



Australian War Memorial

Information Publication Scheme Agency Plan

last reviewed November 2018

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Introduction

The Australian War Memorial (the 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 and corporate commonwealth entity 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 Agency Plan describes how the Memorial will do this, as required by [s 8\(1\)](#) of the FOI Act by addressing:

- administration of the Memorial's IPS contribution
- information architecture
- information required to be published
- other information to be published
- accessibility to information published
- IPS 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:

- describe how the Memorial will comply with the requirements of [s 8\(1\)](#) of the FOI Act relating to the IPS.
- assist the Memorial in planning and developing its contribution to the IPS
- provide opportunities for feedback about that contribution
- show what information the Memorial proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published

Note: In this plan, information to be published by the Memorial under the IPS is referred to as the IPS entry, 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
- proactively identify and publish all information required to be published ([s8\(2\)](#))
- proactively 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)
- adopt best practice initiatives in administering the Memorial's IPS entry
- provide opportunities for feedback on the Memorial's website in relation to its IPS entry

Administering the Memorial's IPS contribution

The Assistant Director Corporate Services (ADCS) is designated by the Memorial as the senior officer responsible for leading the Memorial's compliance with the IPS – the Memorial IPS Leader, supported by the Memorial's Governance Officer.

The Governance Officer will also manage requests for access to 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 and give details of how a person seeking access to any of these documents will be able to arrange access. The website will state that a person seeking access to any of these documents may contact the Governance Officer 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 under the following headings:

Agency plan (s 8(2)(a))

- this plan (a)

Who we are (ss 8(2)(b) and 8(2)(d))

- organisation chart (b)
- statutory appointments (d)
 - the name of the appointee(s)
 - the length of the term of their appointment(s)
 - the position to which the person(s) is/are appointed
 - the provision of the Act under which the person(s) is/are appointed

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 (c)
- The Memorial will also publish its operational information including:
 - rules, guidelines, practices and precedents relating to these function and powers. (j)

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. (e)
 - information provided to the Parliament in response to requests and orders from the Parliament (h)
 - Senate Standing Order 12 - the Memorial's indexed list of files (Harradine Lists)
 - Senate Standing Order 13 – the Memorial's contracts in excess of \$100,000

Routinely requested information and disclosure log (ss 8(2)(g) and 11C)

- This will include information in documents to which the Memorial routinely gives access in response to FOI requests. (g)
- 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.

Consultation (s8(2)(f))

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

Contact us ([s 8\(2\)\(i\)](#))

- This will include the telephone number and email address for a contact officer for all matters relating to the Memorial's IPS and FOI responsibilities. [\(i\)](#)

Other information

The Memorial will publish on its IPS [entry](#), other information that we hold (in addition to the information published under [s8\(2\)](#)), taking into account the objectives of the FOI Act, and specifically [s8\(4\)](#).

Other information will be published under the following headings:

Our priorities

- This will include our corporate and strategic planning documents

Our Operations

- This will include information relating to our Teamwork Agreement and executive remuneration.

Our policies

- This will include relevant Memorial policies.

To promote the objectives of the FOI Act and the IPS, the Memorial will:

- publish an IPS icon on the Memorial's homepage of its website, which will link to the IPS entry on our website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- provide a search function for its website
- publish a sitemap of our website, to help individuals identify the location of information published under [ss 8\(2\)](#) and [8\(4\)](#)
- [provide an alert service](#) to notify subscribers of new publications or other developments to the Memorial's IPS entry
- provide opportunities for feedback on our website

Comment [LP1]: has Dex confirmed this achievable?

The Memorial will ensure that, to the extent possible, all documents published under the IPS ([s 8\(2\)](#)) conform with the [Web Contents and Accessibility Guidelines \(Version 2\)](#) (WCAG 2.0).

The Memorial's dedicated IPS section of its website will state that where a document is not yet available in an accessible format, it may be made available in accessible format on request, by contacting the Governance Officer. Where an individual requires access in an alternate format, the website will give details of who to contact to discuss that request.

The majority of the documents listed on the Memorial's IPS entry are published in HTML format to meet accessibility requirements. A small number of exceptions may apply to:

- PDFs made of scanned documents
- documents that are out of date but which are provided for historical reference (these will be supplied in the format in which they are currently available)
- some charts, tables, and forms

IPS 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.

At a minimum, the Memorial will adopt the following criteria for measuring its performance:

Agency Plan

- Has the Memorial published a comprehensive plan for its IPS compliance?

Governance and Administration

- Does the Memorial have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?

IPS document holdings

- has the Memorial reviewed its document holding to decide what information must be published under s [8\(2\)](#) of the FOI Act, and what information can be published under s [8\(4\)](#)?
- Is the Memorial's IPS entry accurate, up to date, and complete?

ISP information architecture

- Does the Memorial have a publication framework in place and has it taken the necessary steps to ensure that information on its IPS entry is easily discoverable and accessible?