



Australian Government
Australian Research Council

FREEDOM OF INFORMATION

**Information Publication
Scheme plan**

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Introduction

The Information Publication Scheme (IPS) is established under Part 2 of the *Freedom of Information Act 1982* (FOI Act). The IPS requires agencies subject to the FOI Act to publish a broad range of information on their websites and to make that information available online where possible.

The Australian Research Council (ARC) is required to comply with the IPS requirements. The ARC has prepared this IPS Plan as required under section 8(1) of the FOI Act. The plan outlines how the ARC proposes to administer the IPS.

Purpose

The purpose of this plan is to:

- assist the ARC in planning and developing its contribution to the IPS, and
- show what information the ARC proposes to publish, how and to whom the information will be published and how the ARC will otherwise comply with the IPS.

Objectives

This Agency IPS Plan outlines the mechanisms and procedures the ARC is required to undertake in managing and making available information. This includes, explaining how we will:

- publish information under our IPS generally
- manage our information holdings that are relevant to the IPS
- identify all information required to be published, including this ARC Plan and proactively identify any other information to be published as 'other information'
- regularly review information published under the IPS to ensure it remains complete, accurate and up to date, and
- ensure that online content published under our IPS conforms with the Government's Web Content Accessibility Guidelines WCAG 2.0, and that the information published is discoverable, searchable, understandable and reusable.

Establishing and administering the ARC's IPS entry

The Chief Executive Officer (CEO) is the senior officer responsible for leading the ARC's compliance with the IPS under section 10A of the FOI Act – the CEO has not delegated this function.

The CEO is supported by the ARC's Strategy and Communications Branch, however, each Branch within the ARC is responsible for the day-to-day tasks associated with complying with the IPS.

Structure of the IPS

The initial point of entry for public access to ARC information is the ARC homepage (www.arc.gov.au) which hosts the [Information Publication Scheme webpage, under the following headings](#).

The ARC's IPS entry will be published on the ARC's IPS webpage (www.arc.gov.au/ips) under the following headings:

- Agency IPS plan (s 8(2)(a))
- Who we are (ss 8(2)(b) and 8(2)(d))

- What we do (s 8(2)(c) and s 8(2)(j))
- Our reports and responses to parliament (ss 8(2)(e) and 8(2)(h))
- Routinely requested information and FOI disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f)), and
- Contact us (s 8(2)(i)).

As part of assessing what information should be made available, the ARC will consider the objects of the FOI Act, and guidelines issued by the Australian Information Commissioner.

Other information

To ensure the ARC IPS entry is easily discoverable, understandable and machine-readable, the ARC will:

- publish an IPS icon on its website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- provide a search function for the ARC website
- as far as possible, publish information consistently with WCAG 2.0 requirements and in formats including HTML and RTF (where a person requires an alternative accessible format of a document, it will be provided on reasonable request), and
- invite and respond to feedback about whether the IPS information holdings are sufficiently easily discoverable, understandable and machine-readable, through the FOI Coordinator: foi@ARC.gov.au.

Availability of information

The ARC makes its IPS entry available to the public by:

- making information available through the ARC website
- publishing on the ARC website a link to another website, from which the information can be accessed or downloaded
- where the information is impracticable to publish online, publishing on the ARC website details of how to request access to the information.

The ARC will comply with the Intellectual Property principles for Commonwealth entities by encouraging the public use of, and easy access to, material the ARC publishes to its IPS entry. This will further the purpose of informing and advising the public of the ARC's policies and activities. The ARC will, so far as appropriate, make its IPS information holdings available for reuse on open licensing terms.

Where a third party has Intellectual Property rights in material required to be published under the IPS, members of the public may need to seek the permission of that third party to reuse the material. More information about this can be found on the [ARC's Copyright webpage](https://www.arc.gov.au/about-arc/corporate-policies/copyright) (<https://www.arc.gov.au/about-arc/corporate-policies/copyright>).

Best practice approaches

The ARC will adopt best practice approaches identified through:

- feedback provided by the public
- better practice guidelines and advices published by the [Office of the Australian Information Commissioner](#)
- consultations held with other government agencies and departments
- internal compliance review processes.

Feedback on the ARC's IPS holdings can be forwarded to:

FOI Contact Officer
Australian Research Council
GPO Box 2702
CANBERRA ACT 2601
foi@arc.gov.au

Information required to be published under the IPS

The ARC currently publishes (and is required to publish under the IPS at section 8(2) of the FOI Act):

Agency IPS plan

- The Agency IPS plan as required by s 8(2)(a) can be found [here](#) ([Information Publication Scheme | Australian Research Council](#)).

Who we are

- This section includes the ARC's structure including an organisation chart, information about the Leadership Group, and information about statutory appointments referred to in s 8(2)(d). Information about who the ARC is, can be found [here](#) ([About Us | Australian Research Council](#)).

What we do

- The ARC publishes operational information that helps it exercise its functions or powers to make decisions or recommendations that affect the public, such as rules, guidelines, practices and precedents about those decisions or recommendations. This section also includes information about the areas of focus of the agency. Information about what ARC does, can be found [here](#) ([Our Purpose | Australian Research Council](#)).

Our reports and responses to parliament

- This [section](#) links to information the ARC has tabled in Parliament, or routinely gives to Parliament, including the ARC Annual Report and responses to Senate Orders ([Publications | Australian Research Council](#))

Routinely requested information and FOI disclosure log

- This [section](#) includes a link to information which the ARC routinely provides access to in response to FOI requests, and the ARC FOI Disclosure Log, which includes details of information that has been released under the FOI Act ([Freedom of Information Disclosure Log | Australian Research Council](#)).

Consultation arrangements

- This [section](#) include a link to information about consultations for the public to comment on specific policy proposals ([Consultations | Australian Research Council](#)).

Contact us

- The [Contacts](#) and the Freedom of Information webpages provide contact details for the public to use to contact the ARC about access to documents under the FOI Act ([Freedom of Information | Australian Research Council](#)) .

Other information to be published under the IPS

From time to time the ARC will publish other information that it holds on the IPS section of its website (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

IPS compliance review

The ARC will review the operation of its IPS from time to time and at least every 5 years, in accordance with the Guidelines issued by the Information Commissioner about IPS compliance review.

The ARC will adopt the following criteria for measuring its performance:

- Agency plan - has the ARC published a comprehensive plan for its IPS compliance?
- Governance and administration - does the ARC have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- IPS document holdings - has the ARC reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under s 8(4)? Is the ARC's IPS entry accurate, up-to-date and complete?
- IPS information architecture - does the ARC have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- Does the ARC have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?