



Defence Force Remuneration Tribunal

INFORMATION PUBLICATION SCHEME PLAN

Last updated May 2015

INTRODUCTION

The Defence Force Remuneration Tribunal (the Tribunal) is an independent authority established under section 58H of the *Defence Act 1903* (the Act) to determine the pay and allowances of members of the Australian Defence Force (ADF). It consists of three part-time members, including a President, appointed by the Governor-General.

As an authority subject to the *Freedom of Information Act 1982* (FOI Act), the Tribunal is required to comply with the Information Publication Scheme (IPS) requirements set out in that Act. This plan describes how the Tribunal does this, as required by s.8(1) of the FOI Act, in respect of its own information holdings, by:

- establishing and administering an IPS contribution;
- addressing its information architecture;
- addressing the information that it is required to publish;
- addressing other information to be published (optional information);
- addressing accessibility to information published; and
- reviewing compliance with the IPS requirements on a continuing basis.

PURPOSE

The purpose of this plan is to show information the Tribunal publishes, how and to whom the information is published, and how the Tribunal otherwise complies with the IPS requirements under s.8(1) of the FOI Act.

Note: in this plan, information to be published by the Tribunal under the IPS is referred to as the IPS information holdings, or as the IPS documents when referring to individual documents.

OBJECTIVES

The Tribunal's objectives, consistent with the relevant provisions of the FOI Act, are to outline appropriate mechanisms and procedures to:

- manage the Tribunal's IPS information holdings;
- proactively identify and publish all information required to be published;
- proactively identify any optional information to be published;
- review and ensure on a regular basis that the information published under the IPS is accurate, up to date and complete;
- ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0);
- adopt best practice initiatives in implementing and administering the Tribunal's contribution to the IPS.

ADMINISTERING THE TRIBUNAL'S IPS CONTRIBUTION

The Secretary to the Tribunal is designated as the senior officer responsible for leading compliance with the IPS.

The Secretary is responsible for overseeing the work on IPS compliance to:

- ensure that published information is up-to-date, accurate and complete; and
- review compliance with the IPS requirements on an annual basis.

IPS documents which are not available on the website are made available upon request. Charges may be imposed for making that information available and these charges will be consistent with charges in the Freedom of Information (Charges) Regulations 1982, which generally apply to access requests under Part III of the FOI Act.

IPS INFORMATION ARCHITECTURE

The IPS information holdings are published on the Tribunal's website (<http://www.dfrt.gov.au>) under the following headings:

Information we are required to publish

Agency Plan

- Who we are;
- What we do ;
- Our reports and responses to Parliament;
- Routinely requested information and disclosure log;
- Consultation arrangements;
- Contact us.

Other information

- Our publications.

To ensure that the Tribunal's IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable, the Tribunal has:

- made its website compliant to Level Double A of the Web Content Accessibility Guidelines version 2.0 (WCAG 2.0) standard;
- wherever possible, provided online content in a format that can be searched, copied and transformed;
- updated the sitemap on its website, to help individuals identify the location of information published under ss 8(2) and 8(4) of the FOI Act; and
- provided a search function for its website.

The Tribunal will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

INFORMATION REQUIRED TO BE PUBLISHED UNDER THE IPS

The Tribunal incorporates documents required to be published under the IPS scheme on its website at www.dfrt.gov.au. Note: 'publish' includes providing links to documents.

The Tribunal publishes these documents under the following headings:

Agency Plan

Who we are

- This includes details of the membership of the Tribunal, including the names of the statutory appointees, their terms of appointment and biographical information.

What we do

- This provides information on the role of the Tribunal.

Our reports and responses to Parliament

- This includes the Tribunal's recent annual reports (from 2000).

Routinely requested information and disclosure log

- This includes information in documents to which the Tribunal routinely gives access in response to FOI requests (if any) as well as information published under s.11C of the FOI Act.

Consultation arrangements

- The Tribunal does not deal with specific policy proposals requiring consultation with the general public.

Contact us

- This includes the name, postal address, telephone number and email address for a contact officer, who can be contacted about access to the Tribunal's information or documents under the FOI Act. The Tribunal has established generic contact details for this purpose that will not change with staff movements.

OPTIONAL INFORMATION TO BE PUBLISHED UNDER THE IPS

The Tribunal publishes on its website other information that it holds in addition to the information published under s.8(2), taking into account the objects of the FOI Act (s.8(4)). Note: 'publish' includes providing links to documents.

This information is published under the following headings:

Our publications

- This includes other Tribunal publications such as decisions, determinations, statements, and reports.

IPS COMPLIANCE REVIEW

The Tribunal 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.