



# INFORMATION PUBLICATION SCHEME PLAN

## 1. INTRODUCTION

The Clean Energy Finance Corporation (CEFC) invests using a commercial approach to overcome market barriers and mobilise investment in renewable energy, energy efficiency and low emissions technologies.

CEFC investments help to improve energy productivity for businesses across Australia, develop local industries and generate new employment opportunities; helping to prepare and transform the Australian economy for a carbon constrained future.

The CEFC operates under:

- the *Clean Energy Finance Corporation Act 2012*
- an Investment Mandate issued by its Responsible Ministers
- Investment Policies issued by the Board of the Corporation, and
- *The Public Governance, Performance and Accountability Act 2013* and its subordinate legislation – which is the main financial governance legislation for Commonwealth entities.

The CEFC is subject to the *Freedom of Information Act 1982* (FOI Act)

We have prepared this Plan in accordance with the Information Publication Scheme (IPS) provisions of the FOI Act. The IPS requires us to publish a broad range of information on our website and this Plan explains how we will manage this process.

## 2. PURPOSE AND OBJECTIVES

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

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

This Plan outlines the mechanisms and procedures by which we will:

- manage our IPS information holdings
- identify and publish all information required to be published
- identify and publish optional information for publication
- review on a regular basis that information published under the IPS is accurate, up to date and complete
- ensure information is easily discoverable, understandable, machine-readable re-useable and transformable
- ensure satisfactory compliance with Web Content Accessibility Guidelines 2.0 (WCAG 2.0)
- gather and, where appropriate, incorporate feedback on our approach to our IPS contribution.

### 3. ESTABLISHING AND ADMINISTERING THE CEFC'S IPS CONTRIBUTION

Identifying and responding to the requirements of the IPS is the responsibility of our Chief Strategy & Governance Officer working alongside our General Counsel, the CEFC FOI Officer, and with input from the IT team and external service providers. The Chief Executive Officer and executive team have been engaged as appropriate, along with other relevant internal stakeholders.

To identify and respond to the IPS requirements, we will continue to:

- review the FOI Act
- review guidelines, factsheets and other materials produced by the Office of the Australian Information Commissioner
- attend seminars organised by the Office of the Australian Information Commissioner, the Australian Government Solicitor, the Attorney General's Department, and other relevant bodies.

To identify information required or permitted to be published, we will continue to:

- review material currently published on our website
- assess how the material currently published meets the IPS requirements and identify gaps in the information required to be published
- assess whether material available on our website and through our annual report is up to date, and
- review the extent to which material available on our website meets the requirements of WCAG 2.0.

### 4. ADMINISTERING INFORMATION PUBLISHED UNDER THE IPS

Responsibility for maintaining material published under the IPS lies with the Chief Strategy & Governance Officer, who maintains ongoing overview of the material published under the IPS with a view to ensuring it remains accurate, complete and up to date.

As part of this work, a disclosure log for the purposes of s 11C of the FOI Act has been developed.

A structured review of the material published and its compliance with the requirements of the IPS will be undertaken on a bi-annual basis. This will include consideration of feedback received from members of the public through the feedback email available on our website and review of any general topics and areas of interest that members of the public have raised with the CEFC and of requests for information that are routinely granted.

### 5. IPS INFORMATION ARCHITECTURE

The IPS information holdings will be made available on our website at [www.cleanenergyfinancecorp.com.au](http://www.cleanenergyfinancecorp.com.au). Links from the home page will be provided to ensure easy access to pages dedicated to Freedom of Information, the IPS, the FOI disclosure log and privacy.

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.

To facilitate access, the IPS page will use the headings below supported by descriptions and links 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 the IPS:

- Corporate plan
- Who we are
- What we do
- Our reports and responses to Parliament
- Routinely requested information
- Our priorities and finance
- Other Information, and
- 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.

## **6. INFORMATION REQUIRED TO BE PUBLISHED UNDER THE IPS**

We will publish documents required to be published under the IPS on our website and links from the IPS page will give access to this information. It is important to note that the CEFC, in adhering to an open and transparent policy of providing the public with access to its information holdings utilises a number of platforms to facilitate this including other sections of our website, media releases, social media etc. The IPS page is just one tool the Corporation uses to facilitate public access to information.

### **Corporate plan**

A link to our Corporate Plan will be published on the IPS page.

### **Who we are**

This will include a description of the statutory arrangements for the organisation, details of those appointed to our Board and the process for appointments, and an organisation chart.

### **What we do**

This will outline our functions and decision making powers, including links to the investment funds available to us. Plus information on the investment guidelines which describe the policies established by us to help us achieve our functions.

### **Our reports and responses to Parliament**

This will include copies of our annual reports provided to Responsible Ministers.

### **Routinely requested information**

This will include information in documents to which we routinely give access in response

to FOI requests. As documents that are routinely released are identified these will be identified in the FOI disclosure log.

### **Our priorities and finances**

This will include our quarterly investment reports and annual reports which set out our progress and priorities and include financial information as well as Board and Executive remuneration.

### **Contact us**

This will include the best method for contacting the CEFC FOI officer about access to information for documents under the FOI Act.

## **7. OPTIONAL INFORMATION**

We will also publish additional detail on the investment of funds. The assessment of what additional information stakeholders seek or would like access to is based on a review of the practices of other similar investment institutions and the feedback received from the public. Material published includes:

- media statements which are released as required; and
- quarterly investment reports which are issued at the end of the month following each quarter.

These items will also be identified on the IPS page.

## **8. REVIEW**

This Plan will be reviewed biannually by the Chief Governance & Strategy Officer in conjunction with our planning processes and this will include a comparison against the practices of other similar organisations and a review against the relevant guidelines and policies issued by the Information Commissioner. Criteria to assess the level of success in complying with the IPS will include this peer review, any feedback from the public and the extent to which the IPS holdings are effectively maintained and kept up to date.

A review in conjunction with the Information Commissioner will be undertaken no later than 5 February 2018.

Feedback or questions about this Plan can be provided via email to: [foirequest@cleanenergyfinancecorp.com.au](mailto:foirequest@cleanenergyfinancecorp.com.au), or by telephone to us on 1300 002 322