



## Our Information Publication Scheme (IPS) Plan

AAFCANS is required to publish a broad range of documents and information under the *Freedom of Information Act 1982* (FOI Act) on this website. We are also required to publish a plan that explains how our IPS is administered.

The IPS promotes a pro-disclosure culture across government with agencies encouraged to take a proactive approach to publishing key information above and beyond their legislative obligations.

This plan describes how AAFCANS implements and administers its IPS obligations under s 8(1) of the FOI Act by addressing:

- Administration of AAFCANS IPS entries
- Information architecture
- Information required to be published
- Other information to be published
- IPS compliance review

AAFCANS will continue to build and foster a culture in which appropriate proactive disclosure of its information holdings is embraced. This is in recognition that public sector information is a national resource managed for public purposes.

## Purpose

The purpose of this plan is to:

- Assist AAFCANS in maintaining and enhancing its IPS entries
- Facilitate improved transparency about those entries
- Detail the information that AAFCANS publishes, how and to whom that information is published and how AAFCANS will otherwise comply with the IPS requirements s 8(1)
- Identify further information for public release

## Objectives

AAFCANS objective is to outline appropriate mechanisms and procedures to:

- Manage our IPS entries
- Proactively identify and publish all information required under s 8(2)
- Proactively identify and publish any other information as appropriate (s 8(4))

- Regularly review and ensure that the information published in our IPS entry is accurate, up to date and complete (s 8B)
- Ensure that the information published under 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)
- Measure the success of AAFCANS IPS entry by reference to community feedback and compliance review process
- Reduce formal requests under the FOI Act by making information that is routinely sought readily available and accessible.

## **Administration of AAFCANS IPS entries**

### Governance

Our Company Secretary is the strategic manager of AAFCANS' FOI processes, the IPS and corporate information management.

The Company Secretary is the Chair of the Information Governance Committee. The Committee is comprised of key senior leaders representing Finance, HR, IT and Operations. The Committee meets regularly throughout the year to consider our information assets, their management, retention, destruction and release. Business is reported to the Board's Corporate Governance Committee each quarter.

All decisions to publish or release information under the FOI Act must be approved by the Managing Director or Chairman as articulated in our Communications policy.

### Framework

Publishing and managing the IPS entries is undertaken in accordance with our Corporate Governance calendar, financial and corporate processes driven by best practice and legislation, and our Information Governance Framework (PP03).

### Access

Information published under the IPS is made available on our website. Information will be made available in both PDF (Portable Document Format) and RTF (Rich Text Format). The conversion of existing information to the second format (RTF) will be undertaken over the next 12 months (by February 2018).

An email link will be provided on the website to provide feedback on the IPS entry, particularly where documents are not discoverable, understandable or machine-readable.

### Registers

AAFCANS maintains a document register and corporate governance calendar (depending on the type of document), which track:

- Responsible officer
- When the information was last updated
- When the information is next scheduled for review

- If a document is not published on the internet, the person to contact to obtain a copy.

### Charges

AAFCANS will generally not charge for IPS information provided by email. However where hard copies of information is requested, charges may be imposed.

List of charges:

<b>Format</b>	<b>Charge</b>
Photocopy	\$0.10 per page
Copy other than photocopy	\$4.40 per page
Copy in the form of a computer disk	The cost of producing that disk
Copy to be sent by post or delivered to the applicant	The cost of postage or delivery

### **Information Architecture**

Public access to AAFCANS IPS content is through our AAFCANS website homepage. The IPS content is accessible via the homepage navigation menu and Accessing our Information icon in the footer.

Information will be published under the following headings:

- IPS Plan
- Our Story (who we are, what we do & our mission, vision and values)
- Governance – our published reports and our board of management
- Disclosure log
- Consultation arrangements
- Contact Us
- Menus
- Licensees
- Our loyalty program – vending disbursements

As part of the development of the website and in recognition of the need to have information easily discoverable, understandable and machine-readable, AAFCANS will:

- Utilise the IPS icon on the homepage of the website, providing a direct link to the IPS section on the website, containing links to all required information
- Provide online content in a format that can be searched, copied and transformed
- Create a sitemap of the website allowing easier identification of information available on this portal
- Provide a search function for the website on the next generation of this portal (our web structure does not currently facilitate a search function)
- Provide a specific feedback email address for community interaction about whether AAFCANS' IPS entry and its associated documents are easily discoverable, understandable and machine-readable.

## **Information required to be published**

AAFCANS publishes mandatory information required under the IPS (s 8(2)).

This information includes:

- A plan for our IPS (this plan)
- An organisation chart setting out the structure of AAFCANS
- Details of our functions and any decision making powers
- Details of appointments of officers made under the Act, e.g. our Board of Management
- Our Annual reports
- Details of our consultation arrangements for members of the public, including how and to whom those comments may be made ~ AAFCANS do not create policies that impact the public and therefore do not seek public consultation
- Information that AAFCANS routinely release in response to regular FOI requests ~ refer to our Disclosure log
- Information that AAFCANS routinely provide to Parliament in response to requests and orders ~ these are based on board member information request. Please refer to Our Board of Management
- How AAFCANS may be contacted about access to information or documents under the FOI Act.

## **Other information to be published**

AAFCANS will publish within the IPS section of our website other information that is held taking into account the objects of the FOI Act (s 8(4)).

This includes:

- Our corporate and strategic plans
- Our relevant corporate policies including WHS, Public Information Disclosure and Privacy.

## **IPS compliance review**

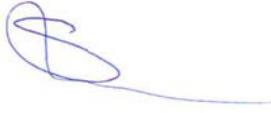
The operation of the IPS and this plan is reviewed at least annually.

Online information will be reviewed for currency and accuracy regularly throughout the year.

AAFCANS performance of its IPS will be assessed through the following measures:

- Is the required information published, complete and accurate?
- Are the governance arrangements, including the information governance framework, operating as designed and meeting our obligations?
- Has AAFCANS reviewed its disclosure log to update its routinely released information beyond that required by the FOI Act?
- Is AAFCANS IPS information easily discoverable and accessible?

- What feedback has been received regarding the IPS and website?



10 April 2017

---

Stewart McGrow  
Managing Director

---

Date

RESPONSIBILITIES	
<b>Policy Manager:</b> Company Secretary	<b>Approval Authority:</b> Managing Director
<b>Date of Publication:</b>	<b>Date to be Reviewed:</b> 10 April 2018