

## Introduction

1. The National Native Title Tribunal (the Tribunal) has prepared this Information Publication Scheme (IPS) agency plan in accordance with subsection 8(1) of the *Freedom of Information Act 1982* (Cth) (the FOI Act).
2. The Tribunal is an independent statutory body established by the *Native Title Act 1993* (Cth) (the Native Title Act). The Tribunal comprises a President and Members, who are appointed by the Governor General to make decisions and conduct inquiries, reviews and mediations in matters arising under the Native Title Act.
3. The work of the Tribunal is supported by the Native Title Registrar (the Registrar), who is also appointed by the Governor General and has separate functions relating to, amongst other matters, the registration of native title claimant applications, approved determinations of native title, and Indigenous Land Use Agreements.
4. The Tribunal supports a culture of appropriate proactive disclosure of information, in recognition that public sector information is a national resource, managed for public purposes.

## Purpose

5. The agency plan describes how the Tribunal proposes to implement and administer the IPS. The purpose of this plan is to describe:
  - (a) information the Tribunal proposes to publish for the purposes of the IPS;
  - (b) how and to whom the Tribunal proposes to publish that information; and
  - (c) how the Tribunal will otherwise comply with IPS requirements.

## Objectives

6. The objectives of this plan are to establish appropriate mechanisms and procedures to:
  - (a) effectively manage information held by the Tribunal that is relevant to the IPS;
  - (b) proactively identify and publish all information required to be published under the IPS;
  - (c) proactively identify and publish optional information as appropriate;

- (d) review the information published under the IPS to ensure it is accurate, up-to-date and complete;
- (e) ensure that the information published under the IPS is discoverable, understandable, machine-readable, re-useable and as transformable as possible and appropriate;
- (f) ensure the Tribunal continues to work towards satisfactory conformance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0);<sup>1</sup>
- (g) measure the success of the Tribunal's contribution to the IPS by reference to feedback and review processes; and
- (h) adopt best practice initiatives in implementing and maintaining the Tribunal's obligations under the IPS.

## **Establishing and administering the Tribunal's IPS entry**

7. The Registrar is responsible for leading the Tribunal's work on IPS compliance with assistance and support from staff the Registrar may designate for that purpose, from time to time.
8. In administering its IPS entry, the Tribunal will take the following steps:
  - (a) review information currently published on its website to ensure it is accurate, up-to-date and complete;
  - (b) conduct an audit of information held by the Tribunal to ensure information required to be published under the IPS is identified and published;
  - (c) publish any documents or information identified as necessary or desirable for IPS publication as soon as they are available for publication;
  - (d) develop an Information Asset Register to support the implementation of this plan and ensure ongoing compliance with IPS requirements; and
  - (e) prepare guidance material to assist staff with the implementation of this plan and maintain ongoing compliance with IPS requirements.
9. The information published under this plan will be reviewed periodically to ensure it is accurate, up-to-date and complete.

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<sup>1</sup> See: <https://www.w3.org/TR/WCAG20/>

10. The Tribunal may charge a person for accessing any IPS document that is impracticable to publish online:
  - at the lowest reasonable cost; and
  - to reimburse specific reproduction costs or other specific incidental costs
11. Any charges will be consistent with the *Freedom of Information (Charges) Regulations 1982*, which generally apply to access requests under Part III of the FOI Act.

## **IPS information architecture**

12. The Tribunal will publish information under the IPS on its website in one or more RTF, PDF or HTML formats as practicable.
13. Where a document is not available in an accessible format or available only in hardcopy, it will be made available on request in an appropriate format or hardcopy. Contact details for any such request are provided on the Tribunal's website.
14. The Tribunal continues with its planning for the progressive achievement of compliance with the known future WCAG 2.0 requirements within the timeframes specified in WCAG 2.0.
15. New and revised IPS information published on the Tribunal's website will, so far as possible, be fully WCAG 2.0 compliant.
16. The Tribunal will, so far as possible, make its IPS information available for reuse on open licencing terms.
17. The Tribunal will provide information on its website inviting community feedback on its IPS entry and compliance and will respond to any such feedback in writing.
18. Where the Tribunal has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit, the National Film and Sound Archive or [www.data.gov.au](http://www.data.gov.au), the Tribunal will publish on its website information about the deposits (including links where available).

## **Information required to be published**

19. The information required to be published under the IPS will be made available on the dedicated Tribunal IPS web page under the following headings and will include:
  - Agency Plan

- The Plan and any revisions to it.
  - Who we are
    - The Tribunal’s organisation structure
    - A list of relevant statutory appointments made under the *Native Title Act*
  - What we do
    - An outline of the functions and powers of the Tribunal
  - Our reports and information the Tribunal provides to Parliament
    - Annual reports provided to the Parliament and to the Federal Court under s 133 of the Native Title Act
    - Information compiled or provided in response to an order from the Parliament.
  - Routinely requested information
    - Any information that is regularly provided in response to requests to the Tribunal, subject to the exceptions in paragraph 8(2)(g) of the FOI Act
  - Operational information
    - Information held by the Tribunal to assist it to perform or exercise its functions or powers in making decisions or recommendations affecting members of the public.
  - Consultation
    - An outline of the arrangements and processes adopted by the Tribunal in consulting with the public or segments of it on any specific policy proposals for which the Tribunal is responsible.
  - Contact us
    - Contact details for the Tribunal’s FOI contact officer, who can be asked about access to information and documents under the FOI Act.
20. The information required by s 11C of the FOI Act to be published will be made available on the Tribunal’s Disclosure Log page.

## **Other information to be published under the IPS**

21. Other information which the Tribunal may decide from time to time to publish under the IPS, taking into account the objects of the FOI Act, will also be made available on the dedicated IPS web page.

## **IPS compliance review**

22. The Tribunal will review and, as necessary, revise this plan at least annually. In addition, the Tribunal will review the plan as soon as possible after any significant change in the guidelines in relation to the IPS, FOI Disclosure Log and Agency Websites issued by the Information Commissioner under section 93A of the FOI Act.
23. As required by section 9 of the FOI Act, the Tribunal will, in conjunction with the Information Commissioner, review the operation of its contribution to the IPS at least every five years in accordance with the guidelines issued by the Information Commissioner under section 93A of the FOI Act.