments:
 - The Director
- What we do (ss 8(2)(c) and 8(2)(j))
 - This will outline the functions and decision making powers of the Director, the Council and the Minister (see page 45 Annual Report 2009-10)
 - The Memorial will also publish rules, guidelines, practices and precedents relating to these function and powers.
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))
 - This will include the full text of the Memorial's annual reports as tabled in Parliament.
- Routinely requested information and disclosure log (ss 8(2)(g) and 11 C)
 - This will include information in documents to which the Memorial routinely gives access in response to FOI requests.
 - The Memorial 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 the agency has provided access under the FOI Act.
- Contact us (ss 8(2)(i))
 - This will include the telephone number and email address for a contact officer who can be contacted about access to the Memorial's information or documents under the FOI Act. The Memorial will establish a generic telephone number and email address for this purpose that will not change with staff movements.

To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine readable, the Memorial will:

- Insert a link to the IPS page on the Memorial's homepage
- 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
- provide a search function for its website
- establish links to this agency plan and to the sitemap at www.directory.gov.au

Accessibility under the IPS

Approach to accessibility by commencement of the IPS

The Memorial will ensure that all online information it is required to publish under the IPS (s 8(2)) conforms with the Web Contents and Accessibility Guidelines (Version 2) (WCAG 2.0) on commencement of the IPS (1 May 2011).

The Memorial will ensure that optional information published on its website conforms with WCAG 2.0 in accordance with the time frames.

The Memorial's dedicated IPS section of its website will state that where a document is not yet available in an accessible format, it will be made available in accessible format on request, by contacting the Executive Officer Corporate Services.

Approach to accessibility after commencement of the IPS

The Memorial will instigate a procedure for reviewing all documents which may become relevant for disclosure under the IPS and ensuring they are accessible under the scheme.

Compliance review

The Memorial will review the operation of its IPS, including revision of the agency plan, from time to time and at least every five years, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review (better practice guidance material to assist agencies to comply with the IPS – to be published in the Information Commissioner's regulatory capacity).