



Australian Government
Australian Aged Care Quality Agency

Information Publication Scheme Plan

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1. Information Publication Scheme (IPS) requirements

The Australian Aged Care Quality Agency (the Quality Agency) is an Australian Government statutory agency subject to the *Freedom of Information Act 1982* (FOI Act).

The Quality Agency is required to comply with the IPS requirements.

This plan describes how the Quality Agency proposes to do this, as required by s 8(1) of the FOI Act.

Further information regarding the IPS can be found on the OAIC website of the Office of the Australian Information Commissioner.¹

Further information on the Quality Agency can be found on the Quality Agency's About Us² web pages.

2. Purpose

The IPS plan explains how the Quality Agency is implementing and administering the IPS. The Quality Agency's IPS plan is aimed at:

- showing what information the Quality Agency publishes, or proposes to publish
- showing how and to whom the information is published, or will be published
- assisting the Quality Agency in meeting its requirements and contributing to the IPS
- showing how the Quality Agency will otherwise comply with the IPS requirements (s 8(1)).

¹ Office of the Australian Information Commissioner. <https://www.oaic.gov.au/>

² <http://www.aacqa.gov.au/>

3. Objectives

To meet the IPS requirements, the Quality Agency will:

- identify and publish all information required to be published: s 8(2)
- identify and publish any optional information to be published: s 8(4)
- regularly review the information published under the IPS to ensure it is accurate, up-to-date and complete: s 8B
- ensure that information published is easily found, understandable, machine-readable, re-useable and able to be transformed
- ensure satisfactory conformance with the Web Content Accessibility Guidelines (Version 2; WCAG 2.0).

4. Establishing and administering the Quality Agency's IPS

The Quality Agency's Executive Director Industry Engagement and Education is responsible for leading the Quality Agency's compliance with the IPS.

Our Communications branch will coordinate the collection and publication of information required to be published under s 8(2) of the FOI Act. The branch will also coordinate a process to regularly review the information published under the IPS to ensure it is accurate, up to date and complete.

The Quality Agency's IPS is being established and administered within the existing resources of the Agency.

The IPS will be kept accurate, up-to-date and complete through:

- establishing internal IPS information register that assists in identifying documents for publication documents for publication, recording decisions made in relation to publication, and systematically reviewing IPS information
- establishing an IPS review process
- ensuring documents available on our website conform to WCAG 2.0 to meet accessibility requirements, and are easily discoverable, understandable and machine-readable as possible. Some exceptions may include: documents that are out of date, but that are provided for historical reference, images, charts, tables, graphs or previously scanned and uploaded, or historical documents.

Needed following? [Similar to that used in Aged Care Complaints Commissioner Plan]: If there are any IPS documents that are impracticable to publish online, the Quality Agency will publish a list of the documents and contact details for a person from whom access to any of those documents may be requested.

5. IPS Information Architecture

The Quality Agency will publish and review the IPS information on its website prior to May 2018.

The Quality Agency will publish and review the following IPS information required under the FOI Act prior to May 2018.

Mandatory publishing categories

- 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))
- Organisational chart (s 8(2)(b))

- Statutory appointments (s 8(2)(d))
- Consultation arrangements (s 8(2)(f))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Operational information (s 8(2)(j))
- Information released pursuant to FOI requests (Disclosure Log) (s 8(2)(g))
- Contact us: ss 8(2)(i)
- Our strategic priorities (s 8(4))

We may include information from the following optional publishing categories

- Our business priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4))
- Our submissions
- Our policies

To ensure that the IPS information is easily discoverable, understandable and machine-readable, the Quality Agency will publish a sitemap and search function for its website to help individuals identify the location of information published under the Information Publication Scheme. We will also invite members of the public to contact the FOI Officer with comments on the availability of information and identify where documents are not discoverable, understandable or machine-readable.

6. Review

To ensure ongoing compliance with the IPS, the Quality Agency will regularly review and revise this IPS plan and the IPS. As part of the review the Quality Agency will:

- review and update the IPS register
- ensure all required and additional information published under the IPS is accurate, up to date and complete at the time of publication
- identify additional information that the community would find useful for publication
- ensure that out-dated information is replaced and archived.

The Quality Agency aims to ensure that comments made by the public, in relation to this Agency Plan will be taken into account and the plan amended as appropriate.

We invite members of the public to contact the FOI Officer with comments on the availability of information and identify where documents are not discoverable, understandable or machine-readable.

Feedback on the Quality Agency's IPS Plan can be forwarded to: FOI Officer via email at foi@aacqa.gov.au or via post (mail) to: FOI officer, Australian Aged Care Quality Agency, PO Box 773 Parramatta NSW 2124.