

OFFICIAL

# Information Publication Scheme Plan

## May 2024

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## Introduction

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The National Transport Commission (NTC) is subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements.

This plan describes how the NTC proposes to do this, as required by s 8(1) of the FOI Act.

The NTC is an independent statutory body established by the *National Transport Commission Act 2003* (NTC Act 2003).

The NTC leads national land transport reform in support of Australian governments to:

- improve safety, productivity, environmental outcomes and regulatory efficiency, and enable future transport technologies
- promote an integrated and nationally consistent land transport system
- support the delivery of Australia's infrastructure and transport ministers' priorities.

The NTC will continue to build and foster a culture in which appropriate proactive disclosure of its information holdings is embraced and recognises public sector information is a national resource managed for public purposes.

## Purpose

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The purpose of this plan is to:

- assist the NTC in planning and administering its Information Publication Scheme (IPS) entry
- show what information the NTC proposes to publish, how and to whom the information will be published.

## Objectives

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The NTC's IPS objectives are to:

- manage its IPS entry under the FOI Act
- proactively identify and publish all information required to be published (s 8(2))
- proactively identify and publish any other information to be published (s 8(4))
- review and ensure on a regular basis that information published as part of its IPS entry is accurate, up to date and complete (s 8B)
- ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)
- measure the success of the NTC's IPS entry by reference to community feedback and compliance review processes
- adopt best practice and fit for size initiatives in implementing and administering the NTC's IPS entry.

## Administering the NTC's IPS entry

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The Executive Leader Business and Resources (ELB&R) is designated the senior officer responsible for leading the NTC's compliance with the IPS. The ELB&R is supported by the NTC's Business and Resources team.

The NTC has developed an information management framework which comprises information and records management plans and policies.

The Business and Resources unit will manage ongoing administration of the IPS entry and will be responsible for implementing, reviewing and revising this plan.

The NTC welcomes feedback on its IPS, and based on this feedback, may make changes to its IPS. Feedback can be provided to the NTC via [enquiries@ntc.gov.au](mailto:enquiries@ntc.gov.au) or by phone on 03 9236 5000.

## IPS information architecture

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The IPS entry is published on the NTC's website ([www.ntc.gov.au](http://www.ntc.gov.au)) under the following headings:

### Required information

- Agency plan (s 8(2)(a))
- Who we are and what we do ss 8(2)(b), 8(2)(d), ss 8(2)(c) and 8(2)(j)
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Contact us (s 8(2)(i))
- Our priorities including reports to parliament ss 8(2)(e), 8(2)(h)), s 8(4)
- Our finances including reports to parliament s 8(4)
- Our lists (s 8(4))
- Our submissions (s 8(4))
- Our policies (s 8(4))
- Our operational information
- How to make a complaint about the NTC IPS.

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

- publishes an IPS entry point on its website
- wherever possible, provides online content in a format that can be searched, copied and transformed
- has updated the sitemap on its website, to help individuals identify the location of information published under ss 8(2) and 8(4)
- provides a search function for our website

The NTC, where possible, ensures all documents available on its website conform to WCAG 2.0 AA and where a person requires an alternative accessible format, it will be made available on request.

## Information published under the IPS

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The NTC will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at <https://www.ntc.gov.au/about-ntc/public-access-to-information/information-publication-scheme>.

The NTC will publish these documents on its website and via its IPS page, and provide links, as below :

### **Publications**

- The NTC's IPS plan

### **Our Information Publication scheme**

### ***Who we are and what we do***

This will include

- information about statutory appointments.
- This will outline the functions and decision-making powers of the NTC.
- The NTC will also publish any rules, guidelines, practices and precedents relating to these functions and powers.

### ***Our priorities***

This will include

- corporate and strategic reports and the NTC work program and projects.
- This will include information about how a submission may be made by members of the public in response to work undertaken by the NTC for public consultation on proposed reforms.
- This will include the NTC's annual reports as tabled in Parliament.

### ***Our finances***

- This will include financial information including procurement and contracts.

### ***Routinely requested information and disclosure log***

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

### ***Contact us***

- This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to the NTC's information or documents under the FOI Act, and to whom any IPS complaints can be directed.

### ***Our lists***

- This will include any links to appropriate and relevant data sets.

### ***Our submissions***

- This will include submissions made by the NTC to other agencies.

### ***Our policies***

- This will include relevant NTC corporate policies.

### ***Charges***

The NTC does not currently charge any fees for the provision of information under this IPS.

## **IPS compliance review**

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The NTC will review and revise this agency plan annually to coincide with the NTC's strategic planning process.

The NTC will adopt the following criteria for measuring its performance:

1. *Agency plan*
  - has the NTC published a comprehensive plan for its IPS compliance?
2. *Governance and administration*
  - does the NTC have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
3. *IPS document holdings*
  - has the NTC reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under s 8(4)? Is the NTC's IPS entry accurate, up-to-date and complete?
4. *IPS information architecture*
  - does the NTC have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
5. *Agency compliance review*
  - does the NTC have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?

## Appendix A

## References

OIAC's website / IPS webpage and IPS plan  
FOI Act 1982

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