



# Information Publication Scheme – Agency Plan

March 2021

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## Introduction

The National Faster Rail Agency (NFRA) has prepared this Information Publication Scheme Agency Plan (Plan) in accordance with section 8(1) of the *Freedom of Information Act 1982* (FOI Act).

The plan describes how the NFRA administers the IPS in respect of its information holdings as follows:

- administering our IPS entry
- IPS information architecture (including information required to be published under the IPS), and
- IPS compliance review.

## Purpose

The purpose of this plan is to:

- assist us in planning and administering our IPS entry
- facilitate public consultation in relation to that entry
- show what information we propose to publish, how and to whom the information will be published and how we will otherwise comply with the IPS requirements.

## Objectives

The objectives of this plan are to outline appropriate mechanisms and procedures to manage our IPS entry by:

- identifying and publishing all information required to be published, as well as optional information to be published
- reviewing on a regular basis that information published under the IPS is accurate, up to date and complete
- ensuring that information published as part of our IPS entry is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensuring satisfactory compliance with Web Content Accessibility Guidelines 2.0 (WCAG 2.0)
- gathering and, where appropriate, incorporating feedback on our IPS entry.

## Administering our IPS entry

The Director, Corporate, Finance and People is the senior manager responsible for managing our compliance with the IPS. The Director will monitor our IPS obligations and manage review of the material published, with a view to ensuring it remains accurate, complete and up to date.

The Chief Executive Officer, General Manager and management team will be engaged as appropriate, along with other relevant internal stakeholders.

## IPS information architecture

Our IPS entry is published at <[www.nfra.gov.au/freedom-of-information/](http://www.nfra.gov.au/freedom-of-information/)> and is accessible to all members of the public.

We will publish documents required to be published under the IPS on our website and links from the IPS page will give access to this information as follows:

### Who We Are and What We Do

- The NFRA's Corporate Plan
- The NFRA's Organisational Structure

### Our Workplace Plans and Policies

- Procedures for Public Interest Disclosures
- Privacy Policy
- IPS Agency Plan

### Our Finances

- Portfolio Budget Statements

### FOI Disclosure Log

- IPS Agency Plan
- Disclosure Log
- FOI Guidelines - Office of the Information Commissioner

### Reports and Responses to Parliament

- Annual reports
- Agency contracts \$100,000 or more (Murray Motion)
- Indexed list of Agency files (Harradine Motion)
- Gifts and Benefits Register

### Consultation arrangements

We do not provide policy advice to the public and have no associated consultation responsibilities with members of the public, as such there is no information to disclose in this regard. Where consultative forums are open to public consultation they will be advised on our website.

### Contact information

We publish contact details for access to information or documents under the FOI Act. We have established a generic email address for this purpose that will not change with staff movements.

### Other information:

Where appropriate, we will also publish other information that we hold, taking into account the objects of the FOI Act. Other information could include subject specific reports and data.

We will ensure that documents published online will meet the WCAG 2.0 requirements. As far as practicable, we will publish online information in HTML and MSWord or PDF format. When this is not possible, we will provide the information in another format on request.

## IPS Compliance Review

We will review and revise this plan periodically to ensure we continue to comply with the IPS requirements in the FOI Act. The operation of the IPS will also be assessed based on:

- any feedback from the public and users of our website
- any complaints regarding access or the readability or useability of published information, and
- any reduction in formal requests under the FOI Act as a result of more publicly available information.

Feedback or questions about our IPS entry can be provided via email to [info@nfra.gov.au](mailto:info@nfra.gov.au)