

Museum of Australian Democracy
at Old Parliament House

INFORMATION PUBLICATION SCHEME

Agency Plan



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Director

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Due for review - February 2027

MOAD

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Version Control

Version	Date	Author/Reviewer	Summary of changes	Status
V1.0	May 2014	-	-	Final
V2.0	February 2021	People & Strategy	Review	Draft
V2.1	April 2021	Staff Consultation	Review & Comment	Draft
V2.2	June 2021	EMG	Review & Comment	Draft
V2.3	June 2021	Director	Endorse/Signature	Final
V3.0	February 2025	Governance/Director	Review/Signature	Final

Team responsible for overview and updates of the policy: Governance Team

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1. Introduction

The Museum of Australian Democracy at Old Parliament House (MoAD) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements.

2. Purpose

The purpose of this Agency Plan is to:

- assist in planning and administering MoAD's contribution to the IPS
- show what information is published as IPS information holdings
- show how the IPS information holdings are published
- show how MoAD otherwise complies with the IPS requirements (s. 8(1))
- facilitate public consultation about the above aspects.

3. Objectives

The objectives of this Plan are to outline how MoAD:

- manages its IPS information holdings
- proactively identifies and publishes all information required to be published under in accordance with sections 8(2) and 8(4) of the FOI Act
- reviews and ensures on a regular basis that information published under the IPS is accurate, up to date and complete (s. 8B)
- ensures that information published under the IPS is easily discoverable, understandable, and accessible
- ensures satisfactory conformance with the *Web Content Accessibility Guidelines* (WCAG) 2.1AA
- measures the success of MoAD's IPS
- promote greater understanding of the FOI Act across the organisation and encourage the pro-disclosure culture in accordance with government policy.

4. Establishing and Administering our IPS Contribution

The Governance Team is responsible for maintaining compliance with the IPS, and the Deputy Director has the overall responsibility to ensure that the compliance obligations are met.

Governance liaises with all areas to:

- maintain and update this Agency Plan
- identify documents that should form part of the IPS
- ensure that IPS documents are accurate, up to date and complete and are revised in a timely manner.

Members of the public may contact the [FOI contact officer](#) with comments on the IPS information holdings, particularly where documents are found not to be discoverable, understandable or accessible.

MoAD will arrange for IPS documents which are not available on our website to be made available upon request.

MoAD may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost
- to reimburse specific reproduction costs or other specific incidental costs (s. 8D (4)).

5. IPS Information Architecture

5.1. Required Information

Documents required to be published under the FOI Act (s 8(2)) are listed on the MoAD website (moadoph.gov.au) under the following headings:

Website heading	Section of FOI Act
Information Publication Scheme Agency Plan	ss 8(2)(a)
Board of Old Parliament House	ss. 8(2)(b), 8.(2)(c), and 8(2)(d)
Annual Reports	ss 8(2)(e)
Contact	ss 8(2)(f))
Reporting	ss 8(2)(g), 8(2)(h), ss 8(2)(i) and 11C
About MoAD	ss 8(2)(j))

5.2. Other Published Information

MoAD publishes additional optional information on its website under the following headings:

- Strategic and Corporate Plans
- Budgets
- Reports, Policies and Plans
- Policies and Plans

To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and accessible, MoAD will:

- publish an IPS entry point on the website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- publish a sitemap for the website, to help individuals identify the location of information published under s. 8(2) and s. 8(4)
- provide a search function for the website
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and accessible.

6. Accessibility Under the IPS

Under the *Financial Management and Accountability Act 1997*, MoAD is required to comply with the guidance in AGIMO Circular No: 2010/005, *Implementation of upgraded accessibility standard across Australian Government websites*. MoAD's website is required to conform to Web Content Accessibility Guidelines version 2.11 (WCAG 2.11) Level A by 31 December 2012, and conform to WCAG 2.0 Level AA, by 31 December 2014.

MoAD aims to have as much as is reasonably practicable of the information that is required to be published under the IPS, and all other information published on our website, conform with WCAG 2.0 Level A and, where practicable, WCAG 2.0 Level AA at the earliest practicable times.

Many of the items currently published on our website, or that will be required to be published, are not currently available, and cannot readily be made available, in fully accessible formats. This includes:

- PDFs created from scanned documents.
 - This is particularly relevant for material released under FOI, for example where a document to which access has been sought may only be available in hard copy, or where a document is released subject to redactions which have been prepared in hard copy format.
- Documents that are out-of-date but provided for historical reference.
- Charts and tables.

Since commencement of the IPS, MoAD has endeavoured, and continues to endeavour, to publish any new documents prepared for the purpose of publication under the IPS, or which have been undertaken in this plan to publish, in fully accessible formats, when they are first published, or as soon as practicable after they are first published.

7. IPS Compliance Review

MoAD will review the operation of its IPS, including revision of the agency plan from time to time and at least every five years, in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.

8. Supporting Documents

[*Freedom of Information Act 1982*](#)

[*Financial Management and Accountability Act 1997*](#)