



Australian Government
National Capital Authority

INFORMATION PUBLICATION SCHEME

AGENCY PLAN

Contents

- 1. Introduction 3
- 2. Purpose 3
- 3. Objectives 3
- 4. Administering the NCA’s IPS entry..... 3
- 5. Structure of the IPS..... 4
- 6. IPS Compliance Review 4
- 7. Feedback on NCA’s IPS Agency Plan 4

1. Introduction

The National Capital Authority (NCA) is required under s 8(1) of the *Freedom of Information Act 1982* (FOI Act) to publish this information Publication Scheme (IPS) Agency Plan.

2. Purpose

The purpose of this IPS Agency Plan is to:

- comply with section 8(1) of the FOI Act
- identify what information the NCA publishes and how the information will be published to enable the NCA to comply with the IPS requirements
- assist the NCA in planning, developing, and implementing its IPS entry

3. Objectives

This IPS Agency Plan outlines that the NCA will:

- manage the NCA's IPS entry
- identify and publish all information required to be published (s 8(2) of the FOI Act), including this IPS Agency Plan
- identify and publish optional information (s 8(4) of the FOI Act)
- ensure that information published under the IPS is accurate, up-to-date and complete (s 8B of the FOI Act)
- ensure that information published under the IPS is easily findable, understandable, machine-readable, re-useable and transformable
- ensure that the format of online content conforms with the *Web Content Accessibility Guidelines (Version 2.2)* (WCAG 2.2)
- adopt best practice initiatives in implementing and administering the NCA's IPS entry.

4. Administering the NCA's IPS entry

The NCA continues to improve its information asset management framework and consider information that can be published on the NCA website.

The NCA may charge a person for accessing information if the person does not download the information from the website. The charge will be to reimburse the agency for specific reproduction costs, or other incidental costs, incurred in giving the person access to that information (s 8D(4) of the FOI Act).

5. Structure of the IPS

The NCA publishes the following information on the NCA website (www.nca.gov.au):

Required information

- IPS Agency Plan (s 8(2)(a))
- Organisational chart (s 8(2)(b))
- About us (s 8(2)(c))
- Our board (s 8(2)(d))
- Annual reports (s 8(2)(e))
- Information routinely provided to Parliament (s 8(2)(h))
- Consultation documentation (s 8(2)(f))
- Disclosure log (ss 8(2)(g))
- Contact us (s 8(2)(i))
- Operational information (s 8(2)(j))

Other information

The NCA may publish other information held by the NCA such as our strategic priorities, financial statements and policy documents (s8(4)).

6. IPS Compliance Review

The NCA will review and revise this IPS Agency Plan as required to ensure that online information, in all formats, is regularly reviewed for currency and accuracy. Outdated information will be replaced or archived.

The NCA will regularly update and maintain the information scheme and be prepared for the OAIC's audit every five years in accordance with the guidelines published by the OAIC.

7. Feedback on NCA's IPS Agency Plan

If you require more information, or assistance in seeking information, or with making an FOI request, please contact the NCA FOI Officer by email at foi@nca.gov.au.