

## Introduction

The Fair Work Ombudsman 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. The IPS provides a statutory framework for proactive publication of information held by Commonwealth agencies subject to the FOI Act.

### ▲ Purpose

The purpose of this Agency Plan is to comply with section 8(1) of the FOI Act. Section 8(1) of the *Freedom of Information Act 1982* (FOI Act) requires the Fair Work Ombudsman to prepare an IPS Agency Plan showing what information the Fair Work Ombudsman proposes to publish under the IPS and how it proposes to implement it.

### ▲ Objectives

In this Agency Plan, the Fair Work Ombudsman seeks to proactively identify and publish all information required to be published by the FOI Act and other optional information the Fair Work Ombudsman has identified for publication.

Section 8B of the FOI Act requires an agency to ensure that information published under the IPS is accurate, up-to-date and complete. The Fair Work Ombudsman will set up appropriate mechanisms and procedures to review the information published under the IPS to ensure that it remains accurate, up-to-date and complete. The information will be continuously updated and developed.

The Fair Work Ombudsman will also ensure that information published under the IPS is discoverable, understandable and re-useable and that the format of online content conforms with the Web Content Accessibility Guidelines (Version 2) as required by the Australian Government Information Management Office.

The Fair Work Ombudsman will not disclose information that would compromise an individual's privacy or an organisation or undertaking's business, commercial or financial affairs.

## Implementing the IPS

### ▲ Establishing and administering an Information Publication Scheme

The Fair Work Ombudsman's approach to developing its IPS is as follows.

Mr Tom O'Shea, Executive Director, Policy and Partnerships Branch, is responsible for the Fair Work Ombudsman's implementation of the freedom of information reforms, including establishing and administering the IPS.

The Fair Work Ombudsman has developed a register of information required and permitted to be published under the IPS and a 'disclosure log' or information released in response to FOI requests.

The Fair Work Ombudsman's Policy and Partnerships Branch has identified the information required to be published under s.8(2) of the FOI Act and information that it chooses to publish under s.8(4).

From 1 May 2011, the Fair Work Ombudsman's ongoing compliance with the IPS will be the responsibility of the Operations Policy Team in the Policy and Partnerships Branch. The Team will review the information published on the IPS on a quarterly basis to ensure that the information remains accurate, up-to-date and complete. Fair Work Ombudsman business units are also responsible for advising the Operations Policy Team of any changes to any published information.

The Operations Policy Team will develop guidelines to publishing and updating information under the IPS.

The Fair Work Ombudsman's Communications, Media and Governance Branch is responsible for ensuring that the published information is discoverable, understandable, machine-readable, accessible and useable.

Most information the Fair Work Ombudsman publishes under the IPS is available to download free of charge.

The size or format of some documents published under the IPS or identified in the Disclosure Log may preclude online publication. The Fair Work Ombudsman will indicate which documents in the IPS or Disclosure Log cannot be published online and downloaded. Members of the public can request a copy of those documents via the contact details provided. The Fair Work Ombudsman may impose a charge for photocopying and other expenses, such as the cost of a sound recording. Members of the public seeking large volumes of documents will be advised in advance of any charges that may be payable.

## ▲ Information publication

The Fair Work Ombudsman will make most of the IPS information available for downloading on its website at [www.fairwork.gov.au](http://www.fairwork.gov.au)

Where the information cannot be published directly online, details of how the information can be obtained will be published.

The information will be published in the English language. The IPS information will be published in the 'Freedom of Information' page at [www.fairwork.gov.au](http://www.fairwork.gov.au)

## ▲ Information to be published

The Fair Work Ombudsman will publish the following types of information as required by s.8(2) of the FOI Act:

- a. The Fair Work Ombudsman's IPS Agency Plan
- b. Who we are:
  - i. Our Role
  - ii. Key People
  - iii. Organisation Chart
- c. What we do:
  - i. Our functions
  - ii. Our decision-making powers and other powers affecting members of the public
- d. Our Strategic Plan
- e. Annual Reports
- f. Public consultation
- g. Information the agency routinely gives access in response to freedom of information requests
- h. Information routinely provided to the Federal Parliament
- i. Freedom of information contact details
- j. Operational information
- k. Customer service charter

## ▲ Accessibility under the IPS

The Fair Work Ombudsman will ensure that all online information conforms with the Web Content Accessibility Guidelines (Version 2).

## ▲ IPS compliance review

The Fair Work Ombudsman will review and revise this Agency Plan at least annually.

## ▲ Disclosure Log

The FOI Act requires the Fair Work Ombudsman to publish documents released under the Act to applicants. Documents released to applicants under the Act will be progressively published in the Disclosure Log in the FOI page.