



OFFICE OF THE OFFICIAL SECRETARY TO THE
GOVERNOR-GENERAL



INFORMATION PUBLICATION SCHEME

2018

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1. INTRODUCTION

Part II of the FOI Act establishes the Information Publication Scheme (IPS) for Australian government agencies subject to the Act. The IPS requires agencies to publish a broad range of information on their websites where possible and provides a means for agencies to proactively publish other information.

The Office of the Official Secretary to the Governor-General (OOSGG) is an agency subject to the FOI Act and is required to comply with the IPS requirements.

The OOSGG has prepared and published an Agency Plan as required by sections 8(1) and 8(2)(a) of the FOI Act. The Plan describes how the OOSGG proposes to implement and administer the IPS in respect of its information holdings.

In recognition that public sector information is a national resource managed for public purposes, the OOSGG will continue to build and foster an agency culture that embraces appropriate proactive disclosure of its information holdings.

The OOSGG website (www.gg.gov.au) publishes a range of information for the public. Those seeking access to information under the IPS that is already published on the website will be directed via a link to the relevant section containing the information sought.

2. PURPOSE

The purpose of this agency plan is to:

- assist the OOSGG in planning and developing its contribution to the IPS
- allow public consultation about that contribution
- show what information the agency proposes to publish (referred to as the IPS information holdings), how and to whom the information will be published and how the OOSGG will otherwise comply with the IPS requirements (s 8(1)).

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

3. OBJECTIVES

The OOSGG's objectives are to outline appropriate mechanisms and procedures to:

- manage IPS information holdings
- proactively identify and publish all information required to be published (s 8(2))
- proactively identify and publish any optional information to be published (s 8(4))
- regularly review and ensure that information published under the IPS is accurate, up to date and complete (s 8B)
- ensure that information published under the IPS is easily accessible and usable
- ensure satisfactory conformance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)
- measure the success of the OOSGG's IPS contribution by reference to community feedback and compliance review processes.

4. ESTABLISHING AND ADMINISTERING THE OOSGG'S IPS CONTRIBUTION

The Deputy Official Secretary is designated by the OOSGG as the senior officer responsible for leading the OOSGG's compliance with the IPS.

The OOSGG will publish on its website a list of any IPS documents that are impracticable to publish online. The website will state that a person seeking access to any of these documents may contact the OOSGG to arrange access.

The list of documents will include indicative charges that may be imposed for making that information available and an explanation for the charge. 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).

The OOSGG will arrange for OOSGG IPS documents, which are not available on the OOSGG website, to be made available on request. The OOSGG may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

5. IPS INFORMATION ARCHITECTURE

The OOSGG will publish its IPS information holdings on its website, under the following headings:

- **Agency Plan** (s 8(2)(a))
 - Outlines the strategy and approach for meeting the requirements of the IPS
- **Who we are** (ss 8(2)(b) and 8(2)(d))
 - This will include links to sections of the existing website, the Annual Report, organisation chart and the Agency Enterprise Agreement.
- **What we do** (ss 8(2)(c) and 8(2)(j))
 - This will include links to the sections of the existing website and Annual Report.
- **Our reports and responses to Parliament** (ss 8(2)(e) and 8(2)(h))
 - This will include reports and responses to Parliament, including Annual Reports and senate committee reports.
- **Routinely requested information and disclosure log** (ss 8(2)(g) and 11C)
 - This will include responses to FOI requests and/or other frequently asked questions.
- **Consultation arrangements** (s 8(2)(f))
 - This will include a point of contact for feedback.
- **Contact us** (s 8(2)(i)).
 - This will include relevant contact details for the IPS.

To ensure that the IPS information holdings (and individual IPS documents) are easily accessible, the OOSGG will:

- publish an IPS icon on the homepage of its website, which will link to the IPS section of the website
- design and publish an IPS entry point on its website
- wherever possible, provide online content in a format that can be searched, copied and transformed
- publish a sitemap for its website, to help individuals identify the location of information published under ss 8(2) and 8(4)
- provide a search function for its website
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily accessible.

The OOSGG will make its IPS documents available on the IPS section of the website.

6. OTHER INFORMATION TO BE PUBLISHED

The OOSGG will publish on the IPS section of 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)).

Other information will be published under the following headings:

- **Our priorities** (s 8(4))
 - This will include a links to relevant sections of the existing website and the Annual Report.
- **Our finances** (s 8(4))
 - This will include links to the Financial Statements contained within the Annual Report and the Portfolio Budget Statements.
- **Our lists** (s 8(4))
 - This will include a link to the Senate File List, Agency Contracts and Honours Lists
- **Governor-General's Program**
 - Daily program of official engagements
- **Speeches**
 - Copies of selected official speeches given by the Governor-General.

7. IPS COMPLIANCE REVIEW

The OOSGG will review and revise this agency plan annually to coincide with the OOSGG's strategic planning process.

The OSSGG 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.

The OOSGG will apply the following criteria for measuring its performance:

- *Agency plan*
 - Has the OOSGG published a comprehensive plan for its IPS compliance?
- *Governance and administration*
 - Does the OOSGG have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- *IPS document holdings*
 - Has the OOSGG reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under s 8(4)?
 - Is the OOSGG's IPS entry accurate, up-to-date and complete?
- *IPS information architecture*
 - Does the OOSGG have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- *Agency compliance review*
 - Does the OOSGG have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?

ANNEX A – ACCESS CHARGES

Subject to a limited exception, information published under the IPS will be made available free of charge to the community.

The OOSGG can charge for information under the IPS only where the information cannot be downloaded from a website, and the OOSGG has incurred specific reproduction or incidental costs in giving a person access to that information under the IPS (s 8D(4)). The details of any such charges must be agreed before any charge is imposed.

A charge for IPS access is separate from the charges that can be imposed for processing access requests under the Charges Regulations.