



Australian Children's
Education & Care
Quality Authority

ACECQA'S INFORMATION PUBLICATION PLAN

Australian Children's Education and Care Quality Authority (ACECQA) is 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 the ACECQA proposes to do this, as required by s 8(1) of the FOI Act.

Background

The *Education and Care Services National Law Act 2010 (Vic)* as enacted in all the States and Territories (except Western Australia) (**the National Law**) establishes a national system to regulate education and care services for children.

ACECQA is established by the National Law. ACECQA commenced operation on 1 January 2012.

Section 264 of the National Law applies the FOI Act to the bodies that undertake the administration of the 'national education and care services quality framework', including ACECQA.

The National Law and the *Education and Care Services National Regulations (the National Law Regulations)* modify the way in which the FOI Act applies to the national education and care services quality framework and to ACECQA.

Purpose

The purpose of the IPS is to promote a pro-disclosure culture across government and build a stronger foundation for greater openness and transparency in government.

The purpose of ACECQA's Information Publication Plan is to:

- assist ACECQA to put appropriate procedures in place to proactively publish its information under the IPS
- assist members of the public to understand the information and documents ACECQA is able (and not able) to publish
- demonstrate ACECQA's compliance with Section 8(1) of the FOI Act

Information ACECQA will publish

ACECQA will publish:

- a) this plan
- b) details of the organisational structure, including an organisational chart, Board and Executive appointments
- c) information about ACECQA's functions, decision making powers and any other powers affecting members of the public
- d) details of statutory appointments relating to ACECQA
- e) operational information including rules, guidelines, practices and precedents that assist to make decisions or recommendations affecting members of the public
- f) details on how comments and submission may be made on policy, and
- g) information that is routinely tabled in parliament/s
- h) information ACECQA routinely gives access to in response to an access request under the FOI Act
- i) information published under section 11C of the FOI Act (the disclosure log)
- j) contact details of an officer (or officers) who can be contacted about access to ACECQA's information or documents under the FOI Act.

As an establishing organisation, ACECQA is in the process of developing a full suite of operational policies and procedures that it may be required to publish under the FOI Act. ACECQA will endeavour to publish materials as soon as practicable after they are developed.

Information ACECQA is not required to publish

The Scheme does not require ACECQA to publish information that is restricted, for example, if a document is exempt under the FOI Act or its publication is prohibited under other legislation.

Format of information and charges

As far as practicable, all information published for the IPS will be made available online in multiple formats on our website. These may include RTF, MSWord, PDF and HTML.

There may be circumstances however where it is not practical for ACECQA to publish information or data to its website. In these circumstances, details will be provided explaining how a person can request access to the information. In making information available in another form, ACECQA may incur costs (including reproduction costs). ACECQA may decide to impose a charge to recoup these publishing costs and where charges do apply, the details will be published on our website.

How we will monitor and review our progress

ACECQA will review this plan after the first year of operation, taking into account:

- Feedback received from the public (including via a feedback mechanism on www.acecqa.gov.au)
- input from internal and external stakeholders
- further guidance and recommendations issued by the [National Education and Care Services Freedom of Information Commissioner](#) (including any determinations)
- emerging best practice

ACECQA will monitor the information published under the IPS to ensure existing published information remains current, accurate and complete and identify any new information to be published

If you think ACECQA is not complying with the IPS

If you think ACECQA is not complying with its obligations under the Scheme, you can write to the FOI Officer in the first instance in one of the following ways:

By email: foi@acecqa.gov.au

By post: FOI Officer
ACECQA
PO BOX A292
Sydney NSW 2000

If you are not satisfied with our response, you can contact the [National Education and Care Services Freedom of Information Commissioner](#) about ACECQA's performance under the IPS. More information can be obtained directly from the website of the National Education and Care Services FOI Commissioner <http://www.necsombudsmanprivacy.edu.au/>