



Australian Government

Department of Jobs and Small Business

# Agency Plan

Information Publication Scheme

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The document must be attributed as the Department of Jobs and Small Business Agency Plan.

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## Introduction

The Department of Jobs and Small Business (the department) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the requirements of the FOI Act relating to the Information Publication Scheme (IPS). This agency plan describes how the department proposes to do this, as required by s 8(1) of the FOI Act.

The department's primary responsibility is to administer national policies and programs that help Australians find and keep employment, facilitate the growth of small business, and work in safe, fair and productive workplaces. The Administrative Arrangements Order lists matters dealt with by the department as well as legislation administered by the department on behalf of the Minister. In addition, there are a number of administrative programs. Details of programs can be found on the department's website.

This plan describes how the department proposes to implement and administer the IPS in respect of its own information holdings, by:

- establishing and administering the department's IPS entry;
- addressing its information architecture;
- addressing information required to be published;
- addressing other information to be published (optional information);
- addressing accessibility to information published; and
- reviewing its compliance.

The department aims to build and foster an internal culture, in which appropriate proactive disclosure of its information holdings is embraced, leading to successful administration of the IPS. This is in recognition that public sector information is a national resource managed for public purposes.

## Purpose

This plan is prepared in accordance with s 8(1) of the FOI Act, which requires the department, as a Commonwealth agency subject to the Act to prepare a plan showing how the department will comply with the requirements set out in Part II of the FOI Act, which establishes the IPS.

The plan is intended to assist the department in planning and developing its contribution to the IPS. It is intended to facilitate and promote public access to information promptly and to ensure that the information published is kept accurate, up-to-date and complete (s 8B).

## Objectives

The department's objectives are to outline appropriate mechanisms and procedures to:

- manage and make available information to be published under the IPS;
- proactively identify and publish all information required to be published (s 8(2));

- proactively identify and publish appropriate optional information to be published (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 easily accessible;
- ensure conformance with the Web Content Accessibility Guidelines (Version 2) level AA (WCAG 2.0), the *Disability Discrimination Act 1992*, and the Digital Service Standard where appropriate;
- develop procedures to evaluate the department’s implementation and maintenance of the IPS; and
- adopt best practice initiatives in implementing and administering the department’s contribution to the IPS.

## Establishing and administering the department’s IPS entry

The Branch Manager, Corporate Legal, is the senior officer responsible for implementing and leading the department’s compliance with the IPS. Each Branch Manager and Group Manager is responsible for ensuring that the operational information relevant to their work is published on the IPS and kept accurate and up to date.

The IPS Coordinator is responsible for overall maintenance of the IPS. The IPS Coordinator will develop a guide to publishing information under the IPS for departmental staff. The guide will:

- describe processes to be followed internally to ensure the accuracy, currency and completeness of published information;
- help staff to identify on an ongoing basis any required or optional information to be published under the IPS; and
- describe the process for publishing information.

The department provides training material to ensure awareness of agency staff about FOI, which includes a section on the IPS. Staff are required to complete this training every two years.

The IPS Coordinator will remind line areas to review and update their material on the IPS annually.

Publication of material will be administered by the Communication Branch, which will provide website publication services for upload and maintenance of documents on the IPS, including this Plan.

The IPS Coordinator will respond to requests for access to documents listed on the IPS that are not available for download.

### Charging for access

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

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

## IPS information architecture

The IPS information holdings on the department’s website are published under the following headings:

- Agency Plan (s 8(2)(a));
- Who we are (ss 8(2)(b) and 8(2)(d));
- What we do (ss 8(2)(c) and 8 (2)(j));
- Our reports and responses to Parliament (ss 9(2)(e) and 8(2)(h));
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C);
- Consultation arrangements (s 8(2)(f));
- Our priorities (s 8(4));
- Our finances (s 8(4));
- Our lists (s 8(4)); and
- Contact us (s 8(2)(i)).

To promote the ease of discovery, comprehensibility and machine-readability of the department’s IPS information holdings, the department:

- publishes an IPS icon on the homepage of its website, with a link to the department’s IPS webpage;
- provides online content in a format that can be searched, and provide a search function for its website;
- publishes a sitemap for its website, to help individuals locate published information; and
- invites and respond to community feedback about the department’s information holdings.

The department has developed a document library using a website that is WCAG 2.0 Level AA compliant (see ‘Accessibility under the IPS’ below). The website includes all information published by the department under the IPS, including the department’s FOI Disclosure Log.

### **Operational material**

Visitors to the website can either browse or search the information in the document library. An advanced search facility using filters, metadata and keywords enables visitors to search for documents. All information uploaded to the website has a ‘library card’ containing metadata and an abstract. Links to documents available for download are listed on the library card. In certain circumstances, it may be impracticable to publish an existing document. In those circumstances the department will provide information about the document and instructions on how to request access to the document. The department may charge a small fee for accessing such documents, but this will be assessed on a case-by-case basis.

The website also has an online feedback form to encourage public comment on any aspect of the website or the information published on it. To ensure that the department’s IPS entry (and individual IPS documents) are easily discoverable, the department has published an IPS icon on the department’s website ([www.jobs.gov.au](http://www.jobs.gov.au)), which links directly to the IPS section of the website.

The copyright for all information on the website is under Creative Commons Attribution 3.0 Australia, unless otherwise specified.

## Information required to be published under the IPS (s 8(2))

The department publishes documents required to be published under the IPS s 8(2), or links to the documents, in the IPS section of the department's website; (<https://docs.jobs.gov.au/pages/information-publication-scheme-ips>).

The department publishes these documents under the following headings:

### **Agency Plan (s 8(2)(a))**

A link will be provided to this plan.

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

This section will include an organisation chart, information about employment with the department, including the latest Enterprise Agreement, and information about statutory appointments made for the department's portfolio bodies.

### **What we do (ss 8(2)(c) and 8 (2)(j))**

This section will outline the functions and decision-making powers of the department. The department will also publish operational material held by the department used to perform the department's functions or exercise the department's powers in making decisions or recommendations affecting members of the public, such as rules, guidelines, practices and precedents relating to such decisions and recommendations (s 8A(1)).

### **Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))**

This section will include links to the department's annual reports.

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

The department will list 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.

This section will include information in documents to which the department routinely gives access in response to FOI requests.

### **Consultation arrangements (s 8(2)(f))**

Where the department undertakes public consultation on a specific policy proposal, this section will include information about how and to whom a comment may be submitted by members of the public.

### **Contact us (s 8(2)(i))**

This section will provide contact details for members of the public to use for feedback or enquiries about access to the department's documents under the FOI Act.

## Other information to be published by the department (s 8(4))

The department may publish on its website selected other information it holds (in addition to the information published under s 8(2)), that is not subject to exemption, taking into account the objects of the FOI Act (s 8(4)). Optional information may include:

### **Our priorities (s 8(4))**

This may include corporate and strategic plans, assessments and reviews.

### **Our finances (s 8(4))**

This may include financial information relating to pay and grading structures, procurement procedures, tendering and contracts.

### **Our lists (s 8(4))**

This may include agency contacts, grants and appointments.

### **Employment Services Deeds**

The department published the Employment Services Deeds for employment programs delivered by the department and detailed information about administration of those programs.

## Accessibility under the IPS

The department undertakes to meet accessibility requirements for all published content which is managed under government policy, legislation, and through whole-of-government commitments. This includes its obligations under the *Disability Discrimination Act 1992*, and the Digital Service Standard – see <https://guides.service.gov.au/content-guide/accessibility-inclusivity/>.

All materials developed by the department for web, screen or print must be created to maximise accessibility. Where a user is unable to access a document, they may contact the department to request it in an alternative format.

## IPS compliance review (s 8F)

The department will review the operation of its IPS from time to time and at least every five years, in accordance with Part 13 of the Guidelines issued by the Information Commissioner.

The department will adopt the following criteria for measuring its performance:

- (a) *Agency plan*: has the department published a comprehensive plan for its IPS compliance?
- (b) *Governance and administration*: does the department have appropriate mechanisms in place to meet its IPS obligations, including a sound information management framework?
- (c) *IPS document holdings*: has the department reviewed its document holdings to decide what information must be published under s 8(2) of the FOI Act, and information that can be published under s 8(4) of the FOI Act? Is the department's IPS entry accurate, up-to-date and complete?

- (d) *IPS information architecture*: does the department have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- (e) *Agency compliance review*: does the department have appropriate processes, systems and resources in place to monitor and review its IPS compliance and make necessary improvements to its IPS implementation?

## Contacting the department about our information and our IPS entry

For any enquiries, including feedback, about the department's IPS entry, contact:

IPS Coordinator  
Information Law Team  
Corporate Legal  
LOC: C12MT1-LEGAL  
GPO Box 9880  
CANBERRA ACT 2601

Email: [foi@jobs.gov.au](mailto:foi@jobs.gov.au)

For access to documents held by the department under the *Freedom of Information Act 1982* (Cth), contact:

Information Law Team  
Corporate Legal  
LOC: C12MT1-LEGAL  
GPO Box 9880  
CANBERRA ACT 2601

FOI Hotline: (02) 6240 7310

Email: [foi@jobs.gov.au](mailto:foi@jobs.gov.au)