



Australian Government

**Office of the Australian Building and
Construction Commissioner**

INFORMATION PUBLICATION SCHEME

Agency plan

1 May 2011

Introduction

1. The Office of the Australian Building and Construction Commissioner (ABCC) 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 agency plan describes how the ABCC proposes to do this, as required by s 8(1) of the FOI Act.

Purpose

2. The purpose of this agency plan is to:
 - outline what information the agency will publish (referred to as the IPS information holdings), how the information will be published and how the ABCC will otherwise comply with the IPS requirements (s 8(1)).
 - explain how the ABCC will comply with its ongoing obligations to contribute to the IPS.

Objectives

3. The ABCC's objectives are to establish appropriate procedures to:
 - identify and publish all information required to be published (s 8(2)).
 - decide whether to publish any optional information (s 8(4)).
 - 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 discoverable, understandable, machine-readable, re-useable and transformable.
 - conform with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)
 - ensure that information that would compromise an individual's privacy or an organisation or undertaking's business, commercial or financial affairs is not published under the IPS.

Establishing and administering the ABCC's IPS contribution

4. The Executive Director - Legal (Eastern) is designated by the ABCC as the senior officer responsible for leading the ABCC's compliance with the IPS.

Establishing the ABCC's IPS contribution by 1 May 2011

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

6. That register currently comprises:
 - the documents that have been published by the ABCC as its contribution to the IPS.
 - a number of additional documents that fall within the definition of “operational information” set out in s 8A that are currently being developed. It is not practicable for the ABCC to publish, or partially publish, those document during their development, which is expected to be completed by 1 August 2011.

Administering information published under the IPS from 1 May 2011

7. By 1 June 2011, the ABCC will develop a *Guide to publishing information under the IPS* and publish this to its staff. The guide will:
 - allocate responsibility to staff within each of the ABCC’s business groups to communicate any changes to documents published under the IPS or to identify information required or permitted to be published under s 8(2) and s 8(4).
 - explain the 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
 - describe the process for publishing information.
8. The guide will set out how tasks associated with complying with the IPS will be performed.
9. The ABCC will engage with the community about the ABCC’s contribution to the IPS by:
 - making a prominent statement on its website announcing the commencement of the ABCC’s contribution to the IPS.
 - making IPS documents as easily discoverable, understandable and machine-readable as possible.
 - inviting members of the public to contact the FOI contact officer via the ABCC website with comments on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable.
 - publishing a link to a feedback form on the IPS section of the ABCC website inviting users’ comments.
10. Most information published under the IPS is available to download free of charge.
11. The ABCC will maintain on its website a list of any IPS documents that are impracticable to publish online. The website will state that a person seeking access to any of these. The list of documents will include indicative charges that

may be imposed for making that information available and an explanation for the charge.

IPS information architecture

12. To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable, the ABCC has:
 - published an IPS icon on the homepage of its website, which will link to the IPS section of the website.
 - created an IPS entry point on its website.
 - wherever possible, provided online content in a format that can be searched, copied and transformed.
 - a sitemap for its website, to help individuals identify the location of information published under ss 8(2) and 8(4).
 - a search function for its website.
 - establish links to its agency plan and to the sitemap at www.directory.gov.au.
 - created a facility on its website to obtain community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.
13. The ABCC will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.
14. Almost all documents listed on the IPS section of the ABCC website will be converted into HTML format to meet accessibility requirements. The process of converting those documents to HTML format will be completed by 1 July 2011.
15. A small number of exceptions may apply to:
 - PDFs made of images of scanned documents
 - documents that are out of date, but that are provided for historical reference (these will be supplied in the formats in which they are currently available)
 - charts, tables and forms (these can be supplied in accessible formats on request).
16. Where possible, documents covered by these exceptions will be published in two alternative formats.
17. The ABCC will ensure that all new documents to be published in the IPS section after 1 May 2011 conform with WCAG 2.0 as soon as possible.

Information required to be published under the IPS

18. The ABCC will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at www.ABCC.gov.au/ips/.
19. The ABCC will publish these documents under the following headings:

Agency plan

Who we are

This will include an organisation chart and information about statutory appointments.

For statutory appointees, the ABCC 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

This will outline the functions and decision making powers of the ABCC

The ABCC will also publish rules, guidelines, practices and precedents relating to these functions and powers.

Our reports and responses to Parliament

This will include reports and the full text of the ABCC's recent annual reports tabled in Parliament.

Routinely requested information

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

The ABCC 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

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

Contact us

This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to the ABCC's information or

documents under the FOI Act. The ABCC will establish a generic email addresses for this purpose that will not change with staff movements.

Optional information to be published under the IPS

20. The ABCC will publish on the IPS section of its website other information that it holds (in addition to the information required to be published under s 8(2)), taking into account the objects of the FOI Act.
21. The ABCC will publish these documents as they are identified taking into account:
 - what information agency stakeholders seek or would like to have access to.
 - what information key stakeholders and the community expect to know.
 - what information may be important and relevant to the community.
 - the level of demand for a category of information.
 - whether the community needs the information to solve or effectively work in partnership with government.
 - how useful the information would be to the public (including those regulated by the agency) in dealing with the agency.
 - whether publication would promote greater agency accountability, for example, by showing the basis of its decisions.
22. In addition, in the IPS section the ABCC will publish a link to other publications including fact sheets and speeches.

Accessibility under the IPS

Approach to accessibility by commencement of the IPS

23. The ABCC will ensure that all online information it is required to publish under the IPS conforms with the *Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)*, except to the extent that documents are required to be published in HTML format. The process of converting documents to HTML format and publishing these will be completed by 1 July 2011.
24. The ABCC'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 an accessible format on request, by contacting the ABCC.

Approach to accessibility after commencement of the IPS

25. From commencement of the IPS, the ABCC will publish any new IPS documents as soon as they are available for publication.
26. The ABCC will ensure that all information newly published on the ABCC website conforms with WCAG 2.0 upon publication or as soon as possible.

IPS compliance review

27. The ABCC will review and revise this agency plan at least annually.
28. The ABCC will review the operation of its IPS at least every three years, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.