



Australian Government

Australian Radiation Protection and Nuclear Safety Agency

ARPANSA Information Publication Scheme

Agency Plan

May 2011

Contents

1.	Introduction.....	3
2.	Purpose	3
3.	Objectives	4
4.	Establishing and administering ARPANSA’s IPS contribution.....	4
5.	IPS Information architecture.....	5
6.	Information required to be published under the IPS.....	7
7.	Optional information to be published under the IPS	8
8.	Accessibility under the IPS.....	9
9.	IPS compliance review	9
10.	Best practice initiatives.....	9
11.	References.....	10
12.	Contact.....	10

1. Introduction

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) as an Australian Government agency is subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) provisions. This agency plan describes how ARPANSA proposes to do this, as required by s 8(1) of the FOI Act.

ARPANSA recognises that public sector information is a national resource managed for public purposes. ARPANSA will implement and administer the IPS in accordance with the objects of the FOI Act, to promote Australia's representative democracy by contributing towards increased public participation in Government processes. ARPANSA will continue to build and foster a culture within the agency, in which appropriate proactive disclosure of its information holdings is embraced, leading to successful implementation and administration of the IPS.

The agency plan describes how ARPANSA proposes to implement and administer the IPS in respect of its own information holdings by addressing:

- The establishment and administration of ARPANSA's IPS contribution;
- information architecture;
- information required to be published;
- other information to be published (optional information);
- the accessibility of information published;
- compliance review; and
- better practice initiatives including promoting community engagement.

2. Purpose

The purpose of this agency plan is to

- assist ARPANSA in planning and developing its contribution to the IPS;
- manage the information holdings relevant to the IPS; and
- show what information the agency proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published and how ARPANSA will otherwise comply with the IPS requirements (s 8(1)).

3. Objectives

- ARPANSA's objectives are to outline appropriate mechanisms and procedures to:
- manage the IPS information holdings;
- proactively identify and publish all information required to be published (s 8(2));
- proactively identify and publish any optional information to be published (s 8(4));
- review and ensure on a regular basis that information published under the IPS is accurate, up-to-date and complete (s 8B);
- ensure the information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- ensure the format conforms where possible to *Web Content Accessibility Guidelines version 2 (Web 2.0) (WCAG 2.0)* and provide alternative access arrangements;
- measure the success of ARPANSA's IPS contribution by reference to community feedback and compliance review processes; and
- adopt best practice initiatives in implementing and administering ARPANSA's contribution to the IPS.

4. Establishing and administering ARPANSA's IPS contribution

The Office Head, Corporate Office is designated by the CEO as the senior officer responsible for leading ARPANSA's work in implementing FOI Act requirements, including the IPS. The FOI Coordinator and the Legal Office will work with Corporate Office to provide guidance on requirements and future reviews.

From 1 May 2011, the Office Head, Corporate Office, will be responsible for managing the IPS. The Knowledge Management team within the Corporate Office will maintain registers of IPS required and optional information. It will liaise with authors to ensure that the registers are up-to-date, accurate and complete. It is the responsibility of authors to ensure the information they provide meets the requirements of the IPS. Each Branch/Office of ARPANSA is responsible for day to day tasks associated with complying with the IPS.

The Knowledge Management team will manage ARPANSA's Agency Plan. As new processes are developed for managing information and internet material, the Knowledge Management team will work with the relevant areas to integrate the IPS management into the management frameworks and will update the Agency Plan accordingly.

The Legal Office with assistance from the Knowledge Management team will prepare a guidance note to explain ARPANSA's responsibilities for contributing to the IPS. The guide will:

- help staff identify on an ongoing basis any required or optional information to be published under the IPS;
- describe processes to be followed internally to ensure the accuracy, currency and completeness of published information; and
- reinforce information sessions conducted with staff in May 2011.

The FOI Coordinator and the Legal Office will lead better practice initiatives about ARPANSA's contribution to the IPS. These include:

- inviting members of the public to provide comments to the FOI Coordinator via the ARPANSA website on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or machine-readable;
- providing IPS information holdings in alternative forms if possible when required.

ARPANSA may charge a person for accessing any IPS documents which it is impracticable to publish online:

- at the lowest reasonable cost; and
- to reimburse specific reproduction costs of other specific incidental costs (s 8D(4)).

Should any IPS documents be impracticable to publish online, ARPANSA will publish a list of those documents. The website will provide contact details for arranging access to any of those documents.

The list of documents will include indicative charges that may be imposed for making that information available and an explanation for the charge. These charges will be consistent with charges in the Freedom of Information (Charges) Regulations 1982 (which generally apply to access requests under Part III of the FOI Act).

5. IPS Information architecture

ARPANSA will publish its IPS information holdings on its website under the following headings:

- Agency plan (ss 8(2)(a));
- Who we are (ss 8(2)(b) and 8(2)(d));
- What we do (ss 8(2)(c) and 8(2)(j));
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h));
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C);
- Consultation arrangements (s 8(2)(f));

- Our priorities and approaches to policy advising (s 8(4));
- Our workplace policies(s 8(4));
- Our communications
- Our finances;
- Our research;
- Comment
- Contact us (s 8(2)(i)).

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

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website
- design and publish an IPS entry point on its website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- publish a sitemap for its website, to help individuals identify the location of information published under ss 8(2) and 8(4)
- provide a search function for its website
- establish links to this agency plan and to the sitemap at www.directory.gov.au
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

ARPANSA will make its IPS documents available through links from the IPS website. ARPANSA will, as far as possible, make its IPS information holdings available for reuse on open licensing terms. ARPANSA's intellectual property and Copyright licensing arrangements are currently under review with an object of making as much material it publishes as possible available under Creative Commons BY licensing. This review should be completed and any of its recommendations implemented by the end of 2011.

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

6. Information required to be published under the IPS

ARPANSA will provide links to documents required to be published under the IPS (s 8(2)) in the IPS section of the website at www.arpansa.gov.au/ips.cfm.

ARPANSA will publish these documents under the following headings:

Agency plan

Who we are

This will include an organisational chart and information about statutory appointments. For statutory appointees, ARPANSA will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed (and particulars or the position), and the provisions of the Act under which the person is appointed.

What we do

This will outline ARPANSA's functions and decision-making powers. ARPANSA will also publish rules, guidelines, practices and precedents relating to these functions and powers ('operational information'). This information will be under the headings: About us; Regulatory and national uniformity; Services and Radiation protection.

Our reports and responses to Parliament

This will link to documents currently published under Government Compliance Reports, including:

- Annual report (including Legal Services Expenditure), Quarterly report, Agency File Lists, Agency Contracts (\$100,000 or more);
- Advertising/Public Information Projects (\$100,000 or more).

Information requested from ARPANSA by Parliament through a Committee is available on the Parliament website (www.aph.gov.au).

Routinely requested information and disclosure log

To date ARPANSA has received a small number of FOI requests which have primarily related to our regulatory function. ARPANSA is reviewing its processes to provide greater access to the public to information related to our regulatory activities. From 1 May 2011, ARPANSA has commenced publication of a disclosure log releasing information to which ARPANSA has provided access under the FOI Act.

Consultation

ARPANSA currently provides links on its website to any consultations undertaken for a broad range of regulatory and national uniformity functions including licensing requests and the development of publications through the Committees established under the *Australian*

Radiation Protection & Nuclear Safety Agency 1988. Where a statutory requirement exists, public notices are also issued.

Arrangements for this will be listed in the IPS under Consultation arrangements.

Contact us

This will include the email address and a telephone number for the FOI Coordinator who can assist with access to information or documents under the FOI Act.

7. Optional information to be published under the IPS

ARPANSA will publish on the IPS webpage or provide links from the IPS section to other information that it holds (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)). Efforts will be made to publish further optional information not currently on the website by the end of 2011.

Optional information will be published under the following headings:

Our priorities and approaches to policy advising

This includes ARPANSA's corporate plan which sets out ARPANSA values and priorities.

Our communications

This includes media releases, what's new, fact sheets, events and regulatory notice board.

Our workplace policies

This will include

- social media policy
- prevention of harassment policy
- workplace diversity plan

by no later than 31 October 2011.

Our finances

This includes our section of the Department of Health and Ageing Portfolio Budget statements.

Our research

This includes Technical reports resulting from ARPANSA research.

Comment

This will detail how the community can provide feedback and comment on the IPS and any other information on our website.

8. Accessibility under the IPS

Approach to accessibility of the IPS

ARPANSA will ensure as far as practicable that all online information it is required to publish under the IPS (s 8(2)) conforms to WCAG 2.0 on commencement of the IPS. ARPANSA will publish any new IPS documents as soon as they are available for publication and ensure that they conform to WCAG 2.0 as soon as possible.

ARPANSA's dedicated IPS section of its website will state that where a document is not available in an accessible format, it will be made available in an accessible format on request through the contact details provided on the site.

9. IPS compliance review

ARPANSA will review and revise this agency plan at least annually, which will coincide with ARPANSA's strategic planning process.

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

10. Best practice initiatives

ARPANSA will adopt best practice approaches identified through:

- feedback from members of the public;
- better practice guidelines and advice from the Office of the Australian Information Commissioner;
- consultation with other government agencies; and
- internal review.

11. References

1. Office of the Australian Information Commissioner. *Information Publication Scheme Draft Agency Plan*. Canberra, 2011. <http://www.oaic.gov.au/publications/papers.html>
2. Office of the Australian Information Commissioner. *Guidance for agency websites*. Canberra, 2011 <http://www.oaic.gov.au/publications/guidelines.html#websiteguidance>

12. Contact

Feedback on this plan can be provided by contacting the FOI Coordinator:

foi@arpansa.gov.au

or by mailing to:

The FOI Coordinator
ARPANSA
PO Box 655
MIRANDA NSW 1490

or by telephone: 03) 9433 2211