ID	Agency ID
q1$	q1$. What is the name of your agency?
Duplicate	Duplicate from a parent agency?
ParentID	Parent Agency ID
Duplicated_notes$	Duplicated_notes$
submittedTime	submittedTime
q2	q2. What is your agency's portfolio?
q3_1$	q3_1$. Name of the Contact Officer completing this survey (i.e, the IPS review):
q3_2$	q3_2$. Contact phone number:
q3_3$	q3_3$. Contact email address:
q4_1	q4_1. How many staff were employed by your agency at 30 June 2023:
q4_2	q4_2. How many staff were employed by your agency at 20 September 2023:
q5a	q5a. Total number of Personal FOI requests received by your agency during the 2022-2023 financial year
q5b	q5b. Total number of Other FOI requests received by your agency during the 2022-2023 financial year
q5c	q5c. Total number of FOI requests received by your agency during the 2022-2023 financial year
q6ai	q6ai. Number of FOI staff who spend more than 75% of their time on FOI work
q6aii	q6aii. Number of staff who spend between 0% and 75% of their time on FOI work
q6bi	q6bi. Number of FOI staff who spend more than 75% of their time on IPS work
q6bii	q6biii. Number of staff who spend between 0% and 75% of their time on IPS work
q7	q7. Have there been any changes to your agency's structure after 30 June 2022 that have impacted on your agency's processing of FOI requests or total FOI expenditure?
q7_1$	q7_1$. Have there been any changes to your agency's structure after 30 June 2022 that have impacted on your agency's processing of FOI requests or total FOI expenditure? - Yes:
q8	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?
q9_date	q9_date. When was the review completed?
q10a	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
q10b	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
q10c	q10c. Did the review cover the following key element of IPS compliance set out in Part 13 of the FOI Guidelines [paragraph 13.165]: IPS document holdings
q10d	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

q10e	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
q11$	q11$. Please briefly describe the outcomes of this review (including key findings and any recommendations) and, if available, upload relevant documents relating to the review.
q12	q12. Does your agency's website provide information about how to make a complaint about your agency's IPS?
q13_1$	q13_1$. Please provide a link to this information on your website:
q13_2$	q13_2$. Please include the text provided on your website
q14	q14. How many complaints about your agency's IPS did your agency receive in 2022-23?
q14$	q14$. How many complaints about your agency's IPS did your agency receive in 2022-23?
q14_2	q14_2. No IPS complaints were received over this period
q14_3	q14_3. Information on the number of IPS complaints received is not available / not recorded
q15	q15. Does your agency have any methods in place to collect feedback about your IPS practices?
q16	q16. Which of the following measures does your agency use to collect feedback about your IPS practices?
q16_4$	q16_4$. Which of the following measures does your agency use to collect feedback about your IPS practices? - Other
q17	q17. Will you develop methods to measure feedback about your IPS practices in 2023-24?
q18	q18. Have you been able to identify good practices being used by other agencies to support the goals of the IPS?
q19$	q19$. Please provide examples of the good practices being used by other agencies to support the goals of the IPS.
q20$	q20$. If you have any further comments about your agency's review of the operation of the IPS, please provide them here.
q21	q21. Does your agency have an Officer(s) who participate in ICON?
q22	q22. Which of the following best describes the area of your agency that the ICON officer is located?
q22_6$	q22_6$. Which of the following best describes the area of your agency that the ICON officer is located? - Other
q23	q23. Does your agency have a published Agency IPS Plan on its website?
q23_1$	q23_1$. Does your agency have a published Agency IPS Plan on its website? - Yes
q24$	q24$. Why does your agency not have a published Agency IPS Plan on its website?
q25	q25. Does your Agency IPS Plan use the five standard recommended headings as specified above, and in the FOI Guidelines [13.31]?
q26$	q26$. Which of these headings does your agency use and why?
q27$	q27$. Why does your agency not use these headings?
q28a	q28a. Does your Agency IPS Plan specify/address: the senior executive officer currently responsible for leading the agency's work on IPS compliance?
q28b	q28b. Does your Agency IPS Plan specify/address: the resources allocated to establishing and administering the agency's IPS entry?
q28c	q28c. Does your Agency IPS Plan specify/address: the process for identifying operational information required under s 8(2)?
q28d	q28d. Does your Agency IPS Plan specify/address: the process for identifying additional ('other') information under s 8(4)?

q28e	q28e. Does your Agency IPS Plan specify/address: the process for revising the IPS entry?
q28f	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?
q28g	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?
q28h	q28h. Does your Agency IPS Plan specify/address: whether the agency has developed an internal IPS information register (see [13.40] - [13.45])
q28i	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])
q29.1_date$	q29.1_date$. When was your Agency IPS Plan last updated? (see [13.27] - [13.30] of the FOI Guidelines)
q29.1_DK	When was your Agency IPS Plan last updated? - Don't know
q29.2	q29.2. We have not updated our Agency IPS Plan since it was first published
q29.2_date$	q29.2_date$. Please specify the date your Agency IPS Plan was first published:
q29.1_month	q29.1_month. When was your Agency IPS Plan last updated? - Month
q29.1_year	q29.1_year. When was your Agency IPS Plan last updated? - Year
q29.2_month	q29.2_month. Date your Agency IPS Plan was first published - Month
q29.2_year	q29.2_year. Date your Agency IPS Plan was first published - Year
q30	q30. Do you have a timetable for formally reviewing your Agency IPS Plan? The OAIC encourages agencies to undertake more regular reviews, preferably annually [13.163 Part 13 of the FOI Guidelines]
q31	q31. If you have a timetable, how often is a formal review of the Agency IPS Plan scheduled to be undertaken?
q31_2$	q31_2$. If you have a timetable, how often is a formal review of the Agency IPS Plan scheduled to be undertaken? - On a regular basis but less often than every 12 months
q32	q32. Has your agency reviewed the most recent changes to Part 13 of the FOI Guidelines published in August 2023? Part 13 of the FOI Guidelines
q33$	q33$. If you have any further comments about the legislative requirement to publish and prepare an Agency IPS Plan or feedback about the structure and contents guidance provided in the FOI Guidelines, please provide them here.
q34	q34. Does your agency have a senior executive officer with responsibility for leading the agency's work on IPS compliance?
q35_1$	q35_1$. What is the senior executive officer's name:
q35_2$	q35_2$. What is the senior executive officer's position/role:
q35_3$	q35_3$. What is the senior executive officer's work area:
q36$	q36$. Why has your agency not appointed a senior executive officer with responsibility for leading the agency's work on IPS compliance?
q37	q37. Does your agency have a formal IPS governance structure? (e.g. Steering Committee, Working Group or other body with direct oversight of the IPS)
q38.1	Steering Committee
q38.2	Working Group
q38.3	Other
q38_3$	q38_3$. What type(s) of formal IPS governance structure(s) does your agency have? - Other
q39$	q39$. Why does your agency not have a formal IPS governance structure?
q40	q40. Where does the work function for the IPS sit within your agency (i.e., who completes the bulk of the work)?

q40_5$	q40_5$. Where does the work function for the IPS sit within your agency (i.e., who completes the bulk of the work)? - Other
q41.1	APS Level 1-4
q41.2	APS Level 5-6
q41.3	Executive Level 1
q41.4	Executive Level 2
q41.5	SES Band 1
q41.6	SES Band 2 or above
q42a	q42a. Are policies and/or procedures in place to: identify and prepare documents for IPS publication?
q42b	q42b. Are policies and/or procedures in place to: publish IPS documents?
q43$	q43$. What is the number of staff performing IPS functions and duties in your agency as at 30 June 2023? This is the number of staff (i.e., headcount) whose duties include IPS functions as part of their normal functions.
q44	q44. Has responsibility for the management or coordination of staff training and awareness of IPS obligations been assigned to a team/area within your agency?
q45$	q45$. What is the name of the team/area within your agency that has been assigned this responsibility?
q46	q46. Does your induction training for new staff include information on the IPS?
q46_1$	q46_1$. Does your induction training for new staff include information on the IPS? - Yes
q47	q47. Does your agency provide staff with other specific training on IPS obligations?
q48.1	In-person or online course conducted live by a trainer
q48.2	Self-paced online / eLearning module
q48.3	On the job
q48.4	Other
q48_4$	q48_4$. How is this specific training on IPS obligations provided? - Other
q49	q49. What is the main way that staff are trained in the agency's IPS obligations?
q49_4$	q49_4$. What is the main way that staff are trained in the agency's IPS obligations? - Other
q50$	q50$. If you have any further comments about the governance and administration of the IPS in your agency please provide them here.
q51a	q51a. Does your agency publish on its website details of: Its organisational structure?
q51b	q51b. Does your agency publish on its website details of: The agency's functions and decision making powers?
q51c	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)?
q51d	q51d. Does your agency publish on its website details of: Annual reports prepared by the agency for Parliament?
q51e	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?
q51f	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)?
q51g	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

q51h	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?
q51i	q51i. Does your agency publish on its website details of: Contact details for FOI information or documents?
q51j	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?
q52	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?
q53$	q53$. What types of 'other' information is published? For example, information released under administrative access arrangements.
q54	q54. What does your agency believe would be the impact (if any) from increasing proactive publication under the IPS on the number of FOI requests your agency receives?
q55	q55. Does your agency have a clear approach to releasing statistics that are routinely requested (for example, an agency's service delivery performance)?
q55_4$	q55_4$. Does your agency have a clear approach to releasing statistics that are routinely requested (for example, an agency's service delivery performance)? - Not applicable - why is this not applicable?
q56$	q56$. Why does your agency not have a clear approach to releasing statistics that are routinely requested?
q57	q57. Does your agency provide guidance and information to its staff about how to identify what 'other' information can be published under the IPS as outlined in s 8(4) of the FOI Act and Part 13 of the Guidelines?
q58$	q58$. What type of OAIC guidance (in addition to the FOI Guidelines) would assist your agency identify what 'other' information can be published under the IPS?
q60	q60. Does your agency maintain an IPS information register(s)?
q59	q59. In 2022-23, has your agency made a decision not to publish information under the IPS due to the personal or business information exception under s 8(2)(g)(i) or (ii)?
q61	q61. Does your agency record decisions not to publish information recorded in your agency's IPS information register?
q62	q62. Does your agency have a policy that specifies or covers its approach to charging for access to information under the IPS?
q63	q63. Does your agency charge for information required (s 8(2)) or permitted (s 8(4)) to be published under the IPS?
q64	q64. Does your agency use the FOI Charges Regulations for calculating and imposing a charge for access under the IPS?
q65	q65. Is the charge for providing access to information (e.g., requests for data and/ or statistics) that cannot be downloaded from a website?
q66	q66. Is the charge for reimbursing the agency for specific reproduction (or other incidental) costs associated with giving access?
q67	q67. Are details of these charges published on your agency's website?
q68$	q68$. If you have any further comments about IPS Entry in your agency please provide them here.
q69a	q69a. Does your agency publish IPS information under the following standard headings: Agency Plan - s 8(2)(a)?
q69b	q69b. Does your agency publish IPS information under the following standard headings: Who we are - s 8(2)(b) and 8(2)(d)?

q69c	q69c. Does your agency publish IPS information under the following standard headings: What we do - s 8(2)(i) and 8(2)(j)?
q69d	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)?
q69e	q69e. Does your agency publish IPS information under the following standard headings: Routinely requested information and disclosure log - s 8(2)(g)?
q69f	q69f. Does your agency publish IPS information under the following standard headings: Consultation arrangements - s 8(2)(f)?
q69g	q69g. Does your agency publish IPS information under the following standard headings: Our Priorities - s 8(4)?
q69h	q69h. Does your agency publish IPS information under the following standard headings: Our finances - s 8(4)?
q69i	q69i. Does your agency publish IPS information under the following standard headings: Our lists - s 8(4)?
q69j	q69j. Does your agency publish IPS information under the following standard headings: Contact us - s 8(2)(i)?
q69k	q69k. Does your agency publish IPS information under the following standard headings: Other?
q69k$	q69k$. Does your agency publish IPS information under the following standard headings? - Other
q70$	q70$. If you have any further comments about the use of the recommended standardised headings and structure for the publication of information under the IPS please provide them here.
q71a	q71a. Does your agency website have: A search function that can access information published within an agency's IPS entry?
q71b	q71b. Does your agency website have: A mechanism in place to gather feedback from the community regarding whether IPS entries are easily discoverable and understandable?
q71c	q71c. Does your agency website have: An alert service that can notify subscribers of new publications under the IPS or other developments in relation to the IPS?
q71d	q71d. Does your agency website have: The OAIC IPS Icon visible on the homepage of your agency's website?
q72	q72. Where does this icon link to when clicked?
q72_3$	q72_3$. Where does this icon link to when clicked? - Other
q73	q73. Are some, most or all of the documents published by your agency under the IPS in a format (or multiple formats) that conform with WCAG 2.0 requirements?
q74$	q74$. If you have any further comments about structure of agency IPS entry in your agency please provide them here.
q75	q75. Does your agency have a strategy for increasing open access to public sector information held by your agency, in addition to the information required to be published in the IPS and Disclosure Log?
q76.1	Social media
q76.2	Newsletters
q76.3	Stakeholder networks
q76.4	Public appearances
q76.5	Other
q76.6	No, we don't publish or promote access to public sector information
q76_5$	q76_5$. Which of the following means does your agency use to publish or promote access to public sector information (includes linking to information published on your agency's website)? - Other
q77.1	Facebook
q77.2	X (formerly known as Twitter)

q77.3	LinkedIn
q77.4	YouTube
q77.5	Other
q77.6	Our agency does not use social media to publish public sector information
q77_5$	q77_5$. Which of the following social media sites does your agency use to publish or promote access to public sector information? - Other
q78	q78. Does your agency maintain an IPS information register(s)?
q79	q79. How often is your agency's IPS information register reviewed (i.e. is the data accurate, up to date and complete)?
q80	q80. Does your agency intend to develop an IPS information register in the next 12 months?
q81	q81. Over the last 12 months, how much of the information that your agency has published has been in an open and standards-based format?
q82	q82. Does your agency routinely apply metadata to the public sector information it publishes on the internet?
q83.1	ANZLIC
q83.2	Other
q83.3	ANZLIC only
q83.4	Other only
q83_2$	q83_2$. If your agency routinely applies metadata, please indicate which of the following metadata standards your agency uses: - Other
q84.1	Obtaining sufficient budgetary resources to enable open access to public sector information
q84.2	Identifying information, in addition to the information required to be published in the IPS and Disclosure Log that can be published
q84.3	Transitioning to a culture of open access and proactive publication
q84.4	Producing a plan or strategies for increasing open access to public sector information
q84.5	Ensuring compliance with privacy and secrecy requirements when publishing public sector information
q84.6	Identifying re-users
q84.7	Collaborating with re-users
q84.8	Employing Web 2.0 tools to support community consultation
q84.9	Establishing effective processes to consult the community regarding what information to publish
q84.10	Establishing channels for re-users to provide feedback about the quality, completeness, usefulness and accuracy of published information
q84.11	Establishing processes to respond in a timely manner to requests and feedback received from the community
q84.12	Establishing an appropriate focal point, officer, or centralised department that is responsible for furthering open access to public sector information
q84.13	Instigating strategic planning on information resource management
q84.14	Establishing and maintenance of an information asset register
q84.15	Providing up-to-date staff training in information management
q84.16	Establishing clear procedures and lines of authority for decisions on information release and publication
q84.17	Protecting information against inappropriate or unauthorised use, access or disclosure
q84.18	Providing information in an open and standards-based format
q84.19	Attaching high-quality metadata to information for discoverability
q84.20	Ensuring compliance with the WCAG 2.0
q84.21	Indexing or cataloguing information for discoverability
q84.22	Publishing information in machine readable format
q84.23	Maintaining structured data for publishing

q84.24	Maintaining linked data for publishing
q84.25	Agency costs (including staff time) associated with ensuring compliance with the WCAG 2.0
q84.26	Transitioning towards Creative Commons 'BY' standard as a default position
q84.27	Determining appropriate open licences that will enable the re-use of information
q84.28	Determining whether public sector information is able to be released under open licensing conditions
q84.29	Agency costs (including staff time) associated with administering licences
q84.30	Establishing an appropriate and transparent charging regime(s) for your agency
q84.31	Agency costs (including staff time) of administering charging regime
q84.32	Establishing appropriate and transparent enquires and complaint processes
q84.33	Responding to enquiries and complaints
q84.34	Other
q84_34$	q84_35$. What are the most significant challenges your agency faces when publishing public sector information in addition to the information required to be published in the IPS and Disclosure Log? - Other
q84_OA	Open access to information
q84_ETC	Engaging the community
q84_EIG	Effective information governance
q84_RIAM	Robust information asset management
q84_DUI	Discoverable and useable information
q84_CRR	Clear reuse rights
q84_ACA	Appropriate charging for access
q84_TECP	Transparent enquiry and complaints processes
q85$	q85$. If you have any further comments on your agency's experiences with the IPS please provide them here.
q86$	q86$. If you have any further comments about the guidance provided by the OAIC about the operation of the IPS (including comments about additional guidance or agency resources you would find useful) please provide them here.
i1. Agency IPS Operation Review	i1. Agency IPS Operation Review
i2. IPS Agency Plan	i2. IPS Agency Plan
i3. Criterion Two: IPS Governance and Administration	i3. Criterion Two: IPS Governance and Administration
i4. IPS Entry	i4. IPS Entry
i5. IPS Information Architecture	i5. IPS Information Architecture
iIPS. IPS Risk Mitigation Index	iIPS. IPS Risk Mitigation Index