



OFFICE OF THE OFFICIAL SECRETARY TO THE  
GOVERNOR-GENERAL



# INFORMATION PUBLICATION SCHEME

Agency Plan

June 2024

Review June 2026

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## INTRODUCTION

### Policy Details

#### Policy owner

This policy is owned and updated by Executive branch.

#### Release and review history

Version	Approved by	Description	Date
1.0	-	Original	2018
1.1	Deputy Official Secretary – Jeff Barnes	Review and update	June 2024

## Purpose

The purpose of this agency plan is to support the Office of the Official Secretary to the Governor-General (the Office) in complying with the Information Publication Scheme and to promote access to our information through prompt publication of relevant, complete and accurate information.

## Legislation and standards/principles

The Office of the Official Secretary to the Governor-General is subject to the [Freedom of Information Act 1982](#) (FOI Act) and must comply with the requirements relating to the information Publication Scheme (IPS). This IPS agency plan has been prepared under subsection 8(1) of the FOI Act.

## Monitoring and review

This policy will be reviewed biennially or as required to reflect changes in the broader Australian Government legislative and regulatory environment, best practices standards, and to ensure currency and relevancy to the business of the Office.

## Summary

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 (the Office) 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 Office 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 Office will continue to build and foster an agency culture that embraces appropriate proactive disclosure of its information holdings.

The Governor-General of the Commonwealth of Australia website ([www.gg.gov.au](http://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.

# OBJECTIVES

The Office'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); and
- measure the success of the Office’s IPS contribution by reference to community feedback and compliance review processes.

## Administering our IPS Agency Plan

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

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

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

## Structure of our IPS

We publish information on our website in accordance with this plan. A direct link to our IPS is included on the homepage ([www.gg.gov.au](http://www.gg.gov.au)).

Our homepage provides menu options that will take you to information about the Governor-General, information about the Australian Honours and Awards system, and information about the Office and what we do. The search function on our homepage assists in locating specific information on the website.

The Office will make its IPS documents available on the IPS section of the website. To ensure that the IPS information holdings (and individual IPS documents) are easily accessible, the Office will:

- include 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
- respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily accessible.

## Information required to be published under the IPS

The Office will publish its IPS information holdings on its website ([www.gg.gov.au](http://www.gg.gov.au)), under the following headings (s 8(2)):

### **Agency Plan** (s 8(1) and s 8(2)(a))

Outlines the strategy and approach for meeting the requirements of the IPS.

### **Who we are** (s 8(2)(b) and s 8(2)(d))

Includes links to sections of the existing website, the Annual Report, organisation chart and the Agency Enterprise Agreement.

### **What we do** (s 8(2)(c) and s 8(2)(j))

Includes links to sections of the existing website describing the role of the Governor-General, the role of the Office, and the Australian Honours and Awards system.

### **Our reports and responses to Parliament** (s 8(2)(e) and s 8(2)(h))

Our Annual Reports and responses to Parliament including senate committee reports.

### **Routinely requested information and disclosure log** (s 8(2)(g) and s 11C)

FOI Disclosure Log and responses to frequently asked questions.

### **Contact us** (s 8(2)(f) and s 8(2)(i))

A point of contact to submit FOI and IPS requests and/or to provide feedback on the IPS.

## Other information to be published

In addition to the information published under s 8(2), the Office will publish other information that it holds on its website ([www.gg.gov.au](http://www.gg.gov.au)), taking into account the objectives of the FOI Act (s 8(4)). This information will be published under the following headings:

### **Our priorities** (s 8(4))

Links to relevant sections of the existing website and the Annual Report.

### **Our finances** (s 8(4))

Links to the Financial Statements contained within the Annual Report and the Portfolio Budget Statements.

### **Our lists** (s 8(4))

Links to the Senate File Lists, 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.

## IPS compliance review

The Office will review and revise this agency plan biennially. The Office will review the operation of its IPS from time to time and at least every five years, in accordance with guidance issued by the Information Commissioner (s 8F).

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

### **Agency plan:**

Has the Office published a comprehensive plan for its IPS compliance?

### **Governance and administration**

Does the Office have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?

### **IPS document holdings**

Has the Office 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 Office's IPS entry accurate, up-to-date and complete?

### **IPS information architecture**

Does the Office 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 Office have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?

## Access charges

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

The Office can charge for information under the IPS only where the information cannot be downloaded from a website, and the Office 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.