

Future Fund

Information Publication Scheme Plan

April 2011

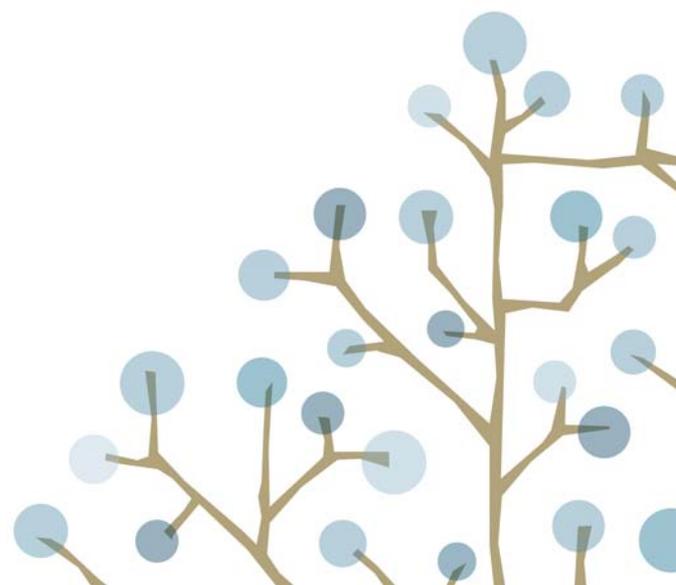


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1. INTRODUCTION

The Future Fund Board of Guardians (the Board) and the Future Fund Management Agency (the Agency), are subject to the Freedom of Information Act 1982 (FoI Act).

Established by the Future Fund Act 2006 the Board is responsible for investing the assets of the Future Fund and the three Nation-building Funds (Building Australia Fund, Education Investment Fund, Health and Hospitals Fund). The Agency is responsible for supporting and advising the Board in its functions.

2. PURPOSE AND OBJECTIVES

The purpose of this Plan is to assist the Board and Agency in planning and developing its contribution to the Information Publication Scheme (IPS). The Plan describes how the Board and Agency will implement the IPS in respect of their information holdings.

The Plan is designed to show what information the Board and Agency intend to publish, how and to whom it will be published and how the Board and Agency will comply with the IPS requirements. Through its publication the Plan will also help facilitate public awareness and consultation on the approach taken to meeting the IPS requirements.

The Plan outlines the mechanisms and procedures by which the Board and Agency will:

- manage their IPS information holdings
- Identify and publish all information required to be published
- identify and publish optional information for publication
- review on a regular basis that information published under the IPS is accurate, up to date and complete
- ensure information is easily discoverable, understandable, machine-readable re-useable and transformable
- ensure satisfactory compliance with Web Content Accessibility Guidelines 2.0 (WCAG 2.0)
- gather and, where appropriate, incorporate feedback on the Board and Agency's approach to its IPS contribution

3. ESTABLISHING AND ADMINISTERING THE BOARD AND AGENCY'S IPS CONTRIBUTION

Identifying and responding to the requirements of the IPS is the responsibility of the Agency's Head of Public Affairs working alongside the Agency's General Counsel and with input from the Agency's IT team and external service providers. The Agency's General Manager and executive team have been engaged as appropriate, along with other relevant internal stakeholders.

To identify and respond to the IPS requirements, the Agency has:

- reviewed the FoI Act

- reviewed guidelines, factsheets and other materials produced by the Office of the Australian Information Commissioner
- attended seminars organised by the Office of the Australian Information Commissioner and the Australian Government Solicitor

To identify information required or permitted to be published, the Agency has:

- reviewed material currently published on the Board and Agency's website
- assessed how the material currently published meets the IPS requirements and identified gaps in the information required to be published
- assessed whether material available on the website and through the annual report is up to date
- reviewed the extent to which material available on the website meets the requirements of WCAG 2.0

4. ADMINISTERING INFORMATION PUBLISHED UNDER THE IPS

Responsibility for maintaining material published under the IPS lies with the Head of Public Affairs, who will maintain ongoing overview of the material published under the IPS with a view to ensuring it remains accurate, complete and up to date.

As part of this work, a register of information required or permitted to be published under the IPS and a disclosure log for the purposes of s 11C of the FoI Act have been developed.

The organisation's Chief Executive Instruction on records management provides a framework for information asset management and records management that is consistent with the IPS requirements. A project to further refine the organisation's approach to archiving is currently being initiated and relevant policies and procedures concerning the IPS will be considered as part of this.

A structured review of the material published and its compliance with the requirements of the IPS will be undertaken on an annual basis. This will include consideration of feedback received from members of the public through the feedback email available on the website, review of visitor patterns to the website and review of any general topics and areas of interest that members of the public have raised with the Board and Agency and of requests for information that are routinely granted.

Where significant new material is added to the website, a note to that effect will be placed on the home page. Visitors are also able to the website to receive news alerts.

5. IPS INFORMATION ARCHITECTURE

The IPS information holdings will be made available on the Board and Agency website at www.futurefund.gov.au. Links from the home page will be provided to ensure easy access to pages dedicated to Freedom of Information, the IPS, the FoI disclosure log and privacy. Links to the Freedom of Information page and the FoI disclosure log will be through the logos recommended by the OAIC.

To facilitate access, the IPS page will use the headings below supported by descriptions and links to relevant material to allow users to access information. Material will be provided in English and in HTML format with links to pdf files and other Commonwealth websites as required. The headings used will be:

- Agency plan: ss 8(2)(a)
- Who we are: ss 8(s)(b) and 8(2)(d)
- What we do: ss8(2)(c) and 8(2)(j)
- Our reports and responses to Parliament: ss8(2)(e) and 8((2)(h)
- Routinely requested information and disclosure log: ss8(2)(g) and 11C
- Our priorities and finances s(8)(4)
- Our lists: s(8)(4)
- Contact us: s(8(2)(i)

The Board and Agency do not provide policy advice and have no associated consultation responsibilities, as such there is no information to disclose in this regard.

6. INFORMATION REQUIRED TO BE PUBLISHED UNDER THE IPS

The Board and Agency will publish documents required to be published under the IPS (s8(2)) on their website and links from the IPS page will give access to this information.

Agency plan

The Plan is published on the IPS page.

Who we are

This includes a description of the statutory arrangements for the organisation, details of those appointed to the Board and the process for appointments and an organisation chart.

What we do

This outlines the functions and decision making powers of the Board and the Agency under the Future Fund Act 2006 and Nation-building Funds Act 2008 and provide details of the policies established by the Board and Agency in pursuit of their functions and, in particular, the Statement of Investment Policies, that provide the framework for the operational governance and management of the Funds invested by the Board and he policies that will be adhered to in doing so.

Our reports and responses to Parliament

This includes full copies of the joint Board and Agency annual reports provided to the Minister for Finance and Deregulation.

Routinely requested information

This includes information in documents to which the Board and Agency routinely give access in response to FoI requests. As documents that are routinely released are identified these will be identified in the disclosure log.

Contact us

This includes the name, telephone number and an email address for a contact officer, who can be contacted about access to the Board and Agency's information of documents under the FoI Act.

Our priorities and finances

This includes information contained in our annual report that sets out the progress of the Board and Agency in pursuing the mandated investment objective and the priorities for the ongoing management of the assets of the public asset funds. It also includes the audited financial statements and details of the pay, grading and procurement policies and arrangements.

Our lists

This includes material that is routinely provided to Parliament including:

- Senate Order No 8: Production of Departmental File lists
- Senate Order No 9: List of Departmental Contracts (\$100,000 or more)
- Statements of Legal Expenditure under 11.1(ba) of the Legal Services Directions
- Reports of consultancy contracts over \$10,000 in accordance with the guidelines for annual reports issued by the Department of Prime Minister and Cabinet.

7. OPTIONAL INFORMATION

The Board and Agency also publish additional detail on the investment of the Funds. The assessment of what additional information stakeholders seek or would like access to is based on a review of the practices of other similar investment institutions and the feedback received from the public. Material published includes:

- media statements which are released as required
- quarterly updates on the portfolio, which are issued at the end of the month following each quarter (with the end of year update held over until completion of the audit process) and
- a list of external investment managers appointed by the Board, which is updated when the quarterly updates are released.

These will items will also be identified on the IPS page.

8. REVIEW

This plan will be reviewed annually by the Head of Public Affairs in conjunction with the Agency's annual planning process and this will include a comparison against the practices of other similar organisations and a review against the relevant guidelines and policies issued by the Information Commissioner. Criteria to assess the level of success in complying with the IPS will include this peer review, feedback from the public and the extent to which the IPS holdings are effectively maintained and kept up to date.

A review in conjunction with the Information Commissioner will be undertaken no later than 1 May 2016.

Feedback or questions about this plan can be provided via email to:
contact@futurefund.gov.au

9. VERSION CONTROL

This table records the versions and main changes made to the Information Publication Scheme Plan.

Version Number	Date Approved by Board	Brief Description of Amendments
1	20 April 2011	Initial document