



Australian  
Centre for  
Disease  
Control

# Information Publication Scheme Agency Plan 2026–2028

## Introduction

The Australian Centre for Disease Control (the CDC) 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 set out in Part II of the FOI Act. This Information Publication Scheme Agency Plan (the Plan) is prepared in accordance with subsection 8(1) of the FOI Act.

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

- administration of the CDC's IPS entry, and reviewing compliance
- information architecture
- information required to be published
- other information to be published.

The CDC 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 in planning and developing its IPS entry
- show what information the CDC proposes to publish, how and to whom the CDC proposes to publish information and how the CDC will otherwise comply with the IPS requirements set out in Part II of the FOI Act.

## Objectives

The CDC's IPS objectives are to:

- manage 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 to be published in accordance with subsection 8(4) of the FOI Act
- review and ensure, on a regular basis, that information published as part of its IPS entry is complete, accurate and up-to-date as required by section 8B of the FOI Act
- ensure online content conforms with Government's Web Content Accessibility Guidelines (Version 2) (WCAG 2.1)
- measure the success of the CDC's IPS entry by reference to community feedback and compliance review processes where relevant.

## Establishing and administering the CDC's IPS entry

All Senior Executive Officers (SES officers) in the CDC are accountable and responsible for ensuring that the CDC complies with its IPS obligations. They are supported by the Freedom of Information Unit, which administers the IPS within the CDC.

SES officers are responsible for ensuring:

- information required to be published is published as part of the data holdings (including operational information), and developing a process and timetable for identifying this information.
- the accuracy, currency and integrity of published information relevant to their responsibilities
- appropriate resources are dedicated to complying with the CDC'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 2028.

## People, Communication & Parliamentary

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

## Charges

IPS information is available free of charge online wherever possible, however charges may be imposed where appropriate.

The CDC may impose a charge in circumstances where a request is for a document(s) that is impracticable to publish online. Any charge imposed will be consistent with the [Freedom of Information \(Charges\) Regulations 2019](#)<sup>1</sup> which will represent the lowest reasonable cost of reimbursing the CDC for specific reproduction costs or other specific incidental costs. The CDC encourages persons to print copies of required documents, if available for download on the CDC's 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

## Structure of the IPS

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

<sup>1</sup> <https://www.legislation.gov.au/Details/F2019L00348>

The Disclosure Log<sup>2</sup> provides access<sup>3</sup> to documents disclosed by the CDC pursuant to an FOI request. The publication of this information is in accordance with section 11C of the FOI Act.

Feedback on this Plan can be forwarded to [FOIapplications@cdc.gov.au](mailto:FOIapplications@cdc.gov.au).

## Information architecture

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

## Required information

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

The CDC's IPS structure is as follows:

- *IPS Agency Plan*
- *Who we are*
- *What we do*
- *Our reports and responses to Parliament*
- *Routinely requested information and disclosure log*
- *Consultation and engagement*
- *How to contact us*

## IPS Compliance review

The CDC will review and revise this Plan as appropriate and at a minimum by the end of 2028 having regard to relevant guidelines issued by the Information Commissioner under section 93A of the FOI Act.

The CDC endeavours to publish information consistently with the objects of the FOI Act. Our publication practices are balanced against other legal obligations on the CDC, including with respect to Confidential Commercial Information and Personal information.

The CDC will adopt the following criteria for measuring its performance:

- Agency plan - has the CDC published a comprehensive plan for its IPS compliance?
- Governance and administration - does the CDC have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- IPS document holdings - has the CDC reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under subsection 8(4) of the FOI Act? Is the CDC's IPS entry accurate, up-to-date and complete?

<sup>2</sup> <https://www.cdc.gov.au/about-us/legislation-and-transparency/freedom-information-disclosures-and-privacy/freedom-information#foi-disclosure-log>

<sup>3</sup> access means the document/s are either available on the website, or through contact information provided on the website

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

- IPS information architecture - does the CDC have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- Agency compliance review does the CDC have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation

## Other information to be published under the IPS

The CDC will publish on its IPS other information that it holds taking into account the objects of the FOI Act (subsection 8(4) of the FOI Act).

A site map is not available on the CDC website.

An alert service is not currently available for changes or additions to the IPS entry.

This material, when revised or new, will be published on the CDC website as soon as practically possible.