

INFORMATION PUBLICATION SCHEME

Purpose

RIC's Information Publication Scheme (IPS) Plan shows:

- What information RIC publishes.
- How the information is published.
- How the RIC complies with the IPS requirements under section 8(1) of the *Freedom of Information Act 1982* (the FOI Act).

Objectives

RIC's IPS objectives are to outline appropriate mechanisms and procedures to:

- Manage the IPS information relevant to RIC's compliance with the IPS.
- Identify and publish all information legally required to be published in accordance with section 8(2) of the FOI Act.
- Identify and publish optional information, in accordance with section 8(4) of the FOI Act.
- Ensure IPS information is accurate and up-to-date and in accordance with the IPS.
- Make arrangements so that information published under the IPS is easy to locate, understandable and machine readable.
- Make arrangements so that the format of online content complies with Web Content Accessibility Guidelines.

Implementing the IPS

RIC's approach to implementing its IPS is:

- FOI Officers are responsible for ensuring RIC's compliance with the IPS.
- Publish the IPS and a 'disclosure log' of information released in response to FOI requests on the RIC website.
- Review the IPS at least twice a year to identify any new/updated IPS information holdings and ensure that the information is up-to-date and published.
- Consider comments and feedback from our stakeholders and the public when determining whether IPS information holdings are easy to locate, understandable, machine-readable, accessible and useable, accurate, up-to-date and complete.
- Wherever possible, provide online content.
- Provide a website search function.
- Consult with RIC's Communications and Marketing Team to ensure all publications meet Web accessibility standards prior to publishing or make a document available in an alternative format if an accessible format is not yet available.

Information required to be published under the IPS

Table 1: Information RIC will publish in accordance with section 8 of the FOI Act.

Publication	FOI Act Reference	Mandatory/Optional
This Information Publication Scheme	section 8(2)(a)	Mandatory
Organisational details - organisational chart, information about the RIC Board, appointments of officers of the agency that are made under Acts (other than APS employees under the <i>Public Service Act 1999</i>)	section 8(2)(b) and (d)	Mandatory
What we do – details the RIC’s main purposes and functions	section 8(2)(c)	Mandatory
RIC’s Annual Reports and any other such information tabled in Parliament	section 8(2)(e) and (h)	Mandatory
A statement to the effect that if RIC undertakes public consultation on specific policy proposals the consultation will be publicised on the RIC website	section 8(2)(f)	Mandatory
Freedom of Information disclosure log	section 8(2)(g)	Mandatory
Freedom of Information contact details for requests about access to RIC’s IPS holdings or FOI requests	section 8(2)(i)	Mandatory
The RIC’s operational information – such as links to our legislation, loan guidelines and forms, policies regarding privacy, service standards, lodging a complaint or compliment and job vacancies	section 8(2)(j)	Mandatory
Corporate Plan	section 8(4)	Optional
Senate Orders	section 8(4)	Optional
Gifts and benefits >\$100	section 8(4)	Optional
Legal expenditure	section 8(4)	Optional
Other information deemed appropriate as it arises	section 8(4)	Optional

In accordance with section 8C of the FOI Act, we will not publish any exempt matter.

The RIC does not routinely publish information to other sources or websites, but does reproduce its PBS, Corporate Plans and Annual Reports on www.transparency.gov.au

IPS compliance review

RIC will undertake, in conjunction with the Information Commissioner, a first review of the operation of the IPS within the timeframes set out in section 9(2).

Following this first review, we will undertake, in conjunction with the Information Commissioner, a review of the operation of the IPS contribution as appropriate within five years after the last review was completed.