Information Publication Scheme Plan

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Second Edition

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Purpose and Scope

The Australian Human Rights Commission is subject to the FOI Act. Part II of the FOI Act establishes an Information Publication Scheme (IPS) for agencies. This plan documents the Commission’s approach to implementing and maintaining compliance with the IPS, as required by s 8(1) of the FOI Act.

The Commission recognises that public sector information is a national resource managed for public purposes. For this reason, the Commission will continue to build and foster a culture that encourages proactive disclosure of its information.

The purpose of this plan is to:

indicate the information that the Commission proposes to publish on the IPS entry on its website

describe how, and to whom, the Commission proposes to publish that information

assist the Commission to comply with Part II of the FOI Act, including by encouraging the proactive disclosure of its information holdings in accordance with the objects of the FOI Act.

The Commission’s objectives in publishing this plan are to:

manage IPS information holdings

proactively identify and publish all information required to be published, including this plan (s 8(2))

proactively identify and publish other information (s 8(4))

review and ensure on a regular basis that information published under the IPS is accurate, up-to date and complete (s 8B)

ensure that information published under the IPS is discoverable, understandable, machine-readable, transformable and re‑useable

ensure that the format of online content conforms with the latest Web Content Accessibility Guidelines

measure the success of the Commission’s IPS plan and entry.

This Plan applies primarily to the General Counsel and members of the Commission’s legal team, but will also be relevant to other Officials who may be consulted about material to be published.

Definitions

The definitions in this section apply to all capitalised words in this document.

### **FOI Act** means the *Freedom of Information Act 1982* (Cth).

### **IPS** means information publication scheme.

**Official** means the following persons collectively:

the Commission’s statutory officeholders (President and Commissioners)

Commission employees, including ongoing and non-ongoing employees, and including the Chief Executive and other Senior Executive Service employees

persons seconded from other government organisations to do work for the Commission, and

for the purpose of the Commission’s internal Policies (including this policy), any other person doing work for the Commission, including interns, volunteers, consultants, or secondees from private business.

### **Policy** **Owner** means the person identified as the policy owner identified in paragraph 5.1 of this Policy.

### **Policy Review Date** means the date identified in paragraph 5.4 below, being the date by which a review of this Policy must commence.

**Procedure** means a direction to staff on how to do something, usually in order to meet statutory or policy requirements or objectives.

Administering the IPS entry

The Commission’s General Counsel is responsible for coordinating compliance with the IPS, supported by the Commission’s legal team and web content management team.

To ensure that information on the IPS entry is up-to-date and to assist the Commission to efficiently identify documents for publication, the legal team will regularly review the Commission’s IPS entry. The procedure for reviewing the IPS entry involves:

### regularly updating the IPS entry to include links to key documents as and when they are published on the Commission website

### regularly identifying documents that are not currently published on the Commission website, to consider whether to include on the IPS entry

### conducting an annual audit of the Commission’s IPS entry to ensure that information is current and to identify any IPS documents that are no longer accurate, up-to-date or complete. This audit will coincide with the Commission’s annual report of its FOI statistics to the Office of the Australian Information Commissioner (OAIC).

The General Counsel will manage the coordination of updates to the IPS entry, in consultation with each relevant section of the Commission that holds material for inclusion in the IPS entry. Legal officers under the direction of the General Counsel will be available to provide advice to relevant sections of the Commission on the Commission’s IPS requirements, including advice on what information and documents should and should not be published.

Information to be published under the IPS

The Commission’s IPS information holdings are published on its website.

The Commission will make information available that is easily discoverable, understandable, and machine-readable, by:

publishing an IPS entry on our website

applying appropriate metadata to online content

wherever possible, providing online content that is in a format that can be searched, copied and transformed

providing a search function for our website

following the latest Web Content Accessibility Guidelines.

## Required Information

The Commission is required to publish the following information and documents in accordance with s 8(2) of the FOI Act:

This Commission IPS Plan (s 8(2)(a))

Who we are

The organisational structure of the Commission, governance arrangements, details of the chief executive, and details of appointments of Commission members that are made under the *Australian Human Rights Commission Act 1986* (Cth) (ss 8(2)(b) and (d))

What we do

Details of the functions of the Commission, including its decision-making powers and other powers affecting members of the public (s 8(2)(c))

The Commission’s ‘operational information’ (ss 8(2)(j) and 8A), that is, information held by the Commission to assist it to perform or exercise its functions or powers in making decisions or recommendations affecting members of the public

Our reports and responses to Parliament

Information in annual reports prepared by the Commission that are presented to Parliament (s 8(2)(e))

Information held by the Commission that is routinely provided to the Parliament in response to requests and orders from the Parliament (s 8(2)(h))

Routinely requested information and disclosure log

Information in documents to which the Commission routinely gives access in response to FOI requests (s 8(2)(g))

Contact details

Details of arrangements for members of the public to comment on specific policy proposals for which the Commission is responsible, including how, and to whom, those comments may be made (s 8(2)(f))

Contact details for an officer who can be contacted about access to the Commission’s information or documents under the FOI Act (s 8(2)(i)).

## Other Information

The Commission may also publish other information in accordance with s 8(4) of the FOI Act. Information and documents that the Commission may publish on its website or otherwise make available, taking into account the objects of the FOI Act, include information and documents relating to:

Our priorities, such as corporate and strategic plans

Our finances, for example, our Enterprise Agreement, budget, executive remuneration, and details of major contracts

Certain key corporate policies.

Contacts and Review of this plan

The General Counsel is the Policy Owner of this document.

The Policy Owner may be contacted for guidance or more information about this Policy, or if you consider matters in this Policy require updating.

The Commission will review this plan and the operation of the IPS within the Commission as appropriate from time to time and at least every five years, having regard to the objects of the FOI Act and in accordance with the Guidelines issued by the Office of the Australian Information Commissioner.

The Policy Review Date for this Policy is 28 February 2029. The review of this Policy should be completed by 31 May 2029.

Any review of this plan will take into account feedback received from the public regarding the Commission’s IPS plan and entry. Feedback on the Commission’s IPS compliance can be sent to legal@humanrights.gov.au.