

# Workplace Gender Equality Agency

Information publication scheme (IPS) plan

28 February 2013

# Publication and amendment details

## Publication Details

Document Reference	WGEA-2012-RM10
Version Number	2.0
Released for publication by (Signature)	
Appointment	WGEA Director
Date of Publication	28/02/2012

## Amendment Details

Version Number	Amendment Detail	Edited By
0.1	Draft	R Galea
1.0	Original Signed	H Conway
1.2	Re-Branded plan for WGEA website	R Galea
2.0	Approved re-branded plan	H Conway

# Introduction

The Workplace Gender Equality Agency (WGEA) is an Australian Government statutory authority which aims to improve gender equality in Australian workplaces. WGEA is responsible for administering the *Workplace Gender Equality Act 2012* (Act), which puts a focus on promoting and improving gender equality outcomes for women and men in Australian workplaces.

## Purpose

The purpose of this plan is to:

- assist WGEA in planning and developing its IPS entry
- show what information types WGEA publishes
- show how WGEA meets IPS requirements.

## Objectives

This plan outlines how WGEA posts current and relevant information under the IPS.

# Establishing and administering WGEA's IPS entry

The WGEA Operations Executive Manager is the designated senior officer responsible for leading WGEA's compliance with the IPS.

## Establishing WGEA's IPS entry

- The WGEA Operations Executive Manager, supported by the WGEA Records Manager, established the WGEA IPS entry.

## Administering WGEA's IPS entry

- WGEA's ongoing compliance with the IPS is coordinated by the WGEA Operations Executive Manager, with input from the WGEA Communications Manager.
- WGEA engages with the Australian community about its IPS entry by:
  - ✓ making IPS documents easily discoverable, understandable and readable
  - ✓ providing a method for members of the public to contact WGEA to provide IPS feedback.
- In circumstances where an IPS document cannot be accessed through the WGEA website, the WGEA Operations Executive Manager will be the point of contact for access requests.
- WGEA may charge a person for accessing documents under the IPS if:
  - ✓ they are impracticable to publish online
  - ✓ providing access requires a significant allocation of time and resources,
- WGEA will not impose a charge where the reimbursement or cost is lower than \$100.

## IPS information architecture

To ensure that the WGEA IPS entry is easily discoverable, understandable and readable, WGEA:

- designed and published an IPS entry point on its website
- presents online content in a format that can be searched and copied
- provides a search function for its website
- wherever possible, publishes content on the WGEA website that conforms to the web content accessibility guidelines (WCAG) 2.0 standard.

## Information required to be published under the IPS

- Documentation identified as 'required' under IPS guidelines is published on the WGEA website.
- The WGEA website has a dedicated IPS page for required documentation including this plan.
- Links are also available for IPS documentation located outside of the IPS page.
- WGEA structures the IPS page under the following headings:
  - ✓ WGEA IPS plan
  - ✓ Who we are
  - ✓ What we do
  - ✓ Reports to Government
  - ✓ Publications
  - ✓ Freedom of Information (FOI)

- ✓ Contact us.

## **IPS compliance review**

- WGEA reviews this plan annually.
- WGEA reviews the operation of its IPS every five years in accordance with the guidelines issued by the Office of the Australian Information Commissioner (OAIC).
- WGEA measures compliance against the following criteria:
  - ✓ a current and comprehensive IPS plan
  - ✓ WGEA's information management framework; supported by the WGEA records management system
  - ✓ a robust review and publication process for IPS documentation
  - ✓ information through the WGEA website is accessible according to WCAG 2.0 standards.