

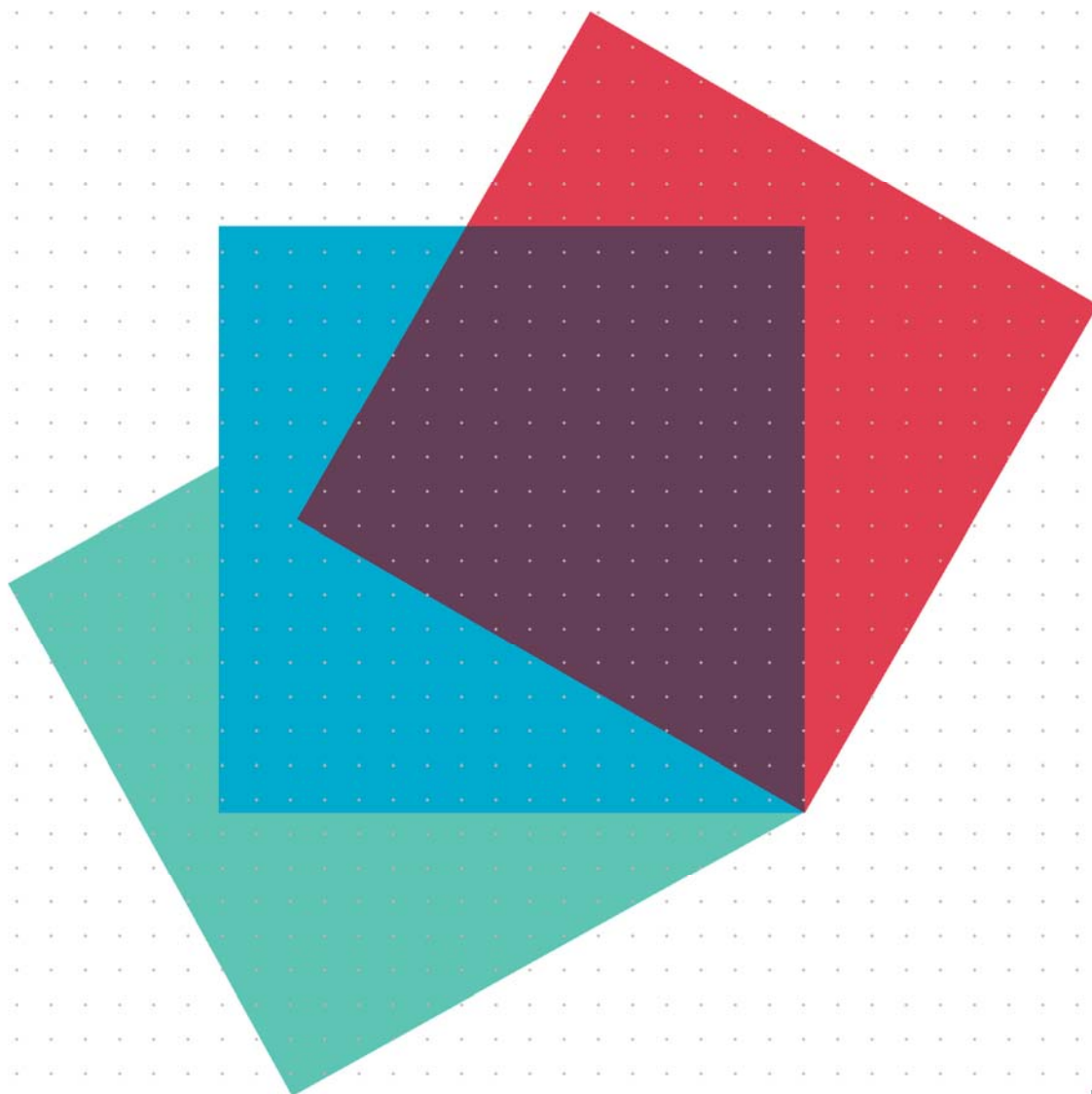


Australian Government
**Office of the Australian
Information Commissioner**

Information Publication Scheme

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

oaic.gov.au



OAIC

Agency Operation Review Index

q8. 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 five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? Yes = 2, No = 0

Agency plan

q10b. Did the review cover the following five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? Yes = 2, No = 0

Governance and administration

q10c. Did the review cover the following five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? Yes = 2, No = 0

IPS document holdings

q10d. Did the review cover the following five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? Yes = 2, No = 0

IPS information architecture

q10e. Did the review cover the following five key elements of IPS compliance set out in Part 13 of the FOI Guidelines? Yes = 2, No = 0

Agency compliance review

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

q17. Has your agency published an Agency IPS Plan? Yes = 2, No = 0

q19. Does your Agency IPS Plan use the five standard recommended headings as specified in the FOI Guidelines? Yes – All = 2, Yes – Some = 1, No – we do not use any of the five standard headings = 0

q21a. 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

Agency IPS Plan Index

q21b. Does your Agency IPS Plan specify/address: the resources allocated to establishing and administering the agency's IPS entry?	Yes = 2, No = 0
q21c. Does your Agency IPS Plan specify/address: the process for identifying operational information required under s 8(2)?	Yes = 2, No = 0
q21d. Does your Agency IPS Plan specify/address: the process for identifying additional information under s 8(4)?	Yes = 2, No = 0
q21e. Does your Agency IPS Plan specify/address: the process for revising the IPS entry?	Yes = 2, No = 0
q21f. 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
q21g. 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
q21h. Does your Agency IPS Plan specify/address: whether the agency has developed an internal IPS information register (see [13.20])?	Yes = 2, No = 0
q21i. 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 [13.126])?	Yes = 2, No = 0
q22. 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
q23. Do you have a timetable for formally reviewing your Agency IPS Plan?	Yes = 2, No = 0

IPS Governance and Administration Index

q26. Has your agency appointed a senior executive officer with responsibility for leading the agency's work on IPS compliance?	Yes = 2, No = 0
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IPS Governance and Administration Index

q29. 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
q32a. Are policies and/or procedures in place to: identify and prepare documents for IPS publication?	Yes = 2, No = 0
q32b. Are policies and/or procedures in place to: publish IPS documents?	Yes = 2, No = 0
q34. Has responsibility for the management or coordination of staff training and awareness of IPS obligations within the agency been assigned?	Yes = 2, No = 0
q36. Does your induction training for new staff include information on the IPS?	Yes = 2, No = 0
q37. Does your agency provide staff with other specific training on IPS obligations?	Yes = 2, No = 0

IPS Entry Index

q41a. Does your agency publish on its website details of: Its organisational structure?	Yes = 2, No = 0
q41b. Does your agency publish on its website details of: The agency's functions and decision making powers?	Yes = 2, No = 0
q41c. 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 <i>Public Service Act 1999</i>)?	Yes = 2, No = 0
q41d. Does your agency publish on its website details of: Annual reports prepared by the agency for Parliament?	Yes = 2, No = 0
q41e. 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
q41f. 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

IPS Entry Index

q41g. 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
q41h. 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
q41i. Does your agency publish on its website details of: Contact details for FOI information or documents?	Yes = 2, No = 0
q41j. Does your agency publish on its website details of: Operational information - the rules, policies, principles and procedures that agencies apply in making decisions or recommendations that affect members of the public (as defined in s 8A of the FOI Act)?	Yes = 2, No = 0
q42. Does your agency have a mechanism for identifying other information that can be published under the IPS?	Yes = 2, No = 0
q43. Does your agency publish other information under the IPS?	Yes = 2, No = 0
q62. Does your agency maintain an IPS information register(s)?	Yes = 2, No = 0
q47. Does your agency record decisions not to publish information recorded in your agency's IPS information register?	Yes = 2, No = 0
q48. 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
q49. 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
q50. Does your agency use the FOI Charges Regulations for calculating and imposing a charge for access under the IPS	Yes = 2, No = 0
q51. Is the charge for providing access to information that cannot be downloaded from a website?	Yes = 2, No = 0
q52. Is the charge for reimbursing the agency for specific reproduction (or other incidental) costs associated with giving access?	Yes = 2, No = 0

IPS Entry Index

q53. Are details of these charges published on your agency's website? Yes = 2, No = 0

IPS Information Architecture Index

q55a. Does your agency publish IPS information under the following standard headings: Agency Plan - s 8(2)(a) Yes = 2, No = 0

q55b. Does your agency publish IPS information under the following standard headings: Who we are - ss 8(2)(b) and 8(2)(d) Yes = 2, No = 0

q55c. Does your agency publish IPS information under the following standard headings: What we do - ss 8(2)(c) and 8(2)(j) Yes = 2, No = 0

q55d. Does your agency publish IPS information under the following standard headings: Our reports and responses to Parliament - ss 8(2)(e) and 8(2)(h) Yes = 2, No = 0

q55e. Does your agency publish IPS information under the following standard headings: Routinely requested information and disclosure log - ss 8(2)(g) Yes = 2, No = 0

q55f. Does your agency publish IPS information under the following standard headings: Consultation arrangements - s 8(2)(f) Yes = 2, No = 0

q55g. Does your agency publish IPS information under the following standard headings: Our priorities - s 8(4) Yes = 2, No = 0

q55h. Does your agency publish IPS information under the following standard headings: Our finances - s 8(4) Yes = 2, No = 0

q55i. Does your agency publish IPS information under the following standard headings: Our lists - s 8(4) Yes = 2, No = 0

q55j. Does your agency publish IPS information under the following standard headings: Contact Us - s 8(2)(i) Yes = 2, No = 0

q57a. Does your agency website have: A search function that can access information published within an agency's IPS entry? Yes = 2, No = 0

IPS Information Architecture Index

q57b. 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

q57c. 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

q57d. Does your agency website have: The OAIC IPS Icon visible on the homepage of your agency's website? Yes = 2, No = 0

q58. 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