



Australian  
National  
University

# ANU Information Publication Scheme Agency Plan

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## Introduction

The Australian National University (ANU) 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 agency plan describes how ANU does this, as required by section 8(1) of the FOI Act.

The agency plan describes how ANU implements and administers its IPS entry in respect of its own information holdings, by addressing:

- administration of the ANU IPS entry
- information architecture
- information required to be published
- other information to be published
- IPS compliance review

## Administration of the University's IPS entry

The Associate Director, Archives & Records, is responsible for maintaining, monitoring and improving awareness of our IPS entry and will liaise with the Office of the Vice Chancellor and relevant Colleges and business units to gather information to be published as part of our IPS entry. The Team Leader FOI and Records will be responsible for ensuring that the information published in the IPS entry is accurate, up-to-date and complete, and will make recommendations, and identify new information to be published.

Each business unit of ANU is responsible for the day-to-day tasks associated with complying with the IPS. For example, University Records, within Scholarly Information Services, will manage ongoing administration of the ANU IPS entry and will be responsible for implementing, reviewing and revising this plan.

ANU will impose charges for providing information that cannot be reasonably provided electronically. Charges will reimburse ANU for costs incurred in providing the information, such as photocopying, and will be in accordance with the [FOI Charges Regulations](#).

## IPS information architecture

ANU publishes its IPS entry on its website at <https://www.anu.edu.au/freedom-of-information/information-publication-scheme> and it is directly accessible from the webpage [foi.anu.edu.au](https://www.anu.edu.au/foi) and is identified by the IPS icon:



The IPS entry is published on the [ANU website](#) under the following headings:

- Agency IPS Plan
- [Organisation](#)
- [Decisions & policies](#)
- [Plans and reports](#)
- [Disclosure Log](#)

To make its IPS information easily discoverable, ANU:

- publishes an IPS icon on our Freedom of Information page
- provides online content that can be searched by web browsers
- provides a search function for its website
- provides an avenue for feedback on the IPS website. Feedback should be provided to [foi@anu.edu.au](mailto:foi@anu.edu.au).

## Required information to be published

ANU publishes the following information at <https://www.anu.edu.au/freedom-of-information/information-publication-scheme>

- Agency Plan (this document)
- Organisation: links to the [organisational structure](#), including the [academic structure of Colleges](#), information about the roles and responsibilities of the [Council](#), its [Committees](#) and the [University Executive](#)
- Decisions & policies: [links to relevant legislation](#), [Statutes and Rules](#), [delegations](#), and links to information about [ANU committees](#) and [ANU Policy Library](#)
- Plans and reports: links to the Information Publication Scheme Plan, [ANU Strategic Plan](#), the [Reconciliation action plan](#) and [annual reports](#)
- [Disclosure log](#): information regarding documents disclosed to applicants under the FOI Act.
- [Contact information](#)

## Other information to be published under the IPS

ANU will publish on its IPS website other information that we hold (in addition to the information published under section 8(2)), taking into account the objects of the FOI Act (section 8(4)).

## IPS compliance review

The Information Commissioner has the specific function of reviewing, with agencies, the operation of the IPS. The Team Leader, FOI and Records will review and revise this agency plan and operation of its IPS from time to time and at least every five years, in accordance with the Guidelines issued by the Information Commissioner about IPS compliance review.

The following will be used to measure ANU compliance with the IPS requirements:

- Feedback from the public
- Review by the Information Commissioner
- Reduction in the number of Freedom of Information requests as a result of more information being published under the IPS.

ANU will publish documents online that will meet WCAG 2.0 requirements where possible.

## Contact information

This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to ANU information or documents under the FOI Act. ANU has established generic telephone numbers and email addresses for this purpose that will not change with staff movements.