



Information Publication Scheme

Agency Plan

The National Commission for Aboriginal and Torres Strait Islander Children and Young People (**National Commission**) is an agency subject to the [Freedom of Information Act 1982 \(FOI Act\)](#) and is required to comply with Information Publication Scheme (IPS) requirements. This plan describes how the National Commission proposes to do this, as required by subsection 8(1) of the FOI Act.

Purpose

The purpose of this agency plan is to:

- ensure that the National Commission complies with subsection 8(1) of the FOI Act;
- assist the National Commission in planning and developing IPS entries; and
- show what information the National Commission proposes to publish (**IPS holdings**) and how it will be published.

Objectives

The objectives of this plan are to outline how the National Commission will:

- ensure proper management of its IPS holdings;
- identify and publish all information required to be published under subsection 8(2) of the FOI Act;
- review our IPS entries to ensure the information published remains accurate, current and complete;
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2.1)*; and
- adopt best practice initiatives in implementing, administering and reviewing its IPS holdings and contribution to the IPS.

Information Publication Scheme accountability

The National Commissioner is accountable for ensuring that the National Commission complies with its IPS obligations. The National Commission is supported by the Department of Social Services (the department) to administer the Information Publication Scheme.

Administering the National Commission's Information Publication Scheme

All Executive Level 2 (EL2) and above officers at the National Commission are responsible for ensuring:

- information required to be published is published as part of the data holdings (including operational information);
- the accuracy, currency and integrity of published information relevant to their responsibilities; and
- appropriate resources are dedicated to complying with the National Commission's IPS obligations.

Governance and Reporting team

The Governance and Reporting team is responsible for:

- ensuring all EL2 and above officers are aware of their IPS responsibilities;
- reviewing and updating this Plan as appropriate every 12 months.

Publication

Where possible, IPS entries will be made available for downloading directly from the National Commission's website. Alternatively, IPS holdings will be made available for downloading from linked websites or through direct requests via a nominated contact officer.

Accessibility

Accessibility of published information by all members of the community is an important principle underlying the IPS, and a requirement of all government agencies under the *Disability Discrimination Act 1992* (Cth).

All National Commission officials who publish materials in accordance with the IPS, and FOI Act generally, are responsible for ensuring that all material, as far as possible, conforms to the *Web Content Accessibility Guidelines (Version 2.1)*.

If a document is not available in an accessible format, you can request an accessible format. The National Commission will try to meet all reasonable requests for documents to be provided in hardcopy (or alternative) formats in a timely manner.

Information Publication Scheme architecture

IPS holdings will be published in the Information Publication Scheme section of the National Commission's website. This section will be on the homepage under the 'About Us' heading, followed by the 'Access to Information' heading.

The National Commission will publish all information needed under section 8(2) of the FOI Act. This includes this plan, as well as other information about:

- who we are and what we do;
- our reports and responses to Parliament;
- FOI requested information and our disclosure log;
- public consultations; and
- contact details for the IPS coordinator.

How the National Commission otherwise complies with the IPS requirements

The National Commission further complies with IPS requirements through:

- having regard to relevant guidelines issued by the Information Commissioner under section 93A of the FOI Act; and
- cooperating with Information Commissioner reviews of the IPS.