



Australian Government

Comcare

COMCARE INFORMATION PUBLICATION SCHEME

Agency Plan
February 2017

Freedom of Information Act 1982

INTRODUCTION

The *Freedom of information Act 1982* (the FOI Act) promotes a pro-disclosure culture across government agencies and builds a strong foundation for greater openness and transparency.

Part 2 of the FOI Act establishes an Information Publication Scheme (IPS) for government agencies. The IPS requires agencies to publish a broad range of information on their websites, and to make it available for downloading where possible.

This agency plan has been developed in accordance with section 8(1) of the FOI Act and the FOI Guidelines – part 13 – information publication scheme v1.4.

Purpose

The purpose of the plan is to:

- > comply with section 8(1) of the FOI Act
- > assist Comcare's plan to allocate sufficient resources to develop and implement appropriate procedures
- > to proactively disclose its information holdings, in accordance with the objects of the FOI Act
- > facilitate public consultation about the Comcare IPS
- > show what information Comcare proposes to publish to comply with the IPS requirements.

Objectives

Comcare's objectives in relation to this plan are to:

- > proactively identify and publish all information required to be published, including this plan (s8(2))
- > proactively identify and publish all optional information (s8(4))
- > effectively manage the IPS information holdings
- > ensure that information published under the IPS is easily discoverable, understandable, machine readable, re-useable and transformable
- > ensure the format of online content conforms with the *Web content accessibility guidelines* (version 2) (WCAG 2.0)
- > review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete
- > measure the success of Comcare's IPS.

Administering the Comcare Information Publication Scheme

The CEO is responsible for leading Comcare's compliance with the FOI Act including the establishment and administration of the IPS.

Comcare will meet its legislative obligations by completing a number of activities across the organisation with relation to the scheme.

The Freedom of Information unit will consult with all teams and groups within Comcare to ensure:

- the current documents are relevant and up to date
- identify new relevant documents to be published

The Comcare website, particularly the FOI page, will be the portal through which members of the public can access information made available under the IPS.

IPS information architecture

Comcare will publish all documents required under sections 8, 8(A), 8(C) & 8(D) of the FOI Act. This includes information about Comcare's functions, decision-making powers and operational information including rules, guidelines, practices and precedents that assist the agency to make decisions or recommendations affecting members of the public.

Information Comcare will publish includes, but is not limited to:

- agency plan (s8(2)(a))
- organisational chart (s8(2)(b))
- statutory appointments (s8(2)(d))
- what we do (s8(2)(c))
- who we are (s8(2)(c))
- decision making powers (s8(2)(c))
- annual reports (s8(2)(e))
- information released in connection with FOI requests —disclosure log (s8(2)(g))
- consultation documentation (s 8(2)(f))
- general operational information (s 8(2)(j))
- contact us page (s 8(2)(i)).

The Office of the Australian Information Commissioner (OAIC) also recommends the publication of 'optional information' to extend the pro-disclosure culture for documents held by agencies.

Comcare currently publishes a range of information, which complements a pro-disclosure culture.

To ensure that the IPS information holdings are easily discoverable, understandable and machine readable, Comcare will:

- publish the "Access to Information" icon on the homepage of the Comcare website and will link to the IPS section of the website
- where possible, provide content in a format that can be searched, copied and transformed

- seek and respond to community feedback about whether the IPS information holdings are easily discoverable understandable and machine-readable.

All online information will take into account WCAG 2.0 requirements. Comcare will as far as possible, publish information in HTML, MSWord and PDF formats with an option for printed information on request.

If Comcare has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit, the National Sound and Film Archive or www.data.gov.au , Comcare will publish on its website information about the deposits (including links where possible).

Currently, Comcare has published a link to the FOI Disclosure log and the Agency's Information Publication Scheme on www.data.gov.au.

Information required to be published under the IPS

Comcare will publish documents required to be published under the IPS (s8(2)) in the IPS section of the website.

Comcare will publish these documents under the following headings:

1. Agency Plan – a copy of this plan
2. Who we are—this will include the organisational structure and strategic plan.
3. What we do—this will outline the functions and decision-making powers of Comcare. Comcare will publish rules, guidelines, practices and precedents relating to these functions and powers.
4. Reports and responses to Parliament—this will include Comcare's recent annual reports, Harradine reports and research reports.
5. Routinely requested information—Comcare will clearly identify these documents in its disclosure log, published under section 11C of the FOI Act. Comcare will publish information contained in documents to which the agency has provided access under the FOI Act.
6. Contact us—this will include name, telephone number and email address for a contact officer, who you can contact regarding access to Comcare's information or documents under the FOI Act.

Additional Information

Comcare will publish under the IPS other information that it holds, taking into account the objects of the FOI Act (s8(4)). Comcare will publish additional information under the following headings:

- > Our priorities—this will include corporate and strategic plans, assessments and reviews
- > Our finances—this will include budget statements and financial information relating to procurement, tendering and contracts.
- > Our lists— Lists and registers that we are required to hold by law, as well as other lists and registers relating to our business functions. This includes, Jurisdictional Policy Advices, Interim Policy Advice and Jurisdictional Bulletins.

- > Our policies— this will include policies and procedures, including CEO directions and instructions, Online Claims Policy and Procedures Manual and corporate internal policies, procedures and guidelines.

Accuracy and currency of published information

Comcare will ensure that all online information it is required to publish under the IPS (s8(a)) conforms with the WCAG 2.0.

Indicative timetable—WCAG 2.0 conformance

In accordance with WCAG 2.0 and the National Accessibility Strategy, Comcare is committed to providing the public with conformant document formats. Currently Comcare provides the public with PDF and RTF versions. To comply with WCAG 2.0 guidelines, these formats and HTML will be available.

Therefore, Comcare will ensure all publications available on Comcare’s website have both PDF and RTF versions. Comcare will, as part of the National Accessibility Strategy, transition to making these available in HTML format as well.

Comcare will convert the majority of documents listed on the IPS section of the website into HTML, to meet accessibility requirements. 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.

Comcare will publish documents covered by these exceptions in two alternative formats (PDF and RTF). Comcare will use an automatic word converter and PDF converter to convert a document into HTML. These documents will then be proof read/formatted and new metadata applied.

Comcare will ensure that all new documents published in the IPS section conform to *WCAG 2.0* in line with the *WCAG 2.0 National Accessibility Strategy* timeline.

Charges

Comcare does not currently intend to seek to charge persons for receiving copies of published documents. Comcare encourages persons to print copies of required documents themselves as opposed to requesting Comcare to do so.

If there is a request to provide a printed copy of a voluminous document, Comcare may charge 10 cents per page may to cover partial costs of resources—in addition to postage.

Situations could also arise where there may be a charge for documents subjected to subscription or copyright—these situations will be determined on a case-by-case basis.

IPS compliance review

Comcare will review the operation of its IPS from time-to-time and at least every five years, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.