



Australian Government

Department of Health

Information Publication Scheme

Agency Plan 2021-2025



Introduction

The Department of Health (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 (the Plan) describes how the Department proposes to do this, as required by subsection 8(1) of the FOI Act.

The Plan describes how the Department implements and administers its IPS entry in respect of its holdings by addressing:

- administration of the Department's IPS and its review compliance
- information architecture
- information required to be published
- other information to be published

The Department will continue to build and foster a culture in which proactive disclosure of its information holdings is embraced. This recognises that public sector information is a national resource managed for public purposes.

Purpose

The purpose of this plan is to:

- assist the Department in planning and developing its contribution to the IPS
- show what information the agency proposes to publish, how and to whom the information will be published and 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 its IPS entry
- 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 remains complete, accurate and up-to-date as required by section 8B
- ensure online content conforms with Government's Web Content Accessibility Guidelines (Version 2) (WCAG 2.1)
- develop a mechanism to measure the success of the Department's IPS

Administering the Department's IPS

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 Unit, which administers the IPS within 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 & Assurance

The Freedom of Information Unit is responsible for:

- ensuring all SES officers are aware of their IPS responsibilities
- supporting officers in meeting their IPS obligations including IPS compliance reporting
- reviewing and updating this Plan as necessary and at a minimum by the end of 2025.

People, Communication & Parliamentary

The Communication & Change Branch is responsible for ensuring all material published to the Department's website is, as far as possible, accessible and conforms with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.1).

Publication

The Freedom of Information page on the Department's website, is the main portal through which members of the public can directly access information available under the Department's IPS.

The Therapeutic Goods Administration (TGA), which is a part of the Department, maintains its own website, which has direct links to the Health website on FOI requests.

The [Disclosure Log](#)¹ provides access² to documents disclosed by the Department pursuant to an FOI request. The publication of this information is in accordance with section 11C of the FOI Act.

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](#)³ 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 the Health 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

¹ <https://www.health.gov.au/resources/foi-disclosure-log>

² access means the document/s are either available on the website, or through contact information provided on the website

³ <https://www.legislation.gov.au/Details/F2019L00348>

Information architecture

The IPS entries are published via links on the Homepage of the Department's [website](#)⁴. The Department will publish information about Health's functions, decision making powers and operational information including rules, guidelines, practices, and precedents that assist the Department to make decisions or recommendations affecting the public.

Required information

The Department publishes information about Health's functions, decision making powers and operational information including rules, guidelines, practices, and precedents that assist the Department to make decisions or recommendations affecting the public.

The Department's IPS structure is as follows:

IPS Agency Plan

Who we are which includes our ***operational plan***

What we do

Consultation arrangements

Corporate reports including annual reports, corporate plan and budget statements

Senate order listings

The reporting we do on grants

How to contact us

Compliance review

The Department will review and revise this Plan as appropriate and at a minimum by the end of 2025 having regard to relevant 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 IPS Plan can be forwarded to foi@health.gov.au

⁴ <https://www.health.gov.au/about-us/corporate-reporting/information-publication-scheme-ips>