

Information Publication Scheme Plan

Freedom of Information Act 1982 (Cth)

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Overview

Part 2 of the *Freedom of Information Act 1982 (Cth)* (**FOI Act**) established the Information Publication Scheme (**IPS**) for Australian government agencies that are subject to the FOI Act. The IPS requires agencies to make a broad range of information available online where possible. Part 2 of the FOI Act also requires agencies to publish an IPS Plan (**the Plan**).

National Intermodal is committed to operating in a manner that is open and transparent and consistent with the principles in the FOI Act. The IPS Plan describes how National Intermodal proposes to comply with the IPS in respect of its own information holdings, by addressing:

- Information published under the IPS
- Administering the IPS
- IPS compliance reviews

Purpose

The purpose of the Plan is to:

- Assist National Intermodal in continually planning and developing its IPS;
- Set out details on the information National Intermodal plans to publish, how the information will be published and made accessible, and how we will comply with the IPS requirements (s8(1) of the FOI Act);
- Help National Intermodal to establish appropriate procedures for proactively disclosing its information holdings in accordance with the objectives of the FOI Act; and
- Give the public an understanding of how National Intermodal plans to meet its obligations under the IPS.

Objectives

The objectives of the Plan are to outline appropriate mechanisms and procedures to:

- Manage its information holdings relevant to the IPS[;]
- Identify and publish all information required to be published, including the Plan (FOI Act, s8(2));
- Identify and proactively publish certain other information (FOI Act, s8(4));
- Review and ensure that the information published is accurate and up to date (FOI Act, s8B); and
- Review and monitor the success of National Intermodal's IPS.

Information published under the IPS

National Intermodal publishes and updates the following types of information on its website in accordance with s8(2) of the FOI Act:

- The IPS Plan
- Who we are? – Details about our organisational structure – Board Members and Executive and contact information
- What we do? – Information about National Intermodal functions and decision-making powers
- Our reports to Parliament – National Intermodal’s Annual Report and Statement of Corporate Intent
- Contact us – Details for the public to submit FOI Applications and requests to the FOI Coordinator
- Routinely requested information and our ‘Disclosure Log’
- Operation information – Policies, corporate values, corporate plan, and governance structures, among other information.

Administering the IPS

National Intermodal will continue to meet its IPS obligations by:

- Identifying, on an ongoing basis, any information that is required to be published under s8(2) of the FOI Act;
- Identifying, on an ongoing basis, any information that is already otherwise available (s8(2)),
- Ensuring the information published continues to be disclosed, accessible, complete, up-to-date, and accurate; and
- Updating and refining the Plan.

The ongoing compliance with the IPS will be coordinated by the FOI Coordinator.

IPS Compliance Review

In conjunction with each annual review of the Plan, National Intermodal will complete a basic evaluation of its performance in implementing and administering the Plan and the IPS in the previous year.

As required by section 9 of the FOI Act, National Intermodal will complete a review of the Plan and its compliance with the IPS as appropriate from time to time; and in any case – within five years after the last time a review was completed.