



Australian Government

Commonwealth Grants Commission

Information Publication Scheme: Agency Plan for the Commonwealth Grants Commission

8 August 2018

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Introduction

The Commonwealth Grants Commission (the Commission) is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and it is required to comply with the requirements of the FOI Act relating to the Information Publication Scheme (IPS). The Commission has prepared this, agency plan, in accordance with subsection 8(1) of the FOI Act.

The Commonwealth Grants Commission operates under the *Commonwealth Grants Commission Act 1973*, the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2014*. The Commission recommends how the revenues raised from the Goods and Services Tax (GST) should be distributed to the States and Territories to achieve horizontal fiscal equalisation (HFE).

The Commission is an independent statutory body which responds to requests sent to it by the Commonwealth Treasurer. The Commission makes its recommendations in consultation with the States and Territories and based on data provided by them and independent statistical sources.

The purpose of this agency plan is to both further the principles and objects of the FOI Act as well as meet the specific legislated requirements. The Commission's approach is to be completely transparent in providing their completed reports and supporting documents.

Purpose

This plan is prepared in accordance with subsection 8(1) of the FOI Act, which requires each Commonwealth agency subject to the Act to prepare a plan showing how the agency will comply with the requirements of Part II of the FOI Act, which establishes the Information Publication Scheme.

Objectives

The Commission's objective in preparing this plan is to outline mechanisms and procedures which will be implemented to:

- manage the IPS entry using appropriate mechanisms and procedures
- publish information required to be published
- proactively identify and publish further additional information to be published
- ensure, on a continuing basis, information published under the IPS is accurate, up-to-date and complete
- ensure information published under the IPS is compliant with Web content accessibility guidelines (Version 2) (WCAG 2.0)

Establishing and administering the IPS entry

Governance arrangements

The officer responsible for the IPS and FOI is the Chief Operating Officer.

Accessibility

Consistent with the National Archives policy, corporate policy is that the electronic record is an official record, and the IPS entry comprises electronic records wherever possible.

The Commission will publish all new information to meet the WCAG 2.0 standards.

The FOI disclosure log is available on the Governance page.

If information is required in an alternative format to that which it is published, the Commission will try to meet all reasonable requests in a timely manner and at the lowest reasonable cost to the requester.

IPS entry administration

The IPS entry will be administered on an ongoing basis, and particularly as part of the completion of review and update processes.

IPS information structure

A wide range of information is published on the Commission's website, including all of the categories of information required under the IPS at <https://www.cgc.gov.au>

Information included on the IPS entry is located on the relevant business web pages.

Information made available through Freedom of Information (FOI) requests is published in the ATO disclosure log.

Information published under the IPS

The Commission will publish documents required to be published under the IPS (s 8(2)), or links to the documents, in the reporting section of the website at <https://www.cgc.gov.au>

The Commission will public these documents or links under the following headings.

Agency Plan (s 8(2)(a))

The reporting section will house a copy of this plan.

About us (s 8(2)(b))

Includes information about organisational structure.

Our Commissioners (s 8(2)(d))

For relevant statutory appointments, the Commission will publish the name of the person appointed, the term of appointment and the position to which the person is appointed.

What we do (ss 8(2)(c))

This includes information about the functions and decision making powers of the Commission.

Operational information (s 8(2)(j))

This includes advice and information produced by the Commission, and supporting documents which assist the Commission in making decisions or recommendations.

Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))

This will include annual reports, documents required by law to be tabled in Parliament and documents routinely tabled in accordance with Senate Standing Orders.

Routinely requested information (ss 8(2)(g) and 11C)

This will include information in documents to which the Commission routinely give access in response to FOI requests.

The Commission will list these documents in its disclosure log published under section 11C of the FOI Act, which requires agencies to publish information contained in documents to which the agency has provided access under the FOI Act.

Contact us (ss 8(2)(f) and 8(2)(i))

The Commission will establish generic telephone numbers and email addresses for members of the public to use for contact about access to the Commission's information or documents under the FOI Act. These will not change with staff movements.

IPS compliance review

The Commission will:

- review and update the agency plan, at least annually, usually in concert with completion of an annual update/review process
- review the operation of the IPS entry and compliance with statutory requirements from time-to-time and at least every five years
- measure performance in complying with IPS obligations by usage metrics over time as well as taking into account trends in FOI access requests.

Contacting the Commission about our information and our IPS entry

Requests for information can be made to:

The FOI Coordinator
Commonwealth Grants Commission
Second Floor, Phoenix House
86-88 Northbourne Avenue
BRADDON ACT 2612
Telephone (02) 6229 8800
Email secretary@cgc.gov.au
