Introduction

The Australian National University (ANU) is an agency subject to the Freedom of Information Act 1982 (FOI Act) and is required to publish information to comply with the Information Publication Scheme (IPS) provisions in section 8(1). The IPS is one of the recent reforms to the FOI Act to promote open and transparent communication of government information.

This Agency Plan describes how the ANU proposes to implement the IPS requirements in respect of its own information holdings, by addressing:

- Establishing and administering our IPS entry
- Information architecture
- Information to be published
- IPS compliance review.

Establishing and administering our IPS Entry

The Executive Director (Administration and Planning) will be responsible for managing our IPS compliance and will chair the IPS Governance Body to consist of:

- Executive Director, Administration and Planning
- Director, Information Services
- Director, Scholarly Information Services and University Librarian.

The responsibility for maintaining, monitoring and improving awareness of our IPS entry will be assigned by the IPS Governance Body to the Manager, University Records, who will liaise with the Office of the Vice Chancellor and relevant Colleges and service divisions to gather information to be published as part of our IPS entry. The Manager, University Records will be responsible for ensuring that the information published in the IPS entry is accurate, up-to-date and complete, and will make recommendations, and act on the IPS Governance Body’s advice, identifying new information to be published.

The ANU will impose charges for providing information that cannot be reasonably provided electronically. Charges will reimburse the ANU for costs incurred in providing the information, such as photocopying, and will be in accordance with the FOI Charges Regulations.

Information architecture

The ANU will publish its IPS entry on its website. It will be directly accessible from the webpage foianu.edu.au and be identified by the IPS icon.

ANU will publish its IPS information under the following headings:
To make its IPS information easy to locate, ANU will:

- Place a link to ‘Freedom of Information’ in the footer which appears on every ANU-branded webpage
- Add ‘Freedom of Information’ with links to the IPS and Disclosure Log to the ‘Contact ANU’ page which is also accessible from the footer which appears on every ANU-branded webpage
- Add entries for ‘Freedom of Information’ in the A-Z Index (under both F and I) which appears in the header on every ANU-branded webpage
- To the extent possible, provide online content that can be searched by web browsers
- Provide a search function for the foi.anu.edu.au website that includes the disclosure log
- Provide an avenue for feedback on the IPS website.

ANU will publish documents online that will meet WCAG 2.0 requirements where possible. When this is not possible, the information will be provided in another format on request.

Information to be published

ANU will publish the following information at foi.anu.edu.au/ips/index_ips.php:

- Agency Plan (this document)
- Organisation: links to the organisational structure, including the academic structure of Colleges, information about the roles and responsibilities of the Council, its Committees and the University Executive
- Decisions: links to relevant legislation, Statutes and Rules, delegations, and agenda and minutes of the ANU Council and other Council committees, and the ANU Enterprise Agreement
- Policies, procedures and guidelines: links to the more commonly used policies under the headings of Human Resources, Administration and Students and a link to the Policy website
- Plans and reports: links to the ANU strategic plan, College strategic plans, the reconciliation action plan and annual reports
- Disclosure log: information disclosed to applicants under the FOI Act.

IPS Compliance Review

The Manager, University Records will review and revise this Agency Plan annually, using the Office of the Australian Information Commissioner’s IPS Agency Self-Assessment Checklist.