

Cancer Australia - Information Publication Scheme Agency Plan

Introduction

Cancer Australia 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. This agency plan describes how Cancer Australia proposes to do this.

Cancer Australia is a portfolio agency of the Department of Health. It was established by the *Cancer Australia Act 2006*. The Minister for Health and Cancer Australia Officers exercise decision-making powers under the *Cancer Australia Act*.

Cancer Australia aims to reduce the impact of cancer, address disparities and improve outcomes for people affected by cancer by leading and coordinating national, evidence-based interventions across the continuum of care.

Cancer Australia works collaboratively and liaises with a wide range of groups, including those affected by cancer, key stakeholders and service providers with an interest in cancer control. As the lead national cancer control agency, Cancer Australia also makes recommendations to the Australian Government about cancer policy and priorities.

The agency plan describes how Cancer Australia implements and administers its IPS entry in respect of its own information holdings, by addressing:

- administration of Cancer Australia's IPS entry
- information architecture
- information required to be published
- other information to be published
- IPS compliance review.

Cancer Australia will continue to build and foster a culture within the agency, in which appropriate proactive disclosure of its information holdings is embraced. This recognises that public sector information is a national resource managed for public purposes.

Purpose

The purpose of this agency plan is to:

- assist Cancer Australia in planning and administering its IPS entry
- show what information Cancer Australia proposes to publish, how and to whom the information will be published and how Cancer Australia will otherwise comply with its IPS requirements (s 8(1)).

Objectives

Cancer Australia's objectives in relation to this agency plan are to outline appropriate mechanisms and procedures to:

- manage its IPS entry
- proactively identify and publish all information required to be published (s 8(2))
- proactively identify and publish any other information to be published (s 8(4))

- review and ensure on a regular basis that information published as part of its IPS entry is accurate, up to date and complete (s 8B)
- ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)
- measure the success of Cancer Australia's IPS entry by reference to community feedback and compliance review processes
- adopt best practice initiatives in implementing and administering Cancer Australia's IPS entry.

Administering Cancer Australia's IPS entry

The Chief Executive Officer is designated by Cancer Australia as the senior officer responsible for leading compliance with the IPS.

The Chief Executive Officer is supported by the Chief Operating Officer/Chief Finance Officer in execution of this duty.

Cancer Australia will be proactive in publishing both mandatory and optional information. Cancer Australia will regularly update and maintain the information framework. Cancer Australia's ongoing compliance with the IPS is coordinated by the Chief Operating Officer/Chief Finance Officer.

IPS information architecture – structure of the IPS

The IPS entry is published on Cancer Australia website (www.canceraustralia.gov.au) under the following headings:

Required information

- Agency plan (s 8(2)(a))
- Who we are (ss 8(2)(b) and 8(2)(d))
- What we do (ss 8(2)(c) and 8(2)(j))
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Contact us (s 8(2)(i))

Other information

- Our priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4))
- Our submissions (s 8(4))
- Our policies (s 8(4)).

Information required to be published under the IPS

Cancer Australia will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at <https://canceraustralia.gov.au/about-us/information-publication-scheme>

Cancer Australia will publish these documents under the following headings:

Agency plan

Who we are and what we do

- This will include the role and functions of Cancer Australia, as well as organisational structure.
- Appointments to Advisory Council and other Advisory Groups.

Our reports and responses to Parliament

- This will include Cancer Australia's annual reports.

Routinely requested information and disclosure log

- This will include information in documents to which Cancer Australia routinely gives access in response to FOI requests and information published under s 11C of the FOI Act.

Consultation arrangements

- This will include information about how and to whom a comment may be submitted by members of the public, where Cancer Australia undertakes public consultation on a specific policy proposal.

Contact us

- This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to Cancer Australia's information or documents under the FOI Act. Cancer Australia has established generic telephone numbers and email addresses for this purpose that will not change with staff movements.

Other information to be published under the IPS

Cancer Australia will publish on its IPS other information that we hold (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

Other information will be published under the following headings:

Our priorities

- This will include corporate and strategic plans, assessments and reviews.

Our finances

- This will include financial information relating to pay and grading structures, procurement procedures, tendering and contracts.

Our lists

- This will include the agency grants and appointments, and links to data sets.

Our submissions

- This will include submissions made by Cancer Australia to Parliamentary committees, the Productivity Commissioner, the Australian Law Reform Commission and other agencies.

Our policies

- This will include relevant Cancer Australia corporate policies.

In addition, in the IPS section Cancer Australia will publish a link to other publications not covered by these headings, including fact sheets, best practise guides for General Practitioners, consumer guides, cancer awareness education materials and guidelines.

IPS compliance review

Cancer Australia will review and revise this agency plan annually to coincide with Cancer Australia's strategic planning process.

Cancer Australia will review the operation of its IPS from time to time and at least every five years, in accordance with the Guidelines issued by the Information Commissioner about IPS compliance review.

Cancer Australia will adopt the following criteria for measuring its performance:

- *Agency plan* has Cancer Australia published a comprehensive plan for its IPS compliance?
- *Governance and administration* does Cancer Australia have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- *IPS document holdings* has Cancer Australia reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under s 8(4)? Is the IPS entry accurate, up-to-date and complete?
- *IPS information architecture* does Cancer Australia have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- *Agency compliance review* does Cancer Australia have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?

Feedback on Cancer Australia's IPS Agency Plan can be forwarded to:

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