



Information Publication Scheme Agency Plan

Information Publication Scheme Agency Plan	
Owner	Ethics Privacy and Legal Unit Data Governance Group
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Approved by	Chief Executive Officer As required by section 10A of the <i>Freedom of Information Act 1982</i>
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Preface

As a corporate Commonwealth entity, the Australian Institute of Health and Welfare (the Institute) is committed to complying with its obligations under the *Freedom of Information Act 1982* (the FOI Act). This Information Publication Scheme (IPS) Agency Plan (the Plan) is published in accordance with the requirements of subsection 8(1) of the FOI Act.

I, Robert Heferen, Chief Executive Officer and Principal Officer of the Australian Institute of Health and Welfare, establish the Plan in accordance with section 8(1) of the FOI Act. This plan supersedes any previous plan and commences on signing. The Plan may be amended from time to time to ensure continued compliance with the FOI Act.



Robert Heferen
21 December 2022



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1. INTRODUCTION

1.1 Purpose

The purpose of this Information Publication Scheme (IPS) Agency Plan (the Plan) is to:

- comply with section 8 of the FOI Act
- assist the Institute maintain appropriate procedures to proactively disclose information under the FOI Act
- show the information the Institute publishes, how that information is published and how the Institute complies with its IPS requirements.

1.2 Objectives

The objectives of this Plan are to:

- manage the information relevant to the IPS
- identify and publish all required information, including this Plan (section 8(2) of the FOI Act)
- identify and publish any optional information (section 8(4) of the FOI Act)
- review information published under the IPS to ensure it remains accurate, up-to-date and complete (section 8B of the FOI Act)
- strive to ensure that content conforms with the [Web Content Accessibility Guidelines version 2 \(WCAG 2.0\)](#).

1.3 Administering the Information Publication Scheme

The Group Head, Data Governance Group, is the senior executive responsible for leading the Institute's compliance with the IPS. All Senior Executive Officers are accountable for ensuring that the Institute complies with its IPS obligations, supported by the FOI Officer. The FOI Officer is responsible for managing the ongoing administration of the IPS information and for reviewing the Institute's Plan.

SES officers are accountable for ensuring:

- information relevant to their responsibilities is published, including Operational Information
- the accuracy, currency and integrity of published information relevant to their responsibilities.

The Institute is committed to ensuring that the information is accurate at the time of publication. The Institute will be as proactive as possible in publishing both required and optional information.

1.4 Publication

The Institute will publish information to members of the public either on its website, via links on its website, or by providing details of how the information may be obtained.

The [IPS page](#) on the Institute's website is the main page where members of the public can access information made available by the Institute under its Plan.

The Institute's [Disclosure Log](#) (established in compliance with section 11C of the FOI Act) lists the documents released in response to an FOI request. Documents are usually removed after 12 months unless they have ongoing relevance or interest to the public.



The Disclosure Log provides summary information such as the date of access, a summary of the request, a summary of the documents released, and any exemptions applied. The information listed in the Disclosure Log is made available in pdf format and there is no charge for access in that format. The Institute will try to meet all reasonable requests for an alternate format, however charges may apply.

The Institute aims to publish accessible information on its website. If a person does not have access to the Institute's website but seeks a copy of a document on it, the Institute will charge the cost of printing and provide the document, on request. The Institute may also impose charges in circumstances where a request is for a large document(s) or where a document is impracticable to publish online. Any charge imposed will be consistent with the [Freedom of Information \(Charges\) Regulations 2019](#).

1.5 Information architecture

The IPS entries are published via links on the Institute's website. The Institute will publish information about the Institute's functions, decision making and other powers, and operational information. The Institute may publish other information that researchers or the public may find useful.

1.6 Required information

The Institute will publish on its website details about the functions of the Institute, including decision making and other powers affecting members of the public, and operational information required to be published under subsection 8(2) of the FOI Act, including the following information:

- this Agency plan (subsection 8(2)(a))
- information about the Institute, which includes:
 - our organisational chart (subsection 8(2)(b))
 - our Board (subsection 8(2)(d))
 - our Ethics Committee (subsection 82(d))
- the Institute's role and purpose (subsections 8(2)(c) and (j))
- consultation arrangements (subsection 8(2)(f))
- corporate reports, including annual reports, corporate plan, budget statements and reports provided to Parliament (subsection 8(2)(e))
- documents released in response to FOI requests (Disclosure Log) (subsection 8(2)(g))
- Senate order listings (subsection 8(2)(h))
- how to contact or connect with the Institute (subsection 8(2)(i)).

The Institute also publishes a range of information on its website in the form of publications, data tables, metadata, audio and visual material.

The Institute aims to publish information consistently with the objects of the FOI Act. The Institute's publication practices are balanced against other legal obligations, including requirements of the *Privacy Act 1988*, the *Australian Institute of Health and Welfare Act 1987*, and the terms of agreements with partner policy agencies.



1.7 Review

The Institute will review and revise this Plan, and the information published under it, annually.

The Institute's objective is to ensure transparency with the public in its processes. Comments made by the public in relation to this IPS Plan will be considered as appropriate.

As part of the annual review, the Institute will audit:

- information that is required to be published (subsection 8(2) of the FOI Act)
- information that may be published (subsection 8(4) of the FOI Act)
- information that is made available to the public otherwise than by publication (subsection 8A(2) of the FOI Act).

The result of the audit will be used to guide any future amendments to this Plan.

Feedback on this Plan can be sent to the Institute at foi@aihw.gov.au.



2. GLOSSARY

Acronym/Abbreviation	Description
CEO	means the Chief Executive Officer of the Australian Institute of Health and Welfare
FOI	Freedom of Information
FOI Act	means the <i>Freedom of Information Act 1982</i>
Freedom of Information Officer	means each person authorised, under subsection 23(1) of the FOI Act, to make decisions under the FOI Act on behalf of the Institute.
Institute	means the Australian Institute of Health and Welfare, a corporate Commonwealth entity established by the <i>Australian Institute of Health and Welfare Act 1987</i>
IPS	Information Publication Scheme
Principal Officer	means the Chief Executive Officer, being the Agency Head under subsection 4(b)(ii) of the FOI Act
Plan	means this Information Publication Scheme Agency Plan
Operational Information	has the same meaning as in section 8A of the FOI Act.



3. KEY LEGISLATION AND POLICY

The following documents directly relate to these procedures and must be reviewed in context to this document:

Australian Government Federal Register of Legislation:

- *Australian Institute of Health and Welfare Act 1987*
<https://www.legislation.gov.au/Details/C2018C00474>
- *Freedom of Information Act 1982*
[<https://www.legislation.gov.au/Details/C2018C00016>]
- *Privacy Act 1988*
<https://www.legislation.gov.au/Details/C2014C00076>



4. REVISION HISTORY

Revisions to this policy are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
1	December 2022	All	This new policy document format and revised plan replaces the plan that was previously available as text on the Institute's website.

