



Australian Government

Australian Renewable
Energy Agency

ARENA

Information Publication Scheme Plan

1. INTRODUCTION

The Australian Renewable Energy Agency (**ARENA**) is a body corporate established by the *Australian Renewable Energy Agency Act 2011* (Cth) to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia.

As a body corporate established by an enactment for a public purpose, ARENA is subject to the *Freedom of Information Act 1982* (Cth) (**FOI Act**) and is required to comply with the Information Publication Scheme (**Scheme** or **IPS**) provisions in Part II of the FOI Act.

The Scheme requires ARENA to publish a broad range of information on our website and this Agency Plan (**Plan**) explains how ARENA will manage this process.

2. PURPOSE AND OBJECTIVES

The purpose of this Plan is to assist ARENA in planning and developing ARENA's contribution to the IPS. The Plan describes how ARENA will implement the Scheme in respect of our information holdings.

The Plan is designed to show what information ARENA intends to publish, how and to whom it will be published and how ARENA will comply with the Scheme's requirements. Through its publication, this Plan will also help facilitate public awareness and consultation on the approach taken to meeting ARENA's IPS requirements.

Under section 8(1) of the FOI Act, the Plan must show:

- (a) what information ARENA proposes to publish for the purposes of Part II of the FOI Act;
- (b) how, and to whom, ARENA proposes to publish information for the purposes of Part II; and
- (c) how ARENA otherwise proposes to comply with Part II.

In accordance with section 9A of the FOI Act, ARENA must also have regard to the objects of the FOI Act and the guidelines issued by the Information Commissioner in performing functions under this section. In preparing this plan, ARENA has had regard to the FOI Guidelines published on the Information Commissioner's website.

The Plan will help ARENA to put appropriate procedures in place to proactively disclose its information holdings, in accordance with the objects of the FOI Act. This Plan outlines appropriate mechanisms and procedures to:

- (d) manage ARENA's information holdings relevant to the Scheme;
- (e) proactively identify and publish all information required to be published, including this Plan (in accordance with section 8(2));

- (f) review and ensure on a regular basis that information published by ARENA under the Scheme is accurate, up-to-date and complete (in accordance with section 8B);
- (g) ensure that information published under the Scheme is able to be discovered by the general public, is understandable and re-useable and is accessible to a wide range of people, including people with disabilities; and
- (h) assess the effectiveness of ARENA's implementation of the Scheme.

3. ESTABLISHING AND ADMINISTERING THE AGENCY'S IPS ENTRY

The General Counsel, Legal and Governance, working alongside the Corporate Counsel and Chief Operating Officer in consultation with the Department of Environment and Energy (**Department**) are responsible for identifying and responding to the requirements of the Scheme. This includes: establishing and developing the Scheme at ARENA; maintaining the Scheme at ARENA in accordance with any assistance or guidelines provided by the Information Commissioner; and ensuring that all requests for access to documents of ARENA received are processed in accordance with the FOI Act.

In order to identify and respond to the Scheme's requirements, ARENA will continue to:

- (a) review the FOI Act;
- (b) review guidelines, factsheets and other materials produced by the Office of the Australian Information Commissioner; and
- (c) attend, where appropriate, relevant training organised by Office of the Australian Information Commissioner, the Australian Government Solicitor, the Attorney-General's Department and other relevant bodies.

In order to identify information required or permitted to be published, ARENA will continue to:

- (a) review material currently published on our website;
- (b) assess how the material currently published meets the Scheme's requirements and identify gaps in the information required to be published information on consultation opportunities and invitations for public comment; and
- (c) assess whether material available on our website and through our annual report is up to date.

ARENA, with the assistance of the Department, publishes a disclosure log of information released in response to FOI requests in accordance with the requirements of section 11C of the FOI Act.

4. IPS INFORMATION ARCHITECTURE

ARENA's IPS information holdings will be made available on ARENA's public website (www.arena.gov.au). Links from the home page will be provided to ensure easy access to pages dedicated to Freedom of Information, the Scheme, the FOI disclosure log and privacy. There will also be a search function available on the website.

Information available on our website may be downloaded from there, or for those documents that are not currently available on the website, we will publish details of how the information may be obtained. There are no access charges applicable for information obtained through the ARENA's compliance with the Scheme.

To facilitate access, the Scheme page will use the headings below supported by descriptions and link to relevant material to allow users to access information. Material will be provided in English and in HTML format with links to PDF files and other Commonwealth websites as required.

The headings used will be as prescribed by Part 13 of the FOI Guidelines:

- Agency plan
- Who we are
- What we do
- Our reports and responses to Parliament
- Routinely requested information
- Our priorities finance
- Our finances
- Other Information
- Contact us

We do not provide policy advice and have no associated consultation responsibilities, as such there is no information to disclose in this regard.

5. INFORMATION REQUIRED TO BE PUBLISHED UNDER THE IPS

ARENA will publish the following:

- (a) this Plan (as required under section 8(2)(a));
- (b) information about ARENA, and links to existing publically available information where appropriate (as required under sections 8(2)(b) and 8(2)(d));
- (c) reports and responses to Parliament (as required under sections 8(2)(e) and 8(2)(h)), such as ARENA's Annual Report;
- (d) information in documents to which ARENA routinely gives access in response to requests for access to documents (as required under section 8(2)(g)) and information published under section 11C; and
- (e) contact details for an officer (or officers) who can be contacted about access to ARENA's information or documents under the FOI Act (as required under section 8(2)(i)), including the email address of the FOI Contact Officer.

6. OTHER INFORMATION TO BE PUBLISHED

ARENA will publish on its website other information that it holds (in addition to the information published under section 8(2), taking into account the objects of the FOI Act (section 8(4)). In addition, ARENA may publish a link to other publications not covered by the categories referred to above, including policies, guidelines, detail on projects, media statements and other publications identified by ARENA from time to time.

7. IPS COMPLIANCE REVIEW

To ensure ongoing satisfaction with the Scheme's requirements, ARENA will undertake a review exercise. This exercise will involve:

- (a) reviewing existing information held by ARENA to determine whether further material should be made publicly available as part of the Scheme; and
- (b) determining what additional information should be published to satisfy the requirements of section 8(2).

Any information that is identified by ARENA as part of this exercise will be published in accordance with the requirements of the Scheme.

ARENA will undertake, in conjunction with the Information Commissioner, a review of the operation of the Scheme:

- (c) as appropriate from time to time; and
- (d) in any case – within 5 years after the last time a review was completed.

Feedback or questions about this Plan can be provided by email to arena.complaints@arena.gov.au.