



**Australian Government**  
**National Capital Authority**

# INFORMATION PUBLICATION SCHEME

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*AGENCY PLAN*

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## 1. Introduction

As an agency subject to the Freedom of Information Act 1982 (FOI Act), the National Capital Authority (NCA) is required to comply with the Information Publication Scheme (IPS) requirements. This agency plan describes how the NCA proposes to manage its IPS entry, as required by s 8(1) of the FOI Act. This includes details on:

- establishing and administering the NCA's IPS entry;
- information architecture;
- information required to be published;
- other information to be published; and
- IPS compliance review.

The NCA fosters a culture within the agency in which appropriate disclosure of its information is embraced. This is in recognition that public sector information is a national resource managed for public purposes.

## 2. Purpose

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

The purpose of this agency plan is to:

- plan and develop the NCA's contribution to the IPS;
- identify what information the NCA proposes to publish, how and to whom that information will be published and how the NCA will otherwise comply with the IPS requirements; and
- Outline the NCA's objectives and identify appropriate procedures that need to be in place regarding the disclosure of its information in accordance with the FOI Act.

## 3. Objectives

The NCA's objectives are to outline appropriate methods and procedures:

- manage our IPS information holdings;
- identify and publish all information required to be published (s 8(2));
- identify and publish any optional information to be published (s 8(4));
- regularly review and ensure information published under the IPS is accurate, up-to-date and complete (s 8B);
- ensures that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable;
- aim to comply with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0); and
- adopt best practice initiatives in implementing and administering the NCA's contribution to the IPS.

## 4. Establishing and administering the NCA's IPS entry

The NCA project team associated with the implementation of the IPS consisted of members of the Corporate and IT Services Units under the direction of the Director Corporate. The Project Team was responsible for ensuring that all the requirements of the FOI Act were complied with in regard to the implementation of the IPS on the NCA website.

The Director Corporate is responsible for leading the NCA's work on implementing the FOI reforms, including the establishment and administration of the IPS.

The NCA's website has been reviewed and updated to incorporate new sections dedicated to the IPS, Freedom of Information and Freedom of Information Disclosure Log. Ongoing improvements will be implemented as they are identified.

There is no charge for accessing or downloading information that has been published under the IPS. If information is requested in paper format, a charge may be imposed for the cost incurred by the NCA in copying or reproducing the information or for other incidental costs such as postage.

The NCA's approach to how charges will be calculated (under s 8D(4) and 8D(5)). These costs are listed on the NCA's Disclosure Log.

The NCA will try to meet all reasonable requests for an alternate format of a document in a timely manner and at the lowest reasonable cost to you.

## 5. IPS information architecture

The IPS entry will be published on the NCA website ([www.nationalcapital.gov.au](http://www.nationalcapital.gov.au)) under the following headings:

### Required information

- Agency plan (s 8(2)(a));
- Who we are (ss 8(2)(b) and 8(2)(d));
- What we do (ss 8(2)(c) and 8(2)(j));
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h));
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C);
- Consultation arrangements (s 8(2)(f));
- Our priorities (s 8(4));
- Our finances (s 8(4));
- Our lists (s 8(4)); and
- Contact us (s 8(2)(i)).

To ensure that the NCA IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable, the NCA has:

- published an IPS icon on the homepage of its website, which links to the IPS section of the website;
- develop and publish a sitemap on its website, to help individuals identify the locations of information published under s 8(2) and 8(4);
- continue to provide a search function for its website;
- planned to adopt short form addresses for FOI and IPS pages; and
- respond to community feedback about whether the NCA's IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable.

The NCA will continue to engage in public consultation about its agency plan and IPS entry through the feedback mechanism on the IPS section of its website.

## 6. Information required to be published under the IPS

The NCA will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at [www.nationalcapital.gov.au/ips](http://www.nationalcapital.gov.au/ips).

The NCA will publish these documents under the following headings:

### Required information

#### *Agency plan*

##### Who we are

- This will include an organisation chart, the Enterprise Agreement and information about statutory appointments.
- For statutory appointees, the NCA will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed (and particulars of the position) and the provision of the Act under which the person is appointed.

##### What we do

- This will outline the functions and decision making powers of the NCA, the Business Plan and operational information.
- The NCA will also publish rules, guidelines, practices and precedents relating to these functions and powers.

##### Our reports and responses to Parliament

- This will include the NCA's recent annual reports tabled in Parliament.

#### Routinely requested information and disclosure log

- This will include information in documents to which the NCA routinely gives access in response to FOI requests and information published under s 11C of the FOI Act.

#### Consultation Arrangements

- This will include information about how and to whom a comment may be submitted by members of the public, where the NCA undertakes public consultation on a specific policy proposal.

#### Contact us

- This will include the telephone number and an email address for the relevant officer, who can be contacted about access to the NCA's information or documents under the FOI Act. The NCA has established a generic telephone number and email address for this purpose that will not change with staff movements.

## 7. Other information to be published under the IPS

The NCA will publish on the IPS section of its website other information that it holds (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

Other information will be published under the following headings:

### Other information

#### *Our priorities*

- This will include the NCA's business plan.

#### *Our finances*

- This will include financial information relating to pay and grading structures, procurement procedures, tendering and contracts.

#### *Our submissions*

- This will include submission that is routinely provided to the Parliament in response to requests and orders from the Parliament (s 8(2)(h)).

#### *Our policies*

- This will include relevant NCA corporate policies.

## 8. IPS compliance review and other reviews

The NCA will review and revise this agency plan annually and on an as needed basis. The NCA will ensure that online information, in all formats, is regularly reviewed for currency and accuracy. Outdated information will be replaced or archived.

The NCA will complete a review of their IPS compliance in conjunction with the Information Commissioner at least once every five years.

## 10. Contacting NCA about our information and our IPS entry

Where information is available to download from the NCA's website or another website, a link will be provided to that site. If information is not available to download from a website, it may be obtained by contacting

#### **FOI Officer**

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