



Australian Government
Coal Mining Industry
(Long Service Leave Funding) Corporation

COALLSL

Information Publication Scheme Agency Plan

September 2023



Contents

1. Introduction	3
2. Purpose	3
3. Objectives.....	3
4. Establishing and administering Coal LSL’s IPS.....	3
5. Structure of the IPS.....	4
6. Information required to be published under the IPS.....	4
7. Other information to be published under the IPS.....	5
8. IPS compliance review.....	5

1. Introduction

The Coal Mining Industry (Long Service Leave Funding) Corporation (**Coal LSL**) is a corporate Commonwealth entity (CCE) subject to the Freedom of Information Act 1982 (**FOI Act**) and is required to comply with the Information Publication Scheme (IPS) requirements. This Information Publication Scheme Agency Plan (**Plan**) describes how Coal LSL proposes to do this, as required by section 8(1) of the FOI Act.

2. Purpose

The purpose of this Plan is to:

- assist Coal LSL in planning and administering its IPS entity
- establish what Coal LSL will publish¹, how and to whom the information will be published and how we will comply with IPS requirements as per the FOI Act
- ensure the proactive disclosure of Coal LSL's information holdings in accordance with the FOI Act
- facilitate public consultation about our IPS.

3. Objectives

Coal LSL's objectives in relation to this Plan are to:

- manage its IPS information holdings
- proactively identify and publish all information required to be published in accordance with section 8(2) and 8(4) of the FOI Act
- ensure that information published under the IPS is easily discoverable, understandable, and accessible
- regularly review information published under the IPS to ensure it is accurate, up to date and complete as per section 8(b) of the FOI Act
- adopt best practice initiatives in implementing and administering Coal LSL's IPS entry
- review and monitor the success of Coal LSL's IPS.

4. Establishing and administering Coal LSL's IPS

Coal LSL is regarded as a small agency in terms of applications received under the FOI Act and as a result has limited resources.

Coal LSL's Chief Regulation Officer is a senior Executive designated to ensure compliance with the FOI Act. To enable the administration of FOI and the IPS, the General Manager, Risk and Assurance is responsible for:

- maintaining and updating this plan
- developing appropriate procedures to publishing information under the IPS
- providing FOI awareness training to staff members
- consulting with relevant key stakeholders, as required.

¹ Under the IPS, 'publish' can include a statement that the information exists along with details of how to obtain it.

Coal LSL will comply with section 11C of the FOI Act by publishing decisions and documents released under FOI. Coal LSL has established a 'FOI Disclosure Log' for information to be released in response to FOI requests and currently provides information as per the FOI Act and the guidelines issued by the Australian Information Commissioner.

5. Structure of the IPS

Coal LSL's Strategy and Development division is involved in the development and administration of the Coal LSL website, which is used as the gateway for information access under the IPS. The purpose of the IPS is to enable public access to information through agency-driven disclosure rather than reactive requests for documents.

To ensure Coal LSL's IPS entry, including individual IPS documents, is easily discoverable, understandable and accessible, we will:

- ensure, where reasonably possible, that IPS documentation available on our website will conform to WCAG 2.0
- provide a search function for our website
- provide links to documents available for download
- provide instructions on how to request access to a document, in circumstances where it is impractical to publish a document online
- provide an online feedback form to invite public comment on any aspect of its website or the information published on it.

Coal LSL has published mandatory information holdings in accordance with section 8 of the FOI Act. The Freedom of Information page on our website is the main entry point through which individuals can access IPS content.

6. Information required to be published under the IPS

In accordance with section 8(2) of the FOI Act, Coal LSL will publish the following information:

- Coal LSL's IPS Agency Plan.
- Who we are – this information includes Coal LSL's [story](#), [strategy](#), [governing legislation](#), [Board of Directors](#) and [investments](#)
- What we do – this includes information about [how the fund works](#), [operational management](#) and our [policies and practices](#)
- Reports and Statements – this includes our [Corporate Plan](#), [Annual Reports](#), [Ministerial Statement of Expectations](#), [Statement of Intent](#) and [ESG Statement](#). Both of the Corporate Plan and Annual Report are tabled in Parliament.
- [Freedom of Information](#) – provides information for making FOI requests. It also provides a [disclosure log](#) in response to Freedom of Information requests.
- [Contact us](#) – provides information on how to contact us (which includes our email and mailing address) and the opportunity for anyone to ask a question or provide feedback.

The above information will be published on our website providing the required access to members of the public.

7. Other information to be published under the IPS

Coal LSL will continue to publish additional information on our website, in accordance with section 8(4) of the FOI Act. Coal LSL will aim to provide information in documents to which it routinely gives access to in response to FOI requests (FOI Disclosure Log) under Part III of the FOI Act except:

- personal information about any person if publication of that information would be unreasonable
- information about the business, commercial, financial or professional affairs of any person if publication of that information would be unreasonable
- other information covered by a determination made by the Australian Information Commissioner if publication of that information would be 'unreasonable'.

8. IPS compliance review

Coal LSL will review this Plan on a biennial basis and the operation of our IPS entity at least every five years in accordance with the guidelines issued by the Information Commissioner. These reviews will also consider any public feedback received.

Our objective is to provide information to the public in an open and transparent manner. We will seek feedback from the public in relation to this Plan that will assist Coal LSL in measuring the success of our IPS, provide guidance on the information we may need to publish and amend this Plan as appropriate.

Coal LSL encourages and welcomes your written feedback on our IPS or FOI processes. Please send your feedback to query@coallsl.com.au or by post to:

Freedom of Information Officer
Coal Mining Industry (Long Service Leave Funding) Corporation
Locked Bag 2021
Newcastle NSW 2300.