

Information Publication Scheme – Agency Plan

Version 1.0

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Document Management

Version History

Version	Date	Author	Revision Comments
V0.1	7 October 2022	Amanda Nowland	Initial Draft
V0.2	9 November 2022	Nicola Forbes	Amendments to responsibilities
V1.0			Approved first version of the document

Approvals

Name	Role	Date
Nicola Forbes	Director Information Governance	
Tom O'Shea	Executive Director Corporate Services	
	Accountability Sub-Committee	

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Introduction

The Fair Work Ombudsman is a statutory authority subject to the Freedom of Information Act 1982 (FOI Act). As such, it 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 document is to comply with section 8(1) of the FOI Act. This section requires that an Information Publication Scheme Agency Plan (Agency Plan) be prepared showing what information we publish under the IPS and how we comply with the IPS.

Objectives

We seek to proactively identify and publish all information required to be published under the FOI Act as well as other information suitable for publication.

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

We will ensure that the information published under the IPS is accurate, up-to-date and complete and we have appropriate mechanisms and procedures to ensure this occurs.

We will 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).

Implementing the IPS

Information publication

We have a register of information required and permitted to be published under [the IPS](#) and a [Disclosure Log](#) which is information released in response to FOI requests.

IPS information will be published in the English language on the '[Accessing our information](#)' page at www.fairwork.gov.au.

The Fair Work Ombudsman will make the IPS information available for downloading free of charge on our website at www.fairwork.gov.au. Where the size or format of some documents means that it cannot be published directly online, we will publish details of how the information can be obtained. This will be indicated in the IPS or disclosure log.

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.

Responsibilities

The Executive Director, Corporate Services Branch, is responsible for administering our IPS.

The Information Governance Team maintains 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). The Fair Work Ombudsman's ongoing compliance with the IPS will be the responsibility of the Information Governance Team in the Corporate Services Branch. The Team will review the information published on the IPS on an annual basis to ensure that the information remains accurate, up-to-date and complete. Fair Work Ombudsman business units are also responsible for advising the Information Governance Team of any changes to any published information.

The Information Governance Team will develop guidelines to publishing and updating information under the IPS.

External Communications is responsible for ensuring that the published information is discoverable, understandable, machine-readable, accessible and useable.

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 every four years.

Disclosure Log

The FOI Act requires agencies to publish documents released under the Act to applicants. The Fair Work Ombudsman publishes documents released to applicants under the FOI Act on our Disclosure Log.