

Safe Work Australia

# Information Publication Scheme

## AGENCY PLAN

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## Document revision

Date	Version	Changes
April 2011	1.1	<ul style="list-style-type: none"> <li>Update team/section names.</li> <li>Correct typographical errors.</li> <li>Update the indicative timetable at Annexure A for conforming to WCAG 2.0, which still refers to 2011 and 2012.</li> <li>Add a review table for annual reviews by the Agency coinciding with internal planning processes, and five year reviews conducted with the Information Commissioner.</li> </ul>
April 2018	1.2	<ul style="list-style-type: none"> <li>Provide more information on adding to or revising the Agency's IPS entry, as recommended by the IPS Guidelines.</li> <li>Provide more detail on measures being taken to ensure the Agency's IPS contribution is accurate, up-to-date and complete.</li> <li>Update the content about the Agency's information asset management framework.</li> </ul>
November 2018	1.3	<ul style="list-style-type: none"> <li>Implement format and content changes to align more closely with the other agencies' IPS plans.</li> <li>Remove the provision for a table of information to be prepared outlining the information required to be published by the agency under ss 8(2) and 8(4) of the FOI Act.</li> <li>Update the responsibilities of the Legal Services and Business Services Sections.</li> <li>Provide criteria for measuring the agency's IPS compliance.</li> <li>Remove the indicative timetable for conforming to WCAG 2.0 in line with other agencies' IPS plans.</li> <li>Update the agency's FOI inbox details.</li> </ul>
October 2023	1.4	<ul style="list-style-type: none"> <li>Implement format and content changes to align with OAIC IPS plan template.</li> <li>Format to align with update SWA internal policy template.</li> <li>Made further updates to align more closely with other agencies' IPS plans and added further detail to more comprehensively reflect the requirements of the FOI Act.</li> <li>Updated the IPS compliance review section to more accurately reflect the requirements around review of the Agency IPS plan.</li> </ul>

## Supporting resources

Key legislation	Relevant documents
<i>Freedom of Information Act 1982 (Cth)</i>	<b>FOI Guidelines (issued by the Australian Information Commissioner)</b>
<i>Freedom of Information (Charges) Regulations 2019</i>	

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## 1. Introduction

- 1.1 Safe Work Australia (SWA) 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 agency does this, as required by s 8(1) of the FOI Act.
- 1.2 SWA is an Australian government statutory agency established by the Safe Work Australia Act 2008. The agency develops national policy to improve work health and safety (*WHS*) and workers' compensation arrangements across Australia.
- 1.3 This IPS Agency Plan describes how SWA administers its IPS entry in respect of its information holdings by addressing:
  - administration of SWA's IPS entry
  - information architecture
  - information required to be published under the IPS, section 8(2) of the FOI Act
  - other information to be published (optional information)
  - accessibility to information published
  - IPS compliance review.
- 1.4 SWA 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 Agency Plan. This is in recognition that public sector information is a national resource managed for public purposes.

## 2. Purpose

- 2.1 The purpose of this IPS Agency Plan is to:
  - assist SWA in planning and administering its contribution to the IPS
  - facilitate public consultation about that contribution
  - show what information SWA proposes to publish, how and to whom the information will be published and how SWA will otherwise comply with s 8(1) of the FOI Act.

## 3. Objectives

- 3.1 SWA's objectives in this plan are to outline appropriate mechanisms and procedures to:
  - manage its IPS entry
  - proactively identify and publish all information required to be published (s 8(2) FOI Act)
  - proactively identify and publish any other information to be published (s 8(4) FOI Act)
  - review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s 8B FOI Act)
  - ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable, re-usable and transformable
  - ensure satisfactory compliance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0), as much as possible
  - measure the success of SWA's IPS entry
  - adopt best practice initiatives in implementing and administering SWA's IPS entry.

## 4. Administering Safe Work Australia's IPS entry

- 4.1 The Chief Executive Officer is responsible for leading SWA's compliance with the IPS.
- 4.2 The Legal Services section is responsible for the coordination and overall maintenance of the IPS, including:
- ensuring the Chief Executive Officer is aware of their IPS responsibilities
  - ensuring the publication of SWA's IPS holdings on SWA's website
  - arranging IPS documents which are not available on SWA's website to be made available upon request, and
  - implementing, reviewing and revising this IPS Agency Plan as appropriate.
- 4.3 The Legal Services section is also responsible for continuing to adopt better practice initiatives for implementing and administering the agency's IPS entry as appropriate. These initiatives include:
- making IPS documents as easily discoverable, understandable and machine readable as possible, and
  - inviting members of the public to contact the agency via SWA's website with comments on the IPS information holdings.
- 4.4 The Communications section in liaison with the Legal Section is responsible for publishing online content to meet accessibility requirements, including ensuring all material published is, as far as possible, accessible and conforms to the WCAG 2.0.
- 4.5 Each branch of the agency is responsible for the day to day tasks associated with complying with the IPS. To support this process, the agency is currently developing a guide to inform SWA staff which:
- describes processes to be followed internally to ensure the accuracy, currency and completeness of published information
  - helps staff to identify on an ongoing basis any required or optional information to be published under the IPS, and
  - describes the process for publishing information.

### Charging for access

- 4.6 SWA may charge a person for accessing any IPS document which it is impracticable to publish online:
- at the lowest reasonable cost, and
  - to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).
- 4.7 SWA will publish on its website a list of IPS documents that are impracticable to publish online, if any. The website will provide details of how a person seeking access to any of these documents will be able to arrange access (i.e. by emailing [foi@swa.gov.au](mailto:foi@swa.gov.au)).
- 4.8 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) Regulation 1982, which generally apply to access requests under Part III of the FOI Act.

## 5. IPS information architecture

5.1 SWA's IPS information holdings are published on the IPS section of the website under the following headings:

### **Required information**

- IPS Agency Plan (ss 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 8(2)(e) and 8(2)(e) and 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Contact us (s 8(2)(i)).

### **Other information**

- Our priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4)),
- Our submissions (s 8(4))
- Our policies (s 8(4)), and

5.2 To ensure that our IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable, SWA:

- wherever possible, provides online content in a format that can be searched, copied and transformed
- provides a search function for its website
- provides links to the IPS Agency Plan on the SWA website
- enables the ability for feedback on the IPS to be made through the FOI inbox: [foi@SWA.gov.au](mailto:foi@SWA.gov.au)
- ensures that all documentation that is published under the IPS conforms with WCAG 2.0, as much as reasonably possible as per outline under accessibility
- provides that where a document is not yet available in an accessible format, it will be made available in an accessible format on request.

5.3 To ensure that SWA continuously improves its information architecture, steps that will be undertaken include:

- providing a link on the homepage of its website to the IPS section of the website
- publish a sitemap for its website, to help individuals identify the location of information published under 8(2) and 8(4)
- provide an alert service to notify subscribers of new publications under the IPS or other developments in relation to Safe Work Australia's IPS entry
- establish links to the site map at [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au), and
- respond to community feedback about whether the IPS information holdings and individual IPS documents are easily discoverable, understandable and machine-readable.

- 5.4 SWA will make its IPS documents available on the IPS section of the website if that is the only page on the website where they are to be published. In all other instances, documents will be made available via a link from the IPS section.
- 5.5 SWA will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

## 6. Information required to be published under the IPS (s 8(2) FOI Act)

- 6.1 SWA publishes the following information as required under the IPS (s 8(2)) in the IPS section of the website at information publication scheme:

### ***IPS Agency Plan***

- A link to this plan.

### ***Who we are***

- This includes links to the agency's 'About us' page, organisation chart, the relevant Enterprise Agreement and information about statutory appointments.
- For statutory appointees, SWA will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed, and particulars of the position, and the provision of the Act under which the person is appointed.

### ***What we do***

- The information provided outlines the functions and decision making powers of SWA members.

### ***Our reports and responses to Parliament***

- This includes the full text of SWA's recent annual reports tabled in Parliament.

### ***Routinely requested information***

- This includes relevant information for making a freedom of information request to SWA.
- Information in documents to which SWA routinely gives access in response to FOI requests will be clearly identified by SWA in its disclosure log, published under s 11C of the FOI Act – which requires agencies to publish information contained in documents to which agency has provided access under the FOI Act.

### ***Consultation***

- This will include information about how and to whom a comment may be submitted by members of the public, where SWA undertakes public consultation on a specific policy proposal. We undertake public consultation on our website using our Engage webpage. This consultation platform allows the general public to provide feedback on matters of work health and safety, including for reviews and policy proposals.

### ***Contact us***

- This will include the email address and postal address for contact with the Freedom of Information Officer who can be contacted about access to SWA's information or documents under the FOI Act. SWA has established a generic email address for this purpose that will not change with staff movements.



## 7. Other information to be published under the IPS (s 8(4) FOI Act)

- 7.1 SWA publishes on the IPS section of its website other information that it holds in addition to the information published under s 8(2), taking into account the objects of the FOI Act (s 8(4)). Other information may include documents relating to:
- Our priorities
  - Our finances
  - Our lists
  - Our submissions
  - Our policies

## 8. IPS compliance review (s8F(a) and s9 FOI Act)

- 8.1 The Legal Services Section will review the operation of the IPS as appropriate from time to time, and at least every five years, and update its IPS Agency Plan as required. Online information, in all formats, is regularly reviewed for currency and accuracy. Outdated information is replaced and archived.
- 8.2 The IPS Agency Plan was last reviewed in April and November 2018, and October 2023, and updates were made to the IPS Agency Plan accordingly. Please see the IPS Agency Plan revision table above for more details.
- 8.3 The agency will adopt the following criteria for measuring its performance:
- IPS Agency Plan: has the agency published a comprehensive plan for its IPS compliance? The IPS Agency Plan review table provides more details.
  - Governance and administration: does the agency have appropriate mechanisms in place to meet its IPS obligations, including a sound information management framework?
  - IPS document holdings: has the agency 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 agency's IPS entry accurate, up-to-date and complete?
  - IPS information architecture: does the agency 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?
  - Agency compliance review: does the agency have appropriate processes, systems and resources in place to monitor and review its IPS compliance and make necessary improvements to its IPS implementation?

## 9. Contacting the agency about our IPS entry

- 9.1 For any enquiries, including feedback, about the agency's IPS entry, contact our Freedom of Information Officer at [foi@swa.gov.au](mailto:foi@swa.gov.au).

