

Australian Maritime Safety Authority

Information Publication Plan

1 Introduction

The Australian Maritime Safety Authority (AMSA) has prepared this Information Publication Scheme Plan (the Plan) in accordance with subsection 8(1) of the *Freedom of Information Act 1982* (FOI Act):

8(1) An agency must prepare a plan showing the following:

- (a) what information the agency proposes to publish for the purposes of this Part;*
- (b) how, and to whom, the agency proposes to publish information for the purposes of this Part;*
- (c) how the agency otherwise proposes to comply with this Part.*

2. Purpose of the Plan

The Plan will assist AMSA to put appropriate procedures in place to proactively disclose its information holdings in accordance with the objects of the FOI Act:

(3) Objects

- (1) The objects of this Act are to give the Australian community access to information held by the Government of the Commonwealth by:*
 - (a) requiring agencies to publish the information; and*
 - (b) providing a right of access to documents.*

3. Objectives of Plan

- (a) To enable identification and publication of all information required to be published

AMSA is already largely compliant with the requirements of the Information Publication Scheme (IPS). Substantial amounts of information within the scope of the scheme are already available at www.amsa.gov.au. This information is provided by individual units within AMSA and is posted to the website by dedicated website officers throughout the organisation.

However, from May 1 2011 onwards AMSA will have a dedicated FOI page that links to all electronic information holdings currently published. The web page will also provide a list of non-electronic holdings that are publicly available, with information on how access may be granted to material that may not be available online.

AMSA aims to be fully compliant with the requirements of the FOI Act and to that end will work proactively, as detailed in this Plan, to ensure that all mandatory information is publicly available.

(b) To enable identification and publication of optional information

Having regard to the objects of the FOI Act noted above, in addition to publishing required information, AMSA should evaluate its other information holdings for suitability for publication. Such optional information (some of which is already voluntarily published) will be identified with the assistance of the appropriate line areas within AMSA. Decisions regarding publication of optional information will be made on a case by case basis in consultation with the area responsible for that information.

(c) To create a mechanism for review that will ensure that information published under the IPS is accurate, up-to-date and complete

AMSA has in place quality control mechanisms to review information currently published on its website and, by implementation of this Plan, will also regularly review all other information that will be relevant to the IPS.

AMSA will also form an IPS Working Group that will regularly review the information provided under the IPS and ensure that it is accurate, up-to-date and complete.

(d) Ensure that the information published under the IPS is discoverable, understandable and re-usable

AMSA will have a dedicated FOI webpage which will either link to information published under the IPS or will provide information on how the public can obtain that information.

(e) Ensure that the format of online content conforms with the Web Content Accessibility Guidelines (version 2)

Published information will conform to the Commonwealth Government Web Content Accessibility Guidelines currently in use within AMSA.

(f) Measure the success of AMSA's IPS

AMSA will regularly review the IPS information using the review mechanisms outlined under this Plan to ensure that the objects of the FOI Act are being met.

4. Establishing an Information Publication Scheme

(a) Management

The General Manager, Regulatory Affairs and Reform Division, is responsible for oversight of AMSA's FOI compliance. AMSA's Freedom of Information Officer is responsible for coordinating AMSA's work on implementing the FOI reforms, including establishing and administering the IPS.

AMSA will form an IPS Steering Committee consisting of a lead representative from each of the following areas:

- . Office of Legal Counsel
- . Public Relations
- . Information Technology
- . the DCEO group of Divisions.

The IPS Steering Committee will consider the requirements for establishment and ongoing management of the IPS (including this Plan) and will provide AMSA's Executive Management Group (EMG) with suggested policy direction regarding the decision-making framework that should be applied to the publication of AMSA's information.

(b) Information audit

As part of the implementation of the Plan the IPS Steering Committee will coordinate an audit of AMSA's information holdings to identify information that falls within the definitions provided by the Office of the Australian Information Commissioner of information that:

- . is required to be published under s.8(2);
- . may be published under s.8(4); and
- . is made available to the public otherwise than by publication (s.8A(2)).

To ensure that all AMSA information is considered as part of the audit an operational working group will be established by the IPS Steering Committee. This group – the IPS Working Group – will consist of a representative from each Division who, with assistance from the FOI Officer, will be the central point for review of information belonging to each Division.

The audit, through focused and targeted consultation, will comprehensively review AMSA's information holdings to identify material for publication.

The result of this audit will form the final AMSA IPS Register which will be published in accordance with this Plan.

Section 6 of this Plan contains a register of the currently known information required to be published under the IPS. This Plan also has a link to other information permitted to be published under the IPS and to a draft disclosure log.

(c) Access to IPS Register

Once the IPS Steering Committee have coordinated the initial implementation decision making and commencement audit, members of that Committee will work together to develop AMSA's FOI webpage.

Links to all material that falls within the IPS will be provided on AMSA's dedicated FOI webpage. The accuracy and completeness of this information will be regularly audited by AMSA's IPS Working Group.

AMSA, through the IPS Steering Committee will also take the following steps:

- (i) ensure that published information has high quality metadata through implementation of the Australian Government Locator Service (AGLS) Metadata Standard;
- (ii) apply search engine optimisation strategies to ensure that all published information can be indexed by search engines; and
- (iii) publish AMSA's IPS Register, by way of this plan, to enable both internal and external users of information to identify the available information resources from a single source.

(d) Charges for access to information on the IPS Register

In certain circumstances AMSA may consider imposing charges for providing access to documents within the IPS. These charges will be assessed on the following basis:

- (i) access to information linked on AMSA dedicated FOI website will be free of charge;
- (ii) AMSA may charge 10c a page plus postage costs to produce a hard copy of these documents, or in certain circumstances (to be determined by the IPS Steering Committee's recommendation to EMG) the actual cost incurred of reproducing a document ('full cost recovery').

Charging on a full cost-recovery basis will reflect the cost of the resources used in producing the service. For example, where it is appropriate to fix a charge for producing a document by computer, the actual cost where AMSA *uses its own* computer facilities will include:

- (i) the cost of labour directly — that is, readily and specifically associated with the production of an output;
- (ii) the cost of materials and services directly consumed in the production process;
- (iii) an appropriate share of indirect labour costs, both cash and accruing;
- (iv) accommodation costs;
- (v) a share of indirect materials and services; and
- (vi) capital costs, including depreciation, imputed interest on working capital and a return on non-current assets employed, based on current values.

If AMSA has to use *outside facilities*, the amount charged by AMSA for production will be based on actual costs. For example, the time spent by officers when making arrangements for an applicant to hear a recording or view a film or videotape (or making copies of a recording, film CD-ROMs or videotape) would be charged. That amount will be calculated on an hourly rate (pro rata), based on the salary of the officer performing the task, plus any additional cost for overheads.

Where the actual cost of providing the access is likely to be high (for example, where production of the documents requires the use of an external computer facility) the person seeking the information will be advised in advance.

5. Information Architecture

AMSA will publish information to members of the public either on its dedicated FOI website, via links on its dedicated FOI website or by advising other details of how the information may be obtained. The primary language in which AMSA documents are published is English.

In certain circumstances AMSA will consider making arrangements with an individual to view unpublished but accessible documents at one of AMSA's regional offices around Australia. These arrangements may be discussed with AMSA's Freedom of Information Officer by contacting him/her on the details provided on the dedicated FOI webpage.

6. Information Required to be Published

Section 8(2) of the FOI Act lists ten items of information that are required to be published. These are:

- . the IPS Plan
- . the agency's structure
- . details of the agency's functions and powers
- . details of statutory appointments
- . the agency's Annual Report
- . public consultation mechanisms

- . details of documents to which the agency routinely gives access under FOI
- . information routinely provided to Parliament
- . FOI Contact Officer details
- . the agency's operational information (this is a broad category that encompasses information held by the agency to assist it to perform or exercise its functions or powers in making decisions or recommendations affecting members of the public).

Much of the required information is already available on the AMSA website, however, in accordance with this requirement, and following the Guidelines provided by the OAIC, AMSA will publish the following information under the given headings, via links on its dedicated FOI webpage:

- . **Access to AMSA's Information**
 - . This IPS Plan –(s.8(2)(a))

- . **Who we are**
 - . About AMSA
 - . Organisation Chart
 - . The AMSA Board
 - . Other AMSA employees appointed by statute

- . **What we do** (s.8(2)(c) and (j)) – this includes information about the functions of AMSA and its decision making powers.

- . **Functions and powers**

The following links access those parts of the AMSA external website where the functions and powers of AMSA are explained in greater depth:

 - Marine Environment Protection
http://www.amsa.gov.au/Marine_Environment_Protection/
 - Search and Rescue
http://www.amsa.gov.au/Search_and_Rescue/
 - Shipping Safety
http://www.amsa.gov.au/Shipping_Safety/
 - Shipping Registration
http://www.amsa.gov.au/Shipping_Registration/
 - Marine Qualifications
http://www.amsa.gov.au/Marine_Qualifications/
 - National System for Commercial Vessel Safety
<http://www.amsa.gov.au/NationalSystem/>

- . **Operational information**

The following link provides access AMSA's current Section 9 statement, which will need to be substantially updated with information provided by the audit conducted by the IPS Working Group to include policies and procedures, guidelines and operational tools that AMSA uses in its decision making.

http://www.amsa.gov.au/About_AMSA/Freedom_of_Information/documents/Section9Statement2010.pdf

- . **Our Reports and responses to Parliament (s.8(2)(e) and (h)):**

- . Annual Reports

http://www.amsa.gov.au/About_AMSA/Corporate_information/Annual_Reports/

- . Information routinely provided to Parliament.

- . **Routinely requested information and disclosure log (s.8(2)(g) and 11C).**

- . A Disclosure Log for all FOI requests received from 1 May 2011 will be maintained and can be accessed from here. It is intended that the log will not contain direct links to the disclosed materials but rather the information will be available on request.

(A review of AMSA's FOI history of FOI requests has revealed that the major category of routinely requested information within AMSA relates to sea service records. As these documents contain personal information, they will not be publicly released as part of the IPS. Future requests will be monitored by the FOI Officer to see if any new category of routinely requested documents develops.)

- . **Consultation with stakeholders (s.8(2)(f)) –**

- . Details of the public consultation that AMSA is currently conducting may be found at:

<http://www.amsa.gov.au/NationalSystem/contact.asp>

http://www.amsa.gov.au/shipping_safety/marine_orders/index.asp

. **Contact Us details** (s8(2)(i)):

http://www.amsa.gov.au/About_AMSA/Freedom_of_Information/

7. **Optional Information to be published**

In accordance with the OAIC Publication Guidelines AMSA will initially publish the following optional information (s.8(4)) at the weblinks provided. Further analysis of AMSA's information holdings may result in the publication of additional documents.

. **Our Priorities**

AMSA's Mission Statement and Vision

http://www.amsa.gov.au/about_amsa/

AMSA's Corporate Plan

http://www.amsa.gov.au/About_AMSA/Corporate_information/Corporate_Plan/

AMSA's Strategic Vision – 2010 to 2025

http://www.amsa.gov.au/About_AMSA/Corporate_information/documents/2010-2025.pdf

. **Our Finances and People**

Budgeted financial statements:

http://www.infrastructure.gov.au/department/statements/2009_2010/budget/amsa3.aspx

Information regarding procurement tendering and contracts is available here:

http://www.amsa.gov.au/About_AMSA/Corporate_information/Tenders/

AMSA's Collective Agreement is available here:

http://www.amsa.gov.au/About_AMSA/Corporate_information/Certified_Agreement/AMSA_CA_2009-2012.pdf

. **Our lists**

- . Our files
- . Contracts
- . Grants and Appointments
- . Data sets

8. Administering the AMSA IPS

In order to administer the IPS into the future, AMSA will:

- (a) Maintain a robust information asset management framework through regular auditing on a quarterly basis by the IPS Working Group.
- (b) Maintain the IPS Register and Disclosure Log.

AMSA's standard operating procedure for processing FOI requests includes ensuring that all relevant information released is reflected in the Disclosure Log.

AMSA will also monitor and review this Plan whenever changes or additions are made to www.amsa.gov.au so that these changes are reflected in the Plan. This will be conducted as part of the regular quarterly audits by the IPS Working Group.

- (c) Members of the IPS Working Group will consider on a quarterly basis whether:
 - . their operational area has developed any new information that is required to be published under s.8(2).
 - . their area has developed any new information that could be voluntarily published under s.8(4).
 - . all relevant whole-of-AMSA material has been captured by the IPS and update this Plan and the IPS Register accordingly.
- (d) AMSA, through the IPS Steering Committee, will ensure that:
 - . information published continues to be discoverable, accessible, useable, as well as being accurate, up-to-date and accessible.
 - . information about charges to be imposed and how these will be calculated is reviewed on an annual basis and any changes will be published in the Plan.
 - . best practice in accordance with Guidelines issued by the OAIC is observed.

9. **Review of the Plan**

a) Formal reviews

AMSA notes that the Information Commissioner has the specific function of reviewing IPS procedures in conjunction with the agency, and that a formal review in conjunction with the Information Commissioner is required by 1 May 2016. Such a review will be scheduled to meet that requirement.

However, in addition to this standard OAI review and the quarterly reviews undertaken by the IPS Working Group, AMSA will conduct a full review of the operation of the Plan and the IPS within 3 months of the anniversary of their introduction – that is, by 1 August 2012.

(b) Indicators of success

The following criteria will be used to evaluate AMSA's success in complying with the IPS requirements:

- . Feedback from the public is largely positive as to the range of information published and regarding how material can be accessed;
- . Complaints regarding access or the readability or useability of the material are addressed to the satisfaction of the complainant;
- . The review conducted in conjunction with the Information Commissioner raises no major non-compliance issues;
- . Reduced formal requests under the FOI Act as a result of more accessible published information.