

AOFM Information Publication Scheme Plan

June 2018

Introduction

The Australian Office of Financial Management (AOFM) is subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements of the FOI Act.

This plan describes how the AOFM proposes to do this, as required by section 8.1 of the FOI Act. In particular, how the AOFM implements and administers its IPS entry in respect of information held, by addressing:

- administration of the AOFM's IPS entry;
- information architecture;
- information required to be published; and
- IPS compliance review.

The AOFM recognises that information held by it is a national resource and is to be managed for the Australian community, and it will administer the IPS in accordance with the objects of the FOI Act.

Purpose

The purpose of this agency plan is to:

- assist the AOFM in planning and administering its IPS entry;
- manage the information relevant to the IPS entry; and
- show what information the AOFM proposes to publish, how and to whom the information will be published and how the AOFM will otherwise comply with its IPS requirements.

Objectives

The plan objectives are to outline appropriate mechanisms for the AOFM to:

- manage its IPS entry;
- identify and publish information required to be published;
- periodically review information published as part of its IPS responsibilities;
- ensure that IPS entry is reasonably available on the AOFM's website; and
- ensure the format conforms where reasonable to Web Content Accessibility Guidelines (WCAG 2.0); and

Administering the AOFM's IPS entry

The AOFM CEO is the senior officer responsible for the AOFM's IPS.

The AOFM CEO is supported by the AOFM Website Committee, which manages the AOFM's website content.

The Department of the Treasury (Treasury) manage FOI requests for the AOFM, including the disclosure log and the publication of responses to FOI requests. As part of this, Treasury may charge fees consistent with their policy and the *Freedom of Information (Charges) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act).

IPS information architecture

The IPS information that must be published on the AOFM's website is as follows:

- Agency IPS plan (this plan);
- Who we are;
- What we do;
- Our reports and responses to Parliament;
- Routinely requested information;
- Consultation arrangements for members of the public on policy proposals; and
- Contact details to make requests under the FOI Act.

To ensure that the AOFM's IPS entry is easily discoverable, the AOFM has a dedicated IPS entry point on its website and a site map to help individuals identify the location of information published.

The AOFM will make its IPS entry reasonably available for re-use in accordance with the AOFM's Copyright Statement.

The majority of documents listed on the IPS section of the AOFM's website are published in HTML format to meet accessibility requirements. 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); and
- Some charts and tables.

Information required to be published under the IPS

The AOFM will publish its IPS entry at www.aofm.gov.au/about/information-publication-scheme.

The AOFM publishes this information under the following headings.

Agency plan

- This plan.

Who we are

- This includes the AOFM's organisational chart.

What we do

- This includes a link to information on the website outlining the AOFM's functions and decision making powers, and operational information relating to these functions and powers.
- Operational information includes data series, research, speeches and other releases that provide insight and background about how the AOFM carries out its functions.

Our reports and responses to Parliament

- This includes a link to the AOFM's annual reports (from 2008-09) as tabled in Parliament.
- This includes a link to information required to be published by Parliament for Departmental File Lists, Departmental Contracts (\$100,000 or more) and Legal Services Expenditure.

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

Routinely requested information

- This includes a link to Treasury's IPS – Treasury manage the FOI requests for the AOFM.
- Treasury has not identified any routinely requested information for the AOFM.

Consultation arrangements for members of the public on policy proposals

- When relevant, this includes information about how and to whom a comment may be submitted by members of the public, where the AOFM undertakes public consultation on a specific policy proposal.

Contact details to make requests under the FOI Act

- This includes the contact details for comments on the IPS and FOI requests (link to Treasury).

IPS compliance review

The AOFM will review this agency plan annually.

The AOFM will review the operation of IPS when requested by the Information Commissioner.