









































## ii. Documents are easily discoverable and understandable

37. Does your agency website have:		Yes	No
a.	The OAIC IPS Icon visible on the homepage?	1	2
b.	A search function that can access information published within an agency's IPS entry?	1	2
c.	A mechanism in place to gather feedback from the community regarding whether IPS entries are easily discoverable and understandable?	1	2
d.	An alert service that can notify subscribers of new publications under the IPS or other developments in relation to the IPS?	1	2

## iii. Documents are easily accessible and machine readable

The FOI Guidelines (paragraph 13.124) ('Accessibility') states that accessibility of published information by all members of the community is an important principle underlying the IPS. This principle is reinforced by three requirements:

- the Disability Discrimination Act 1992
- Government agencies are required to conform to Web Content Accessibility Guidelines (WCAG) 2.0.
- The Australian Human Rights Commission has also published World Wide Web Access: Disability Discrimination Act Advisory Notes (Version 4.0) which echo the obligation on agencies to conform to WCAG 2.0.

WCAG 2.0 covers a wide range of recommendations for making Web content more accessible. Following the WCAG 2.0 guidelines will make content accessible to a wider range of people with disabilities and make Web content more usable to users in general.

38. Are some, most or all of the documents published by your agency under the IPS in a format (or multiple formats) that conform with WCAG 2.0 requirements? [\[Single response\]](#)
- 1 All documents
  - 2 Most documents
  - 3 Some documents
  - 4 No documents

## F. Agency Compliance Review (Criterion Five)

Section 9(1) of the FOI Act requires that each agency complete a review of its IPS compliance by 1 May 2016. The review must be undertaken in conjunction with the Information Commissioner (see FOI Guidelines paragraph 13.131 - 'Review of agency IPS compliance'). Two early steps an agency can take to prepare for the IPS review are to have complaint handling arrangements in place and to join the Information Contact Officer Network (ICON). See FOI Guidelines paragraph 13.135 (Investigations and Complaints).

	Yes	No
39. Does your FOI Complaint handling procedure explain that a person may make a complaint about the agency's IPS?	1	2
40. How many complaints specifically related to the IPS has your agency received since 1 May 2011? n= _____		

The Information Contact Officer Network (ICON) is a network for FOI, IPS and Privacy Contact Officers in Australian Government agencies, Norfolk Island authorities and (for privacy only) ACT government agencies. ICON meetings provide Contact Officers with the opportunity to receive updates on the work of the OAIC and developments in the FOI, IPS and Privacy areas. If you are an FOI, IPS or Privacy Contact Officer and would like to join the network or update your contact details, email [icon@oaic.gov.au](mailto:icon@oaic.gov.au) or ring our Enquiries Line on 1300 363 992.

	Yes	No
41. Does your agency have a representative who attends the ICON (Information Contact Officer Network) forum run quarterly by the OAIC?	1	2
42. Do you have any further comments on your agency's experiences with the IPS? ..... ..... .....		

[This completes Part A of the survey in relation to the Information Publication Scheme.]

## Part B – Management and publication of public sector information

### *Background*

The Government 2.0 Taskforce report [Engage: Getting on with Government 2.0](#) envisaged a role for the OAIC in making public sector information open, accessible and reusable.

The OAIC has prepared two issues papers on open government matters: [Issues Paper 1: Towards an Australian Government Information Policy \(May 2010\)](#), and [Issues Paper 2: Understanding the Value of Public Sector Information in Australia \(November 2011\)](#).

The major proposal of Issues Paper 2 was that the OAIC conduct a survey of Australian Government agencies to gather consistent information across government and public sector information management practices.

### *About this part of the survey*

Part B of this survey seeks general information about the management of public sector information by agencies, and the publication of other public sector information under s 8(4) of the FOI Act.

Your agency's responses to this part will help to build a picture of the types of public sector information that are held and published in a way that facilitates reuse by the community. The questions in this part of the survey will also identify areas in which agencies could benefit from assistance or further guidance.

### *Further consultation*

The findings from this survey are expected to inform the development of a list of relevant issues by the OAIC that will be further explored in greater depth through a series of focus groups with publisher agencies to be run in mid-2012. This will allow discussion of the more complex or 'nuanced' issues that cannot be fully captured through a quantitative survey methodology.

## G. Your agency's public sector information

This question will assist the OAIC to establish which agencies hold particular types of public sector information. This question concerns public sector information held by your agency regarding its functions, not information relating to the management of the agency (such as personnel, financial or corporate information).

43. Which of the following categories of information best describes the **main** type of public sector information held by your agency? [Single response]

Note: These domains are sourced from the OECD report *Digital Broadband Content: Public Sector Information and Content*. The different domains and the continuum of examples are provided for a convenient and consistent method of categorising public sector information, and are not intended to limit the scope of data, information and/or content agencies may hold.

- |  |  |
|--|--|
| <p><b>1 Geographic</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Cartographic information</li> <li>• Land use information (cadastral data)</li> <li>• Spatial data / Geographical coordinates</li> <li>• Administrative and political boundaries</li> <li>• Topographical Information</li> <li>• Elevation data</li> </ul> | <p><b>8 Natural Resources</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Biologic and ecologic information</li> <li>• Energy resource/consumption information</li> <li>• Geological and geophysical information</li> </ul>  |
| <p><b>2 Meteorological and Environmental</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Oceanographic data</li> <li>• Hydrographical data</li> <li>• Environmental (quality) data</li> <li>• Atmospheric data</li> <li>• Meteorological (weather) data</li> </ul>   | <p><b>9 Legal System</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Crime/conviction data</li> <li>• Laws</li> <li>• Information on rights and duties</li> <li>• Information on legislation</li> <li>• Information on judicial decisions</li> <li>• Patent and trademark information</li> </ul> |
| <p><b>3 Economic and Business</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Financial information</li> <li>• Company or agency information</li> <li>• Economic and statistics</li> <li>• Industry and trade information</li> </ul>   | <p><b>10 Scientific and Research</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• University research</li> <li>• Publicly-funded research institutes</li> <li>• Governmental research</li> </ul>  |
| <p><b>4 Social</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Demographic information</li> <li>• Attitude surveys</li> <li>• Data on health/illness</li> <li>• Education and labour statistics</li> </ul>   | <p><b>11 Educational Content</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Academic papers and studies</li> <li>• Lecture material</li> </ul>  |
| <p><b>5 Traffic and Transport</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Transport network information</li> <li>• Traffic information</li> <li>• Transport statistics</li> <li>• Car registration data</li> </ul>   | <p><b>12 Political</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Governmental press releases</li> <li>• Local and national proceedings of governments</li> <li>• White papers</li> </ul>   |
| <p><b>6 Tourist and Leisure</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Hotel information</li> <li>• Tourism statistics</li> <li>• Entertainment (local and national)</li> </ul>   | <p><b>13 Cultural</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Museum content</li> <li>• Gallery content</li> <li>• Archaeological sites</li> <li>• Library resources</li> <li>• Public service broadcast archives</li> <li>• Other public archives</li> </ul>                                |

**7 Agricultural, Farming, Forestry and Fisheries**

*For example:*

- *Cropping/land use data*
- *Farm incomes/use of resources*
- *Fish farming/harvest information*
- *Live-stock data*



44. What other types of public sector information does your agency also hold? [Multiple response]

- |  |  |
|--|--|
| <p><b>1 Geographic</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Cartographic information</li> <li>• Land use information (cadastral data)</li> <li>• Spatial data / Geographical coordinates</li> <li>• Administrative and political boundaries</li> <li>• Topographical Information</li> <li>• Elevation data</li> </ul> | <p><b>8 Natural Resources</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Biologic and ecologic information</li> <li>• Energy resource/consumption information</li> <li>• Geological and geophysical information</li> </ul>  |
| <p><b>2 Meteorological and Environmental</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Oceanographic data</li> <li>• Hydrographical data</li> <li>• Environmental (quality) data</li> <li>• Atmospheric data</li> <li>• Meteorological (weather) data</li> </ul>   | <p><b>9 Legal System</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Crime/conviction data</li> <li>• Laws</li> <li>• Information on rights and duties</li> <li>• Information on legislation</li> <li>• Information on judicial decisions</li> <li>• Patent and trademark information</li> </ul> |
| <p><b>3 Economic and Business</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Financial information</li> <li>• Company or agency information</li> <li>• Economic and statistics</li> <li>• Industry and trade information</li> </ul>   | <p><b>10 Scientific and Research</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• University research</li> <li>• Publicly-funded research institutes</li> <li>• Governmental research</li> </ul>  |
| <p><b>4 Social</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Demographic information</li> <li>• Attitude surveys</li> <li>• Data on health/illness</li> <li>• Education and labour statistics</li> </ul>   | <p><b>11 Educational Content</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Academic papers and studies</li> <li>• Lecture material</li> </ul>  |
| <p><b>5 Traffic and Transport</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Transport network information</li> <li>• Traffic information</li> <li>• Transport statistics</li> <li>• Car registration data</li> </ul>   | <p><b>12 Political</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Governmental press releases</li> <li>• Local and national proceedings of governments</li> <li>• White papers</li> </ul>   |
| <p><b>6 Tourist and Leisure</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Hotel information</li> <li>• Tourism statistics</li> <li>• Entertainment (local and national)</li> </ul>   | <p><b>13 Cultural</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Museum content</li> <li>• Gallery content</li> <li>• Archaeological sites</li> <li>• Library resources</li> <li>• Public service broadcast archives</li> <li>• Other public archives</li> </ul>                                |
| <p><b>7 Agricultural, Farming, Forestry and Fisheries</b><br/>For example:</p> <ul style="list-style-type: none"> <li>• Cropping/land use data</li> <li>• Farm incomes/use of resources</li> <li>• Fish farming/harvest information</li> <li>• Live-stock data</li> </ul>  |  |



## H. Open access to information

Principle 1 of the OAIC [Principles on Open Public Sector Information](#) recommends that agencies adopt a default position of providing open access to public sector information and adopt a proactive publication stance.

It may be that your agency has documented strategies for increasing open access to its public sector information as part of a comprehensive information asset management framework, as part of its IPS activities, or as a separate document.

45. Has your agency adopted a **strategy** for increasing open access to public sector information held by your agency, in addition to the information required to be published in the IPS and Disclosure Log? [\[Single response\]](#)
- 1 Yes
  - 2 Under development
  - 3 No

Principle 1 also recommends that agencies should use information technology to disseminate public sector information.

46. Where on the internet does your agency publish public sector information? [\[Multiple response\]](#)
- 1 Agency website(s)
  - 2 Collection or catalogue
  - 3 Social media sites
  - 4 Other (Please specify) \_\_\_\_\_

[\[If option 2 'Collection or Catalogue' is NOT selected in q46, go to skip instruction above q48\]](#)

47. Which of the following collections or catalogues does your agency use to publish public sector information? [\[Multiple response\]](#)
- 1 Data.gov.au
  - 2 Australian National Data Service
  - 3 Australian Spatial Data Directory
  - 4 Australian Institute of Health and Welfare
  - 5 Australian Social Science Data Archive
  - 6 Environmental Resources Information Network
  - 7 Other (Please specify) \_\_\_\_\_



[If option 3 'Social Media Sites' is NOT selected in q46, go to q49]

48. Which of the following social media sites does your agency use to publish public sector information? [Multiple response]

- 1 Facebook
- 2 Google +
- 2 Twitter
- 3 Flickr
- 4 YouTube
- 5 Wikipedia
- 6 Other (Please specify) \_\_\_\_\_



## I. Engaging the community

Principle 2 of the OAIC *Principles on Open Public Sector Information* notes that Australian Government policy requires agencies to engage the community online in policy design and service delivery, and recommends that agencies consult the community in deciding what information to publish.

The following question relates to the public sector information that is other than the information required to be published in the IPS and Disclosure Log.

49. Does your agency have a **mechanism** for identifying other information that could be published? [\[Single response\]](#)
- 1 Yes
  - 2 Under development
  - 3 No [\[go to q51\]](#)

50. Does your agency have a mechanism for identifying additional information that is:		Yes	No
a.	Of interest to clients and industry stakeholders?	1	2
b.	Of interest to the general community?	1	2
c.	In public demand and held by your agency?	1	2

## J. Discoverability

Principle 5 of the OAIC [Principles on Open Public Sector Information](#) provides that public sector information should be discoverable, and recommends that agencies maintain an ‘information asset register’ to assist agencies in managing information assets, and the community to locate and use them.

[Part 13 of the FOI Guidelines](#) similarly recommends that agencies maintain an ‘IPS information register’. The register may be:

- a single register that encompasses information required to be published in the IPS, as well as additional public sector information held by the agency, or
- separate registers for information that is required to be published in the IPS, and other public sector information.

	Yes	No
51. Does your agency maintain an information asset register?	1	2 <a href="#">[go to q54]</a>



- 52. What kind of information assets does your information asset register cover? [Single response]
  - 1 Information required to be published in the IPS
  - 2 Other public sector information
  - 3 Both
  
- 53. Does your agency make this register available on your website? [Single response]
  - 1 Yes (Please provide web address of the register: \_\_\_\_\_)
  - 2 No

[If q51 = Yes, go to q55]

	Yes	No
54. Does your agency intend to develop an information asset register in the next 12 months?	1	2

Principle 5 of the OAIC [Principles on Open Public Sector Information](#) recommends that agencies publish information in open and standards-based formats.

- 55. Over the last 12 months, how much of the public sector information that your agency has published has been in an open and standards-based format? [Single response]
  - 1 All of the information
  - 2 Most of the information
  - 3 Some of the information
  - 4 None of the information
  - 5 Not sure / not applicable

Principle 5 also recommends that agencies attach high quality metadata to information so that it can be easily located and linked to similar information using standard web search applications.

	Yes	No	Not applicable
56. Does your agency <b>routinely</b> apply metadata to the public sector information it publishes on the internet?	1	2 [go to q58]	3 [go to q58]
57. If your agency routinely applies metadata, please indicate which of the following metadata standards your agency uses: [Multiple response]			
1	AGLS		
2	ANZLIC		
3	Other (Please specify) _____		

## K. Reuse rights

Principle 6 of the OAIC *Principles on Open Public Sector Information* states that the economic and social value of public sector information is enhanced when it is made available for reuse on open licensing terms, and recommends that agencies adopt a default position of releasing public sector information under the Creative Commons BY standard.

Principle 6 is consistent with the Australian Government Intellectual Property Manual published by the Attorney-General’s Department, which advises that public sector information should be licensed by agencies under the Creative Commons BY standard as the default.

	Yes	No
58. Does your agency have a <b>default position</b> of releasing public sector information under the Creative Commons BY standard?	<a href="#">1</a> <a href="#">[go to q61]</a>	2
	Yes	No
59. Does your agency have a default position of making public sector information available for re-use on open licensing terms?	<a href="#">1</a> <a href="#">[go to q61]</a>	2
	Yes	No
60. Does your agency intend to adopt a default position of releasing public sector information under the Creative Commons BY standard or other open licensing terms that facilitate re-use in the next 12 months?	1	2
61. In the last 12 months, approximately how much of the public sector information that your agency has published been under open licensing terms (including under the Creative Commons BY standard) that facilitate reuse? <a href="#">[Single response]</a>		
1 All of the information		
2 Most of the information		
3 Some of the information		
4 None of the information		
5 Not sure / not applicable		

## L. Challenges publishing public sector information

The OAIC *Principles on Open Public Sector Information* list 8 principles to guide Australian Government agencies in building a culture of proactive information disclosure and community engagement. The following questions identify areas in which agencies may face challenges in publishing public sector information and could benefit from assistance or further guidance.

62. Which Principle does your agency find the **most** challenging to implement? [Single response]

[The following subsections (1.1, 1.2 etc) will expand and collapse based on the relevant Principle being selected by the respondent]

- 1 Principle 1 – Open access to information – a default position
  - 1.1 Obtaining sufficient budgetary resources to enable open access to public sector information
  - 1.2 Identifying information, in addition to the information required to be published in the IPS and Disclosure Log that can be published
  - 1.3 Transitioning to a culture of open access and proactive publication
  - 1.4 Producing a plan or strategies for increasing open access to public sector information
  - 1.5 Ensuring compliance with privacy and secrecy requirements when publishing public sector information
  - 1.6 Other (Please specify) \_\_\_\_\_
- 2 Principle 2 – Engaging the community
  - 2.1 Identifying re-users
  - 2.2 Collaborating with re-users
  - 2.3 Employing Web 2.0 tools to support community consultation
  - 2.4 Establishing effective processes to consult the community regarding what information to publish
  - 2.5 Establishing channels for re-users to provide feedback about the quality, completeness, usefulness and accuracy of published information
  - 2.6 Establishing processes to respond in a timely manner to requests and feedback received from the community
  - 2.7 Other (Please specify) \_\_\_\_\_
- 3 Principle 3 – Effective information governance
  - 3.1 Establishing an appropriate focal point, officer, or centralised department that is responsible for furthering open access to public sector information
  - 3.2 Instigating strategic planning on information resource management
  - 3.3 Other (Please specify) \_\_\_\_\_
- 4 Principle 4 – Robust information asset management
  - 4.1 Establishment and maintenance of an information asset register
  - 4.2 Providing up-to-date staff training in information management
  - 4.3 Establishing clear procedures and lines of authority for decisions on information release and publication
  - 4.4 Other (Please specify) \_\_\_\_\_
- 5 Principle 5 – Discoverable and useable information
  - 5.1 Providing information in an open and standards based format
  - 5.2 Attaching high-quality metadata to information for discoverability
  - 5.3 Ensuring compliance with the WCAG 2.0
  - 5.4 Indexing or cataloguing information for discoverability
  - 5.5 Publishing information in machine readable format
  - 5.6 Maintaining structured data for publishing



- 5.7 Maintaining linked data for publishing
- 5.8 Agency costs (including staff time) associated with ensuring compliance with the WCAG 2.0
- 5.9 Other (Please specify) \_\_\_\_\_
- 6 Principle 6 – Clear reuse rights
  - 6.1 Transitioning towards Creative Commons ‘BY’ standard as a default position
  - 6.2 Determining appropriate open licences that will enable the re-use of information
  - 6.3 Determining whether public sector information is able to be released under open licensing conditions
  - 6.4 Agency costs (including staff time) associated with administering licences
  - 6.5 Other (Please specify) \_\_\_\_\_
- 7 Principle 7 – Appropriate charging for access
  - 7.1 Establishing an appropriate and transparent charging regime(s) for your agency
  - 7.2 Agency costs (including staff time) of administering charging regime
  - 7.3 Other (Please specify) \_\_\_\_\_
- 8 Principle 8 – Transparent enquiry and complaints processes
  - 8.1 Establishing appropriate and transparent enquires and complaint processes
  - 8.2 Responding to enquiries and complaints
  - 8.3 Other (Please specify) \_\_\_\_\_

63. Why does your agency find this Principle and its component the **most** challenging to implement?

.....

.....

.....

[Please disable the subsection selected as an answer in q62 as an option in q64]

64. Using the list below, what are the **other** challenging issues your agency faces when publishing public sector information in addition to the information required to be published in the IPS and Disclosure Log? [Select up to 4]

- |  |  |
|--|--|
| <b>Open Access to information</b>  | <b>Discoverable and useable information</b>  |
| 1 Obtaining sufficient budgetary resources to enable open access to public sector information  | 18 Providing information in an open and standards based format                               |
| 2 Identifying information, in addition to the information required to be published in the IPS and Disclosure Log that can be published | 19 Attaching high-quality metadata to information for discoverability                        |
| 3 Transitioning to a culture of open access and proactive publication  | 20 Ensuring compliance with the WCAG 2.0   |
| 4 Producing a plan or strategies for increasing open access to public sector information   | 21 Indexing or cataloguing information for discoverability                                   |
| 5 Ensuring compliance with privacy and secrecy requirements when publishing public sector information                                  | 22 Publishing information in machine readable format   |
| <b>Engaging the community</b>  | 23 Maintaining structured data for publishing  |
| 6 Identifying re-users   | 24 Maintaining linked data for publishing  |
| 7 Collaborating with re-users  | 25 Agency costs (including staff time) associated with ensuring compliance with the WCAG 2.0 |
| 8 Employing Web 2.0 tools to support community consultation  | <b>Clear reuse rights</b>  |

- 9 Establishing effective processes to consult the community regarding what information to publish
- 10 Establishing channels for re-users to provide feedback about the quality, completeness, usefulness and accuracy of published information
- 11 Establishing processes to respond in a timely manner to requests and feedback received from the community

**Effective information governance**

- 12 Establishing an appropriate focal point, officer, or centralised department that is responsible for furthering open access to public sector information
- 13 Instigating strategic planning on information resource management

**Robust information asset management**

- 14 Establishment and maintenance of an information asset register
- 15 Providing up-to-date staff training in information management
- 16 Establishing clear procedures and lines of authority for decisions on information release and publication
- 17 Protecting information against inappropriate or unauthorised use, access or disclosure

- 26 Transitioning towards Creative Commons ‘BY’ standard as a default position

- 27 Determining appropriate open licences that will enable the re-use of information

- 28 Determining whether public sector information is able to be released under open licensing conditions

- 29 Agency costs (including staff time) associated with administering licences

**Appropriate charging for access**

- 30 Establishing an appropriate and transparent charging regime(s) for your agency

- 31 Agency costs (including staff time) of administering charging regime

**Transparent enquiry and complaints processes**

- 32 Establishing appropriate and transparent enquires and complaint processes

- 33 Responding to enquiries and complaints

65. Do you have any other comments regarding challenges or impediments to publication of public sector information?

.....

.....

.....