



Australian Government

Office of the Australian Information Commissioner

Information Publication Scheme

Survey of Australian Government Agencies: Appendix G — Composition of Risk Mitigation Index



Agency Operation Review Index

q8. Since the 2018 Survey, has your agency completed a review of the operation of the IPS in your agency in conjunction with the Information Commissioner?	Yes = 2, No = 0
q10a. Did the review cover the following key element of IPS compliance set out in Part 13 of the FOI Guidelines [paragraph 13.165]: Agency IPS plan	Yes = 2, No = 0
q10b. Did the review cover the following element of IPS compliance set out in Part 13 of the FOI Guidelines [paragraph 13.165]: Governance and administration	Yes = 2, No = 0
q10c. Did the review cover the following five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? IPS document holdings	Yes = 2, No = 0
q10d. Did the review cover the following key element of IPS compliance set out in Part 13 of the FOI Guidelines [paragraph 13.165]: Structure of the IPS	Yes = 2, No = 0
q10e. Did the review cover the following key element of IPS compliance set out in Part 13 of the FOI Guidelines [paragraph 13.165]: Agency compliance review	Yes = 2, No = 0
q12. Does your agency's website provide information about how to make a complaint about your agency's IPS?	Yes = 2, No = 0

Agency IPS Plan Index

q23. Does your agency have a published Agency IPS Plan on its website?	Yes = 2, No = 0
q25. Does your Agency IPS Plan use the five standard recommended headings as specified above, and in the FOI Guidelines [13.31]?	Yes – All = 2, Yes – Some = 1, No – we do not use any of the five standard headings = 0
q28a. Does your Agency IPS Plan specify/address: the senior executive officer currently responsible for leading the agency's work on IPS compliance?	Yes = 2, No = 0
q28b. Does your Agency IPS Plan specify/address: the resources allocated to establishing and administering the agency's IPS entry?	Yes = 2, No = 0
q28c. Does your Agency IPS Plan specify/address: the process for identifying operational information required under s 8(2)?	Yes = 2, No = 0
q28d. Does your Agency IPS Plan specify/address: the process for identifying additional ('other') information under s 8(4)?	Yes = 2, No = 0
q28e. Does your Agency IPS Plan specify/address: the process for revising the IPS entry?	Yes = 2, No = 0
q28f. Does your Agency IPS Plan specify/address: the measures being taken to ensure that the agency's IPS entry is accurate, up-to-date and complete?	Yes = 2, No = 0
q28g. Does your Agency IPS Plan specify/address: the measures (if any) being taken to improve the agency's information asset management framework to support its IPS compliance?	Yes = 2, No = 0, Not applicable = not included
q28h. Does your Agency IPS Plan specify/address: whether the agency has developed an internal IPS information register (see [13.40] - [13.45])	Yes = 2, No = 0
q28i. Does your Agency IPS Plan specify/address: details of access charges (if any) imposed for accessing information published under the IPS as well as how charges will be calculated (see [13.158 - 13.160])	Yes = 2, No = 0

Agency IPS Plan Index

q29. When was your Agency IPS Plan last updated?	Date provided = 2, We have not updated our Agency IPS Plan since it was first published = 0
q30. Do you have a timetable for formally reviewing your Agency IPS Plan? The OAIC encourages agencies to undertake more regular reviews, preferably annually [13.163 Part 13 of the FOI Guidelines]	Yes = 2, No = 0
q32. Has your agency reviewed the most recent changes to Part 13 of the FOI Guidelines published in August 2023? Part 13 of the FOI Guidelines]	Yes = 2, No, but was aware of these changes = 0, No but as not aware of these changes = 0

IPS Governance and Administration Index

q34. Does your agency have a senior executive officer with responsibility for leading the agency's work on IPS compliance?	Yes = 2, No = 0
q37. Does your agency have a formal IPS governance structure? (e.g. Steering Committee, Working Group or other body with direct oversight of the IPS)	Yes = 2, No = 0
q42a. Are policies and/or procedures in place to: identify and prepare documents for IPS publication?	Yes = 2, No = 0
q42b. Are policies and/or procedures in place to: publish IPS documents?	Yes = 2, No = 0
q44. Has responsibility for the management or coordination of staff training and awareness of IPS obligations been assigned to a team/area within your agency?	Yes = 2, No = 0
q46. Does your induction training for new staff include information on the IPS?	Yes = 2, No = 0
q47. Does your agency provide staff with other specific training on IPS obligations?	Yes = 2, No = 0

IPS Entry Index

q51a. Does your agency publish on its website details of: Its organisational structure?	Yes = 2, No = 0
q51b. Does your agency publish on its website details of: The agency's functions and decision making powers?	Yes = 2, No = 0
q51c. Does your agency publish on its website details of: Appointments of agency officers made under Acts (other than APS employees within the meaning of the Public Service Act 1999)?	Yes = 2, No = 0
q51d. Does your agency publish on its website details of: Annual reports prepared by the agency for Parliament?	Yes = 2, No = 0
q51e. Does your agency publish on its website details of: Consultation arrangements for members of the public to comment on specific policy proposals for which the agency is responsible?	Yes = 2, No = 0
q51f. Does your agency publish on its website details of: Information in documents to which the agency routinely gives access in response to requests under Part III of the FOI Act - s 8(2)(g)?	Yes = 2, No = 0
q51g. Does your agency publish on its website details of: Information released in response to FOI access requests via an Agency Disclosure Log - s 11c	Yes = 2, No = 0
q51h. Does your agency publish on its website details of: Information held by the agency that it routinely provides to the Parliament in response to requests and orders from the Parliament?	Yes = 2, No = 0
q51i. Does your agency publish on its website details of: Contact details for FOI information or documents?	Yes = 2, No = 0
q51j. Does your agency publish on its website details of: Operational information - rules, policies, principles and procedures that agencies apply in making decisions or recommendations that affect members of the public?	Yes = 2, No = 0
q52. Does your agency have a mechanism (e.g., process, procedure and/or policy) for identifying 'other' information that can be published under the IPS?	Yes = 2, No = 0
q57. Does your agency provide guidance and information to its staff about how to identify what 'other information can be published under the IPS as outlined in s 8(4) of the FOI Act and Part 13 of the Guidelines?	Yes =2, No=0

IPS Entry Index

q61. Does your agency record decisions not to publish information recorded in your agency's IPS information register?	Yes = 2, No = 0
q62. Does your agency have a policy that specifies or covers its approach to charging for access to information under the IPS?	Yes = 2, No = 0
q63. Does your agency charge for information required (s 8(2)) or permitted (s 8(4)) to be published under the IPS?	Yes – Required only = 0, Yes – Permitted only = 0, Yes – both = 0, No = 2
q64. Does your agency use the FOI Charges Regulations for calculating and imposing a charge for access under the IPS?	Yes = 2, No = 0
q65. Is the charge for providing access to information (e.g., requests for data and/ or statistics) that cannot be downloaded from a website?	Yes = 2, No = 0
q66. Is the charge for reimbursing the agency for specific reproduction (or other incidental) costs associated with giving access?	Yes = 2, No = 0
q67. Are details of these charges published on your agency's website?	Yes = 2, No = 0
q78. Does your agency maintain an IPS information register(s)?	Yes = 2, No = 0

Structure of the IPS Index

q69a. Does your agency publish IPS information under the following standard headings: Agency Plan - s 8(2)(a)?	Yes = 2, No = 0
q69b. Does your agency publish IPS information under the following standard headings: Who we are - s 8(2)(b) and 8(2)(d)?	Yes = 2, No = 0
q69c. Does your agency publish IPS information under the following standard headings: What we do - s 8(2)(i) and 8(2)(j)?	Yes = 2, No = 0
q69d. Does your agency publish IPS information under the following standard headings: Our reports and responses to Parliament - s 8(2)(e) and 8(2)(h)?	Yes = 2, No = 0

Structure of the IPS Index

q69e. Does your agency publish IPS information under the following standard headings: Routinely requested information and disclosure log - s 8(2)(g)?	Yes = 2, No = 0
q69f. Does your agency publish IPS information under the following standard headings: Consultation arrangements - s 8(2)(f)?	Yes = 2, No = 0
q69g. Does your agency publish IPS information under the following standard headings: Our Priorities - s 8(4)?	Yes = 2, No = 0
q69h. Does your agency publish IPS information under the following standard headings: Our finances - s 8(4)?	Yes = 2, No = 0
q69i. Does your agency publish IPS information under the following standard headings: Our lists - s 8(4)?	Yes = 2, No = 0
q69j. Does your agency publish IPS information under the following standard headings: Contact us - s 8(2)(i)?	Yes = 2, No = 0
q71a. Does your agency website have: A search function that can access information published within an agency's IPS entry? information published within an agency's IPS entry?	Yes = 2, No = 0
q71b. Does your agency website have: A mechanism in place to gather feedback from the community regarding whether IPS entries are easily discoverable and understandable?	Yes = 2, No = 0
q71c. Does your agency website have: An alert service that can notify subscribers of new publications under the IPS or other developments in relation to the IPS?	Yes = 2, No = 0
q71d. Does your agency website have: The OAIC IPS Icon visible on the homepage of your agency's website?	Yes = 2, No = 0
q73. Are some, most or all of the documents published by your agency under the IPS in a format (or multiple formats) that conform with WCAG 2.0 requirements?	All documents = 2, Most documents = 1, Some documents = 0.5, No documents = 0