



—
**INFORMATION
PUBLICATION
SCHEME PLAN**
—

June 2023, version 4

Introduction

Part II of the *Freedom of Information Act 1982* (Cth) (**FOI Act**) establishes an Information Publication Scheme (**IPS**) for Australian Government agencies and departments, reflecting increased recognition that public sector information should be managed for public purposes as a national resource.

Indigenous Business Australia (**IBA**) aims to strike an appropriate balance between fostering a culture of continuous and proactive disclosure while also respecting and maintaining the privacy of its stakeholders.

Purpose

This plan identifies:¹

- **what** information IBA intends to publish;
- **how** IBA proposes to publish that information;
- **who** is responsible for IBA's IPS entry.

As well as other ways that IBA proposes to comply with the Information Publication Scheme.

In this plan, information that IBA publishes under the IPS is referred to generally as IBA's **IPS entry**, while individual documents are referred to as **IPS documents**.

Administering the Information Publication Scheme

IBA's Legal and Risk team in conjunction with the Strategic Communications team are responsible for IBA's IPS compliance.

IBA utilises the guidelines published by the Office of the Australian Information Commissioner (**OAIC**) in relation to compliance with the IPS obligations and other information provided within the Information Contact Officer's Network and Privacy Professionals Network established by the OAIC.

The Legal and Risk team, in consultation with relevant IBA program areas, periodically review internal documents to determine their suitability to be published as part of IBA's IPS entry. They and the Strategic Communications team monitor the IBA website to ensure IBA's IPS entry remains up to date, accurate and complete.

The Legal and Risk team is also responsible for ensuring that IPS documents not already available on the IBA website are to be made available upon eligible request.

IBA may charge a person for accessing any IPS document that is impracticable to publish online, but the charge will be:

- at the lowest reasonable cost; and
- to reimburse specific reproduction or other incidental costs.

See **Attachment A** to this plan for a list of IPS documents which are not published online for practical reasons. Anyone seeking access to these IPS documents may contact the Legal and Risk team for access at foi@iba.gov.au.

¹ To meet the requirements of sub-section 8(1), contained in Part II of the FOI Act,

Additionally, section 11C of the FOI Act requires IBA to make public information which individual applicants have been provided following an application under the FOI Act (subject to certain exceptions). This information is published on a [Disclosure Log](#) on the IBA website.

Information required to be published under the IPS

IBA publishes the information specified in section 8(2) of the FOI Act on [its website](#), as set out in the structure below. The headings referred to are found by clicking the 'Information Publication Scheme' icon at the bottom of our home page.

| Heading on web page | Description of contents |
|--|---|
| Information Publication Scheme Plan for IBA | This IPS Plan. |
| Who we are | <p>This includes general information about IBA, an organisation chart and information about the Board (statutory appointees).</p> <p>For statutory appointees, IBA publishes the name of the person appointed, the date of appointment, the position to which the person is appointed and the provision of the Act under which the person is appointed.</p> |
| What we do | This outlines the functions and decision making powers of IBA's Board Members and of the Chief Executive Officer (CEO). |
| Major organisational documents and information provided to Parliament | This includes links to IBA's Corporate Plan and recent Annual Reports as well as IBA's Harradine Reports, published in compliance with the Senate Continuing Order for Indexed List of Departmental or Agency Files. |
| Operational information | This includes IBA's operational documents. |
| Routinely requested information and disclosure log | This includes information to which IBA routinely gives access and IBA's FOI disclosure log. |
| Executive Remuneration | This sets out information about our executive remuneration. |
| Consultation | <p>This includes information about how comments may be submitted by members of the public where IBA undertakes public consultation on a specific policy proposal.</p> <p>Note that as IBA's primary functions do not include policy making, such consultation is not common, though IBA regularly engages in other forms of consultation with key stakeholders.</p> |

| | |
|-------------------|---|
| Contact us | This includes the telephone number and an email address for enquiries about access to IBA's information or documents under the FOI Act. IBA has a generic email addresses for this purpose that does not change with staff movements. |
|-------------------|---|

IBA is not required to include personal or business information as part of its IPS entry if it would be unreasonable to publish that information.

Additionally, IBA is subject to secrecy obligations set out in its enabling legislation, the *Aboriginal and Torres Strait Islander (ATSI) Act 2005*.

Section 191 of the Act prevents certain people including the IBA Board, IBA Chief Executive Officer and IBA staff from divulging or communicating to any person any information concerning the affairs of another person or producing to any person any document relating to the affairs of another person unless the disclosure is authorised.

IBA's secrecy obligations and commercial activities limit the information that IBA can provide voluntarily under the Information Publication Scheme. However, where possible, IBA seeks to provide all information that assist members of the public understand IBA's functions, processes and program activities.

IPS Compliance Review

IBA periodically reviews the operation of its IPS from time to time to ensure that its IPS documents are up to date, accurate and complete, and that its statutory review obligations are fulfilled.²

Most recently IBA conducted a review of its IPS in June 2023.

Comments invited

We welcome your feedback on IBA's IPS Entry through our online [feedback form](#).

² See section 9 of the FOI Act.

ATTACHMENT A

Documents within IBA's IPS entry that are not available online and associated access charges:

| Document | Format | Access charges |
|--|--|--|
| Annual reports prior to 2013-2014 | Photocopy (black and white) | 20 cents per A4 page |
| | Copy (other than black and white photocopy or A4 photocopy) | The reasonable costs incurred by IBA in providing the copy. |
| Corporate Plans prior to 2015-16 | Copy of the document in the form of a computer tape or a computer disk | An amount not exceeding the actual costs incurred by IBA in producing the copy |
| Other documents as determined by IBA from time to time | | |

Where a copy of the document is sent by post, courier, or other fee-for delivery method, those costs will be directly passed on to the recipient.