

Information Publication Scheme (IPS) Agency Plan

December 2024

The *Net Zero Economy Authority Act 2024* (NZEA Act) identifies a number of information related functions and powers for the Authority and its Board, and obligations concerning the collection, use and disclosure of information.

The Information Publication Scheme (IPS) is a framework under the *Freedom of Information Act 1982* (FOI Act) that requires Commonwealth agencies to make a broad range of information available, where possible, online. An IPS enables agencies to be proactive with information disclosure.

How the Authority will deliver on its IPS obligations is set out below.

Introduction

The Net Zero Economy Authority (the Authority) is an independent statutory authority established by the NZEA Act which is required to comply with the requirements of [Freedom of Information Act 1982](#) (FOI Act) and the IPS.

This agency plan describes how the Authority proposes to implement and administer the IPS in relation to its own information holdings, by addressing:

- the establishment and administration of the Authority's IPS contribution
- information required to be published
- charges for access to documents under the IPS
- accessibility to information published, and
- how the Authority will comply.

We will continue to build and foster an Authority culture in which appropriate proactive disclosure of its information holdings is embraced, leading to successful implementation and administration of its IPS entry. This recognises that public sector information is a national resource that is to be managed to enable accessibility for public purposes.

Purpose

The purpose of this plan is to:

- support the Authority's compliance with the IPS
- promote access to our information through the publication of accurate, up-to-date and complete information, promptly and proactively and at the lowest reasonable cost
- facilitate public consultation about the IPS, and
- show what information the Authority proposes to publish, how and to whom the information will be published.

Objectives

This plan sets out the procedures to maintain the Authority's IPS compliance and how the Authority will manage its IPS information holdings to:

- proactively identify and publish all information required to be published (ss. 8(2) of the FOI Act)
- proactively identify and publish any optional information to be published (ss. 8(4) of the FOI Act)
- review information published on regular basis to ensure that it is accurate, up to date and complete (s.8B of the FOI Act)
- ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable and re-useable
- ensure consistency with other whole of government information policies, including the Intellectual property principles for Commonwealth entities
- ensure that the format of online contents conforms with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0), and
- measure the success of the Authority's contribution to the IPS by reference to feedback and review processes.

Establishing and Administering the Authority's IPS entry

Information management policies and processes have been in place since the NZEA was established as an executive agency under s.65 of the [Public Service Act 1999](#), pending the commencement of the independent statutory authority.

Following establishment as an Authority, the development of processes for management of information and internet material will be updated to integrate the IPS into the Authority's governance and compliance frameworks.

The First Assistant Secretary, Policy, Communication and Corporate Division is responsible for leading the Authority's compliance with the FOI Act requirements, including the IPS. The Governance and Legal Team in Corporate Strategy and Services Branch will ensure the transition occurs seamlessly across all divisions of the Authority.

The FOI page on our website is the main entry point through which members of the public can access IPS content. The Authority will develop an internal IPS information register to enable the efficient identification of documents for publication, record decisions made in relation for publication and conduct thorough reviews prior to publication. To prepare the register, the Authority's Governance and Legal Team will undertake the day-to-day tasks associated with complying with the IPS. All divisions are required to review their functions and information holdings to identify material to be reported, and ensure documents are up to date, complete and accurate.

The Communications Branch will be responsible for ensuring information is published on the Authority's website is readily discoverable, understandable, machine-readable, accessible, useable, up-to-date and accurate.

In promoting a pro-disclosure culture and as a matter of best-practice, the Authority intends to make documentation available free of charge by proactively publishing information on its website. While the Authority will endeavour to provide as much documentation as possible online, some documentation may not be able to be published, including where material is exempt under the FOI Act or for which an FOI request must be submitted. The exemptions include:

- if it would be unreasonable to publish personal information about any individual
- if it would be unreasonable to publish information about the business, commercial, financial or professional affairs of any person, or
- if it would be unreasonable to publish other information of a kind determined by the Information Commissioner.

Structure of the IPS

The IPS entry is published on the Authority's website www.nzea.gov.au/FOI with a link to the IPS page also available on the Authority's Accountability and Reporting page.

The Authority's website is designed to be WCAG 2.1 compliant.

The Authority welcomes feedback on all its service delivery including the IPS. Any comments or queries about the IPS can be submitted to the Authority through the FOI Coordinator via the [Contact us](#) page.

Information required to be published under the IPS

The Authority is required to publish this plan and make organisational intention accessible as part of the IPS. This information includes:

Who We Are (subp. 8(2)(b) and 8(2)(d))

The Authority will provide material that includes an Organisation Chart, Enterprise Agreement and information about its board appointments.

For board appointees, the Authority will provide the name of the person appointed, the length or term of appointments, the position to which the person is appointed (relevant particulars of the position) and the provision of the Act under which the person is appointed.

What We Do (subp. 8(2)(c) and 8(2)(j))

This outlines the functions of the Authority and its key priorities. The Authority will also publish rules, guidelines, practices relating to these functions, and its Corporate Plans, prepared at the commencement of each financial year.

Reports to Parliament (subp. 8(2)(e) and 8(2)(h))

This will include the Authority's Annual Report, Senate Orders and any other information routinely provided to Parliament.

Routinely Requested Information and Disclosure Log (subp. 8(2)(g) and s. 11C)

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

Consultation Arrangements (subp. 8(2)(f))

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

Contact us (subp. 8(2)(i))

Any comments or queries about accessing the Authority's information under the FOI Act can be submitted via the [Contact us](#) page.

Other information we publish

The IPS entry will be published on the Authority's website under the following headings:

- Our priorities (ss. 8(4))
- Our finances (ss. 8(4))
- Our lists (ss. 8(4))

- Our submissions (ss. 8(4))
- Our policies (ss. 8(4))

To ensure that the Authority's IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable, the Authority will:

- publish an IPS entry point on its website
- apply appropriate metadata to online content (AGLS Metadata Standard AS 5044-2010)
- wherever possible, provides online content in a format that can be searched, copied and transformed
- update the sitemap on its website to help individuals identify the location of information published under ss. 8(2) and 8(4)
- provide a search function for the website, and
- provide an alert service to notify subscribers of new publications or other developments to the Authority's IPS entry.

The Authority will, so far as possible, make its IPS information holdings available for reuse on open licensing terms (e.g. Creative Commons.)

Accessibility

The Authority will ensure, to the extent possible, that all documents available on its website conform to WCAG 2.0 Level AA.

The majority of documents listed on the IPS section of the Authority's website are published in HTML format to meet accessibility requirements.

Other information to be published under the IPS

The Authority will publish on its IPS other information that it holds (in addition to the information published under ss. 8(2)), taking into account the objects of the FOI Act (ss. 8(4)). Other information will be published under the following headings:

Our priorities

This will include the Authority's corporate and strategic plans, and reviews.

Our finances

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

Our lists

This will include Authority contracts, grants and appointments, and links to data sets.

Our policies

This will include relevant Authority corporate policies.

IPS Compliance Review

The Authority will review and revise this agency plan annually.

The Authority will also review the operation of its IPS to respond to legislative and policy change, and at least every five years, in conjunction with the Information Commissioner.