



**Australian Government**

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**Specialist Medical Review Council**

## **Information Publication Scheme**

*Freedom of Information Act 1982*

**Agency plan**

*Last updated May 2016*

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## **1. Introduction**

- 1.1 The Specialist Medical Review Council (“SMRC”) has prepared this Agency plan (“plan”) pursuant section 8(1) of the *Freedom of Information Act 1982* (Cth) (“FOI Act”), which requires an agency to prepare a plan showing what information the agency proposes to publish for the purposes of Part II of the FOI Act, which establishes an Information publication scheme.

## **2. Purpose**

2.1 In line with section 8(1) of the FOI Act, the purpose of this plan is to show:

- (a) what information the SMRC proposes to publish for the purposes of Part II of the FOI Act;
- (b) how, and to whom, the SMRC proposes to publish information for the purposes of Part II of the FOI Act; and
- (c) how the SMRC otherwise proposes to comply with Part II of the FOI Act.

## **3. Objectives**

3.1 The SMRC has the following objectives in relation to this plan:

- (a) explain the steps the SMRC will take to prepare its IPS entry and to manage the entry on an ongoing basis;
- (b) explain how the SMRC will facilitate public access to the information published in its IPS entry;
- (c) describe the information the SMRC will publish as required by section 8(2) of the FOI Act;
- (d) describe information the SMRC will publish under section 8(4) of the FOI Act; and
- (e) indicate when and how the SMRC will undertake its compliance reviews.

## **4. Establishing and administering the SMRC’s IPS entry**

4.1 This part of the plan describes how the SMRC will prepare its IPS entry and manage the IPS entry on a continuing basis.

4.2 The Registrar of the SMRC is responsible for leading the agency’s work on IPS compliance:

Telephone: (07) 3223 8840

Email: SMRC.Registrar@smrc.gov.au

- 4.3 The Registrar of the SMRC will be supported by the SMRC's secretariat staff in establishing and administering the SMRC's IPS entry.
- 4.4 To identify information required to be published under section 8(2) and additional information to be published under section 8(4), the SMRC will review the documents published on its website and those held internally to identify any additional documents that will form part of the IPS. The SMRC will identify this information by 30 June 2016.
- 4.5 To add to or revise the SMRC's IPS entry, and to ensure that the SMRC's IPS entry is accurate, up-to-date and complete, the SMRC will complete an annual review of documents published on its website and those held internally to identify any additional documents that will form part of the IPS as well make any necessary changes to published documents. The SMRC will add to or revise the agency's IPS entry annually and as needed.
- 4.6 The SMRC is taking the following measures to improve information asset management framework, to support IPS compliance:
- (a) the SMRC is developing new information management policy; and
  - (b) the SMRC is in the process of upgrading its website to ensure that online information and services meet accessibility requirements.
- 4.7 The SMRC will develop an internal IPS information register to assist it to efficiently identify documents for publication, record decisions made in relation to publication and systematically review IPS information for accuracy, currency and completeness.
- 4.8 The SMRC will impose access charges for documents not available on the website:

<b>Format</b>	<b>Charges</b>
Photocopy	10 cents per page
Copy (other than photocopy)	\$4.40 per page
Copy of the document in the form of a computer tape or a computer disk	An amount not exceeding the actual costs incurred by SMRC in producing the copy
Copy of the document to be sent to the applicant by post or delivered to the applicant	An amount not exceeding the cost of postage or delivery

## **5. IPS information architecture**

- 5.1 This part of the plan describes how the SMRC will facilitate public access to the information published in its IPS entry.
- 5.2 Information in the SMRC's IPS entry will be published on its website:  
<http://www.smrc.gov.au/foi.htm>
- 5.3 Information in the SMRC's IPS entry will be published under the following headings:
- (a) Agency plan;
  - (b) Agency organisation structure;

- (c) Functions and powers;
  - (d) Statutory appointments;
  - (e) Annual reports;
  - (f) Consultation arrangements;
  - (g) Information routinely given through FOI access requests;
  - (h) Parliamentary information;
  - (i) Contact officers; and
  - (j) Operational information.
- 5.4 The IPS entry will be notified on the SMRC website by using the IPS icon recommended by the Information Commissioner on the agency homepage.
- 5.5 The SMRC website will provide a sitemap and search function by 30 June 2016.
- 5.6 Given the small size of the agency, the SMRC will not provide an alert service for changes or additions to the IPS entry.
- 5.7 To conform to Web Content Accessibility Guidelines (“**WCAG**”) 2.0 in establishing and maintaining its IPS entry, the SMRC will undertake the following measures:
- (a) The SMRC continues to work toward WCAG 2.0 compliance.
  - (b) The IPS page of the SMRC’s website will state that where a document referenced is not yet available in an accessible format, it will be made available in an accessible format on request, by contacting the Registrar. As far as is practical, documents listed on the IPS page of the SMRC’s website will be converted into HTML to meet accessibility requirements.
  - (c) The SMRC will also ensure that all new documents to be published on the IPS page after 30 June 2016 conform to WCAG 2.0.
- 5.8 The SMRC will provide notice on its website for inviting community feedback (by email) on its IPS entry and compliance, and how the SMRC will evaluate and respond to comments received.

## **6. Information required to be published under the IPS**

- 6.1 The SMRC will publish the following types of information under sections 8(2)(a) to 8(2)(j) of the FOI Act:
- (a) The agency plan;
  - (b) Details of the SMRC’s functions, including its decision making powers and other powers affecting members of the public;
  - (c) Details of appointments of officers of the SMRC that are made under Acts;
  - (d) The SMRC’s annual reports;
  - (e) Details of arrangements for members of the public to comment on specific policy proposals for which the SMRC is responsible, including how and to whom those comments may be made;

- (f) Information in documents to which the SMRC routinely gives access in response to requests under Part III (access to documents) of the FOI Act;
- (g) Information that the SMRC routinely provides to the Parliament in response to requests and orders from the Parliament;
- (h) Contact details for access to the SMRC's information or documents under the FOI Act; and
- (i) The SMRC's operational information.

6.2 The SMRC proposes to publish these documents by 30 June 2016.

## **7. Other information to be published under the IPS**

- 7.1 The SMRC publishes the rules, policies, principles and procedures (operational information) that it applies in making decisions or recommendations that affect members of the public in its Members' Handbook: [http://www.smrc.gov.au/process\\_of\\_review.htm](http://www.smrc.gov.au/process_of_review.htm)
- 7.2 The SMRC will review the documents published on its website and those held internally to identify other information to be published. The SMRC proposes to publish these documents by 30 June 2016.

## **8. IPS compliance review**

- 8.1 The SMRC proposes to review this plan annually.
- 8.2 The SMRC has reviewed its IPS entry and compliance, in conjunction with the Information Commissioner.
- 8.3 Given the small size of the agency, the public was not invited to comment on the SMRC's IPS entry as part of the compliance review.
- 8.4 The SMRC will measure its performance in complying with IPS requirement against the criteria in the Information Commissioner's FOI Guidelines.