



**Australian Government**

**Department of Health, Disability and Ageing**

# **Information Publication Scheme**

Agency Plan 2026-2029

# Introduction

The Department of Health, Disability and Ageing (the department) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. This Information Publication Scheme Agency Plan (Agency Plan) describes how the department proposes to do this, as required by section 8(1) of the FOI Act.

The IPS requires Australian Government agencies publish a broad range of information on their website and authorises agencies to proactively publish other information.

This Agency Plan sets out how the department will publish and manage information under the IPS and facilitate public consultation about that contribution.

## Purpose

The purpose of the Agency Plan is to:

- assist the department in planning and administering its IPS entry.
- explain which information the agency proposes to publish, how and to whom the information will be published; and
- describe how the department will otherwise comply with the IPS requirements set out in subsection 8(1) of the FOI Act.

## Objectives

The department's IPS objectives are to:

- ensure proper management of the IPS
- proactively identify and publish all information as required by subsection 8(2) of the FOI Act
- proactively identify and publish any other information as required by subsection 8(4) of the FOI Act
- review information published under the IPS to ensure it is accurate, complete and up-to-date consistent with section 8B of the FOI Act
- ensure online content conforms with Government's Web Content Accessibility Guidelines (Version 2) (WCAG 2.2), and
- develop a mechanism to measure the success of the department's IPS.

# Administering the IPS

The following individuals and business areas are responsible for administering the IPS:

## Senior Executive Officers

All Senior Executive Officers (SES officers) in the department are accountable for ensuring that the department complies with its IPS obligations. They are supported by the Freedom of Information (FOI) Section within Legal Division, which administers the IPS for the department.

SES officers are responsible for ensuring:

- information required to be published is published as part of the data holdings (including operational information).
- the accuracy, currency and integrity of published information relevant to their responsibilities
- appropriate resources are dedicated to complying with the department's IPS obligations.

## Legal Division

Legal Division's FOI Section is responsible for:

- ensuring all SES officers are aware of their IPS responsibilities
- supporting officers to meet their IPS obligations, including IPS compliance reporting
- reviewing and updating the Agency Plan from time to time and at a minimum by 31 December 2029.

## People, Communication and Parliamentary Division

People, Communication and Parliamentary Division's Web Services section is responsible for:

- ensuring that all material published on the department's website is, as far as possible, accessible and conforms with Web Content Accessibility Guidelines (Version 2) (WCAG 2.2)
- maintaining the IPS web page
- assisting the FOI Section and Therapeutic Goods Administration (TGA) to update and maintain the department's FOI disclosure logs.

## Publication and information architecture

The department will maintain an IPS web page on its website that directs members of the public to IPS information and artefacts.

The department will publish and update information about its functions, decision making powers and operational information including rules, guidelines, practices, and precedents that assist it to make decisions or recommendations affecting the public.

The department's IPS includes the following information:

- The Agency Plan
- Who we are
- What we do
- Our organisational chart
- Our consultation and engagement arrangements
- Our corporate reports, including our annual reports, corporate plans and budget statements
- Our Senate Order listings
- Our reporting on grants
- How to contact the FOI Section
- The department's FOI disclosure log.

## Therapeutic Goods Administration (TGA) IPS

The TGA, which is part of the department, maintains a separate TGA website and IPS.

In addition to the department's IPS web page, the TGA's IPS web page includes the following information:

- About the TGA
- TGA structure
- TGA consultation and reviews
- TGA publications, guidelines and forms
- Legislation and legislative instruments
- Information the TGA provides to Parliament
- How to contact the TGA FOI Section
- TGA FOI disclosure log.

## Charges

The department may impose a charge in circumstances where a request for a document(s) is voluminous or where a document is impracticable to publish online. Any charge imposed will be consistent with the *Freedom of Information (Charges) Regulations 2019* which will represent the lowest reasonable cost of reimbursing the department for specific reproduction costs or other specific incidental costs.

The department encourages persons to print copies of required documents, if available for download on its website.

## Access charges for documents not available on the website

Format	Charge
Copy (other than a photocopy)	\$4.40 per page
Photocopy	10¢ per page
Document produced using a computer or other equipment readily available to retrieve stored information or a copy of a document in the form of a computer take or disk	An amount not exceeding the actual costs incurred in producing the document
Document requested to be delivered by post	An amount not exceeding the actual costs incurred for the delivery of the document

## Compliance review

The department will review the Agency Plan as appropriate from time to time (at a maximum within 5 years) having regard to any updated guidelines issued by the Information Commissioner under section 93A of the FOI Act).

The department endeavours to publish information consistently with the objects of the FOI Act.

Our publication practices are balanced against other legal obligations on the department, including with respect to confidential commercial information and personal information. Feedback on the Agency Plan can be forwarded to [foi@health.gov.au](mailto:foi@health.gov.au).