



Australian Government
Australian Maritime Safety Authority

Information Publication Scheme Plan

2024/2025

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More information

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Introduction

The Australian Maritime Safety Authority (AMSA) is an agency 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 Plan (IPS Plan) has been prepared for the purposes of s 8(1) of the FOI Act.

The IPS Plan will address the following topics:

- Purpose of the IPS Plan;
- Objectives of the IPS Plan;
- Administration of the IPS entry;
- Structure of the IPS entry;
- Information required to be published under the IPS;
- Other information to be published; and
- IPS compliance review.

Purpose

The purpose of the IPS Plan is to assist AMSA in planning and administering its IPS entry and showing what information AMSA proposes to publish, how and to whom the information will be published and how AMSA will otherwise comply with its IPS requirements.

Objectives

The objectives of the IPS Plan are to:

- Enable identification and publication of all information required to be published;
- Create a mechanism for review that will ensure information published under the IPS is accurate, up-to-date and complete;
- Ensure information published under the IPS is discoverable, understandable and re-usable;
- Ensure the format of online content conforms with the Web Content Accessibility Guidelines Version 2.0 (WCAG 2.0); and
- Measure the success of AMSA's contribution to the IPS.

Administering AMSA's IPS entry

AMSA's General Counsel, as Information Champion, is responsible for overseeing AMSA's IPS compliance. AMSA's Freedom of Information Officer, supported by a Solicitor or Senior Solicitor, is responsible for monitoring the day-to-day tasks associated with complying with the IPS, managing the ongoing administration of AMSA's IPS entry and reviewing and updating the IPS Plan.

The FOI Officer is responsible for coordinating an annual audit of AMSA's information holdings to identify any additional information that falls within the definitions provided by the Office of the Australian Information Commissioner for information that:

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

The audit will involve the FOI Officer:

- working closely with AMSA's communications team to identify any additional information published on AMSA's website that could or should be linked directly from AMSA's IPS entry;
- circulating an internal email providing educational content on the objects and guiding principles of the IPS and requesting business areas review the information they hold to identify any additional information which can or should be added to AMSA's IPS entry.

The FOI Officer will also include IPS information in any FOI training offered throughout the organisation to further promote a culture of transparency and a proactive disclosure approach within the organisation.

The Information Champion will report annually to AMSA's executive about the IPS entry, including any new information or documents that have been identified for publication and any revisions made to the IPS entry or IPS Plan as a result.

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:

- Access to information linked on AMSA's dedicated IPS webpage will be free of charge;
- AMSA may charge 10c a page plus postage costs to produce a hard copy of documents, or in certain circumstances the actual cost incurred of reproducing a document ('full cost recovery').

AMSA will liaise with the person seeking the information in advance if it proposes to charge for the production of information requested under the IPS.

Structure of the IPS Entry

AMSA's IPS entry is published on AMSA's website on a page entitled 'Information Publication Scheme' as follows:

- Agency Plan
 - Information Publication Scheme Plan
- About us
 - Who we are
 - Organisation structure
 - AMSA Board
 - AMSA employees appointed by statute
- What we do
 - Search and rescue
 - Qualifications and Training
 - Vessels and operators
 - Port State Control
 - Safety and navigation
 - Marine environment
 - News and community
 - About us
- Our reports and responses to the Parliament
 - Annual reports
 - Maritime Labour Convention Annual Reports
 - Port State Control Reports
 - State of the Fleet
- Routinely requested information and disclosure log
 - Disclosure log
 - Domestic Commercial Vessel Incident Reports

- Ship Detention Database
- Consulting with our stakeholders
 - Draft marine orders open for public consultation
- Operational information
 - Operational information
- Our priorities
 - Mission and vision
 - Corporate plan
 - Strategic workforce plan
 - Service charter
 - Reconciliation Action Plans
 - National Compliance Plan: 2023-24
- Our finances and people
 - Budgeted financial statements
 - Information regarding procurement tendering and contracts
 - Enterprise Agreement
- Our lists
 - Our list of files (the Harradine list)
- Contact us (further information or complaints)

Much of the information required to be published is already available on AMSA's website. Where this is applicable, links have been provided to the page where the information is published.

To ensure that AMSA's IPS entry is easily discoverable, understandable and accessible, AMSA will take the following steps:

- Ensure that published information has high quality metadata through implementation of the Australian Government Locator Service (AGLS) Metadata Standard;
- Apply search engine optimisation strategies to ensure that all published information can be indexed by search engines.

Information Required to be Published

AMSA will publish the following information required to be published under the IPS by s 8(2) of the FOI Act:

- Agency Plan

A copy of the IPS Plan will be available for viewing and download.
- About Us

Under this heading, 'Who we are' provides information about AMSA's strategic priorities, our enabling legislation, functions and powers and details of our organisational structure, AMSA's board, executive team and employees appointed by statute.
- What we do

Provides further details of AMSA's functions and duties.
- Our reports and responses to Parliament

Provides AMSA's annual reports and any current responses to Parliament.
- Routinely requested information and disclosure log

Provides a high-level overview of FOI requests processed by AMSA. The Disclosure Log for all FOI requests received from 1 May 2011 will be maintained. The Disclosure Log will not contain direct links to the disclosed materials, but information will be available on request.

A review of AMSA's FOI matters revealed that the majority of routinely requested information relates to sea service records and personal injuries. As these documents contain personal information, they will not be listed on the Disclosure Log and cannot be proactively published. However, as AMSA regularly receives FOI requests relating to domestic commercial vessel incidents and ship detentions, links have been provided to incident reports and the ship detention database.

- Consulting with our stakeholders
Details current consultations open for members of the public to comment on operational and regulatory processes and proposed changes to Marine Orders and how submissions can be made.
- Operational information
Details information that assists AMSA to perform or exercise its functions or powers in making decisions or recommendations affecting members of the public (or any particular person or entity, or class of persons or entities) for example regulations, standards or policies that relate to how AMSA will make decisions.
- Our finances and people
Information regarding procurement tendering and contracts will be included under this heading which is information that AMSA regularly provides to Parliament.
- Our lists
Our list of files (the Harradine list) will be published as it is information that AMSA regularly provides to Parliament.
- Contact details
The FOI email address will be provided to allow members of the public to request further information relating to the IPS or make a complaint.

Optional Information to be published

In accordance with the OAIC Publication Guidelines, AMSA will publish the following optional information as part of our IPS entry in accordance with s 8(4) of the FOI Act:

- Our Priorities
AMSA's Mission and vision, Corporate Plan, Strategic workforce plan, Service charter Reconciliation Action Plans and National Compliance Plan: 2023-24.
- Our finances and people
The current Enterprise Agreement.

Further analysis of AMSA's information holdings may result in the publication of additional documents.

IPS compliance review

AMSA will review the IPS Plan and IPS entry on an annual basis to ensure the information published is accurate, up-to-date and complete. AMSA will complete a review of its IPS compliance every 5 years in conjunction with the Information Commissioner's survey, in accordance with ss 8F(a) and 9(1) of the FOI Act.

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 because of more accessible, proactively published information.