



SBS Information Publication Scheme Agency Plan

1. Introduction

SBS is subject to the *Freedom of Information Act 1992* (FOI Act)¹ and is required to comply with the information publication scheme (IPS) requirements. This agency plan sets out how SBS proposes to do this.

SBS is an independent statutory authority established as a corporation under the *Special Broadcasting Service Act 1991* (SBS Act). SBS's principal charter function is to provide national multilingual and multicultural radio and television services that inform, educate and entertain all Australians, and, in doing so, reflect and promote Australia's multicultural society. SBS broadcasts its programming to a national television and radio audience and delivers content online on its website www.sbs.com.au.

The SBS Board of Directors, consisting of the Managing Director and non-executive Directors, is responsible for deciding the objectives, strategies and policies to be followed by SBS in performing its functions and ensuring that SBS performs in a proper, efficient and economical manner, and with the maximum benefit to the people of Australia.

2. Purpose

The purpose of this plan is to:

- assist SBS in planning and developing its contribution to the IPS;
- facilitate public feedback about SBS's contribution to the IPS;
- identify the information SBS proposes to publish, and how and to whom that information will be published; and
- identify how SBS will otherwise comply with the IPS requirements.

3. Objectives

SBS's objectives are to outline procedures to:

- identify and publish all information that is required to be published under s 8(2);
- identify and publish other optional information (s 8(4));
- ensure that the information published is accurate, up-to-date and complete (s 8B);

¹ SBS is exempt from the FOI Act in relation to its program material and datacasting content (s 7(2); Part II, Schedule 2).



- ensure that information published is easily discoverable, understandable and machine-readable;
- review SBS's contribution to the IPS by reference to community feedback and compliance review processes; and
- adopt best practice initiatives in implementing and administering SBS's contribution to the IPS.

4. Establishing and administering SBS's IPS entry

The Director, Strategy and Communication is the senior officer responsible for leading SBS's compliance with the IPS. SBS's contribution to the IPS will be established and managed by the SBS Strategy and Communication Division.

SBS Strategy and Communication will develop and maintain a register of information that is required or permitted to be published under sections 8(2) and 8(4) to ensure that SBS is publishing the information on its website in compliance with the FOI Act and the Information Commissioner's 'Guidelines – Information publication scheme' (www.oaic.gov.au).

An internal IPS working group comprising nominated representatives from all relevant Divisions will be consulted on a half yearly basis to ensure that SBS's contribution to the IPS is accurate, up-to-date and complete, for adding to or revising SBS's contribution, and to take into account any community feedback.

SBS will publish on its website a list of any IPS documents that are impracticable to publish online. A person seeking to access these documents will be requested to contact SBS. Charges may be imposed and will be advised on request. Where relevant, charges will be consistent with charges in the Freedom of Information (Charges) Regulations 1982.

IPS information architecture

SBS will publish its IPS information on its website under the following headings:

- Agency plan (s 8(2)(a))
- Who we are (ss 8(2)(b), 8(2)(d))
- What we do (ss 8(2)(c), 8(2)(j))
- Our reports and responses to Parliament (ss 8(2)(e), 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g), 11C)
- Consultation arrangements (s 8(2)(f))
- Our priorities (s 8(4))
- Our research (s 8(4))
- Our submissions and speeches (s 8(4))
- Our policies (s 8(4))
- Contact us (s 8(2)(i)).

SBS will set up an IPS entry point in the 'Corporate' section of the SBS website ('About us' – 'Corporate'), which will be able to be linked to from the home page of the SBS website under 'Key Information' – 'Information Publication Scheme'.

SBS will ensure that wherever possible it will provide online content in a format that can be searched, copied and transformed. A search function is available on the SBS website.



SBS will consider making its IPS information holdings available for reuse on open licensing terms on a case by case basis. Unless otherwise indicated, all information holdings are SBS copyright.

Information required to be published under the IPS

SBS will publish or link to documents required to be published under the IPS (s 8(2) in the IPS section of its website at www.sbs.com.au.

SBS will publish these documents under the following headings:

- SBS IPS agency plan.
- Who we are: details of the structure of SBS in the form of an organisation chart and statutory appointees (SBS Board of Directors).
- What we do: details of the functions of SBS as set out in the SBS Charter, the SBS Act and other operational information including SBS's editorial policies.
- Our reports and responses to Parliament: including SBS's annual reports tabled in Parliament (from 1998/99); and Senator Order No 8 (Production of departmental file lists).
- Routinely requested information and disclosure log.
- Consultation arrangements: this will include information about how to make a comment where SBS undertakes specific public consultation.
- Contact us: this will set out the contact details for an officer who can be contacted about access to SBS's information or documents under the FOI Act.

Other information to be published

SBS will publish on the IPS section of its website other information that it holds in addition to the information required to be published under section 8(2) of the FOI Act, taking into account the objects of the Act.

- Our priorities: this will include a link to the SBS Corporate Plan and other relevant corporate documents.
- Our research: this will include SBS-commissioned research.
- Our submissions and speeches: submissions made by SBS to government inquiries and speeches made by the Managing Director.
- Our policies: this will include information such as SBS's commissioning policies.

IPS compliance review

SBS will review and revise this agency plan on at least an annual basis.

As required under section 9 of the FOI Act, SBS will review the operation of its IPS in conjunction with the Information Commissioner as appropriate from time to time and in any case, within five years after the last time a review was completed under section 9 of the FOI Act.

1 May 2011

