



Australian Government
Office of Parliamentary Counsel

Section 8 Plan - Information Publication Scheme

Section 8(1) of the *Freedom of Information Act 1982* (**FOI Act**) provides as follows:

8(1) An agency must prepare a plan showing the following:

- (a) What information the agency proposes to publish for the purposes of the part;
- (b) How, and to whom, the agency proposes to publish information for the purposes of this part;
- (c) How the agency otherwise proposes to comply with this part.

Information to be published

The Office of Parliamentary Counsel (**OPC**) in accordance with section 8(2) of the FOI Act proposes to publish, for the purposes of this Part, the following information:

- (a) this Plan;
- (b) details of OPC's organisational structure;
- (c) details of the functions of OPC, including its decision making powers and other powers affecting members of the public;
- (d) details of appointments of officers of OPC that are made under Acts (other than APS employees);
- (e) information in OPC's annual report;
- (f) details of arrangements for members of the public to comment on specific proposals for which OPC is responsible, including how and to whom those comments may be made;
- (g) information in documents to which OPC routinely gives access in response to requests under Part III of the FOI Act except:
 - personal information about any individual the publishing of which would be unreasonable;
 - information about the business, commercial, financial or professional affairs of any person the publishing of which would be unreasonable;

- other information of a kind determined by the Information Commissioner the publishing of which would be unreasonable;
- (h) information held by OPC that is routinely provided to the Parliament in response to requests and orders from the Parliament;
- (i) the contact details of an officer who can be contacted about access to information and documents held by OPC;
- (j) OPC's "operational information" - that is, information held by OPC for the purpose of performing or exercising its functions and powers in making decisions, recommendations affecting members of the public or particular persons or entity, or classes of persons or entities.

How, and to whom, the information will be published

The above information will be published on OPC's website. In accordance with the requirements of subsection 8D(3) of the FOI Act, the information will be published by:

- making it available for downloading from the website; or
- publishing on the website a link to another website from which the information can be downloaded; or
- publishing on the website other details of how the information may be obtained - for instance, the name and contact details of relevant OPC officers from whom the information or document can be obtained.

The above information will be published to members of the public generally, and where OPC considers it appropriate to do so, to particular classes of persons or entities.

How OPC proposes to otherwise comply with the requirements of Part 2 of the Act

OPC intends to comply with the other requirements of Part II as follows:

- (a) OPC will appoint an FOI coordinator;
- (b) OPC will have regard to any guidelines issued by the Information Commissioner under section 93A of the FOI Act;
- (c) in performing a function or exercising a power under Part II of the FOI Act, OPC will also have regard to the objects of the FOI Act as set out in sections 3 and 3A;
- (d) OPC will cooperate with any review of OPC's handling of the publication scheme carried out by the Information Commissioner; and
- (e) OPC will comply with the requirements in section 10(2) of the FOI Act in relation to the application of any rule, guideline or practice in the unpublished information.