



Australian Government
Great Barrier Reef
Marine Park Authority

Information Publication Scheme

Agency plan

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Introduction

The Great Barrier Reef Marine Park Authority (GBRMPA) 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 agency plan describes how the GBRMPA proposes to do this, as required by s 8(1) of the FOI Act.

The GBRMPA is an independent statutory agency established by the *Great Barrier Reef Marine Park Act 1975* (the Act). It is headed by a Chairman / Chief Executive, supported by up to four other statutory office holders appointed by the Minister responsible for the Act.

The agency plan describes how the GBRMPA proposes to implement and administer the IPS in respect of its own information holdings, by addressing:

- establishing and administering the GBRMPA's IPS entry
- information architecture
- information required to be published
- other information to be published
- compliance review

The GBRMPA will continue to build and foster a culture within the agency, in which appropriate proactive disclosure of its information holdings is embraced, leading to successful implementation and administration of the IPS. This is in recognition that public sector information is a national resource managed for public purposes.

Purpose

The purpose of this agency plan is to:

- assist the GBRMPA in planning and developing its IPS entry
- facilitate public consultation about that contribution
- show what information the agency proposes to publish, how and to whom the information will be published and how the GBRMPA will otherwise comply with the IPS requirements (s 8(1)).

Objectives

The GBRMPA's objectives are to outline appropriate mechanisms and procedures to:

- manage the IPS entry
- proactively identify and publish all information required to be published (s 8(2))
- proactively identify and publish any optional information to be published (s 8(4))
- review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s 8B)
- ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable
- ensure satisfactory conformance with the *Web Content Accessibility Guidelines (Version 2)* (WCAG 2.0)

- measure the success of the GBRMPA's IPS contribution by reference to community feedback and compliance review processes
- adopt best practice initiatives in implementing and administering the GBRMPA's IPS entry.

Establishing and administering GBRMPA's IPS contribution

The General Manager, Communication and Policy Coordination branch is designated by the GBRMPA as the senior officer responsible for leading the agency's compliance with the IPS, the GBRMPA IPS Leader.

(a) Establishing the GBRMPA's IPS contribution

The IPS Leader is supported by the IPS Steering Group to establish the GBRMPA's IPS entry.

The IPS Steering Group comprises:

- the Director, Policy Coordination
- the Director, Legal Services
- the Communications Team Leader
- the Project Manager, Policy Coordination.

The IPS Steering Group will set up other ad hoc working groups as required.

The IPS Steering Group will prepare an IPS project plan for tasks to be completed by 31 December 2011, including:

- the GBRMPA's goals in relation to the IPS
- a timetable for achieving those goals
- how the GBRMPA will achieve those goals (i.e. tasks to be completed and responsibility for each goal).

The Steering Group will develop an IPS information register. The IPS information register will record details of documents and information required or permitted to be published under s 8(2) and 8(4). To prepare the IPS information register, the IPS Steering Group will spend approximately one month:

- auditing documents currently published on the GBRMPA website (www.gbrmpa.gov.au) and identifying the documents that will form part of the IPS
- creating a list of IPS documents (including those not already published on the GBRMPA website)
- compiling a set of hard copy IPS documents that are not published on the GBRMPA website and are not available on the GBRMPA document management system, and
- identifying any IPS documents that are not accurate, up to date or complete.

The IPS information register facilitates conformance with WCAG 2.0 (see Objectives on page 1), as it:

- describes the format of all IPS documents currently published on the GBRMPA websites
- contains a link to an alternative format of an IPS document, where the document is only available in Portable Document Format (PDF) on the GBRMPA website

- contains a link to a searchable PDF for IPS documents that are not on the GBRMPA website
- identifies any other issues that may affect publication of an IPS document on the GBRMPA website.

(b) Administering information published under the IPS from 1 May 2011

The GBRMPA will develop a comprehensive information asset management framework which will apply to GBRMPA's IPS entry. This framework will initially comprise records management plans and policies which are currently under development.

The GBRMPA had its Records Disposal Authority accepted by the National Archives of Australia in May 2010. It continues to monitor and adjust its Records Management Policies to ensure compliance with Government regulation and agency requirements. The GBRMPA also recently reviewed and updated its Service Charter (May 2011).

The GBRMPA will finalise an online repository (known as an e-repository or institutional repository) which will make its publications freely available within approximately 18 months. This repository will meet international data transfer standards called Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH).

From 1 May 2011, the GBRMPA's ongoing compliance with the IPS will be coordinated by an Information Champion — initially the Director, Policy Coordination. This role will later transition to the Project Manager, Policy Coordination.

Each branch of the GBRMPA will be responsible as required, for day to day tasks associated with complying with the IPS, within available resources. For example the Communication and Policy Coordination branch will manage ongoing administration of the IPS information holdings and will be responsible for implementing, reviewing and revising the agency plan.

As part of managing the ongoing administration of the IPS information holdings, the Communication and Policy Coordination branch (assisted by the Corporate Services branch) will develop a *Guide to publishing information under the IPS* for GBRMPA staff. The guide will:

- describe processes to be followed internally to ensure the accuracy, currency and completeness of published information
- help staff to identify on an ongoing basis any required or optional information to be published under the GBRMPA's IPS entry
- describe the process for publishing information.

The GBRMPA will lead better practice initiatives to engage with the community about the it's contribution to the IPS. These include:

- issuing a media statement and publishing an article in its bimonthly newsletter *SeaRead* about the GBRMPA's IPS entry.
- making IPS documents as easily discoverable, understandable and machine-readable as possible
- inviting members of the public to use the GBRMPA website feedback mechanism to provide comments on the GBRMPA's IPS entry, particularly where documents are found not to be discoverable, understandable or machine-readable

- providing members of the public with contact details for the GBRMPA's Public Information Unit in relation to obtaining documents in another format or where they are not available for downloading from the agency website
- arranging for GBRMPA IPS documents, which are not available on the GBRMPA website, to be made available upon request.

The GBRMPA may charge a person for accessing any IPS document which it is impracticable to publish online:

- at the lowest reasonable cost
- to reimburse specific reproduction costs or other specific incidental costs (s 8D(4)).

The GBRMPA will generally not impose a charge where the reimbursement or incidental cost would be lower than \$100.00.

From time to time, the GBRMPA will publish in the IPS section of its website a list of any IPS documents that are impracticable to publish online and give details of how a person seeking access to any of these documents will be able to arrange access. The list of documents will include indicative charges that may be imposed for making that information available and an explanation for the charge. These charges will be consistent with charges in the *Freedom of Information (Charges) Regulations 1982* (which generally apply to access requests under Part III of the FOI Act).

IPS information architecture

The GBRMPA will publish its IPS information holdings on its website in accordance with the timetable below (except where this is impracticable or resources are limited to do so).

The IPS information holdings that are available on the GBRMPA website will be published under the following headings:

Required information

- Agency plan (ss 8(2)(a))
- Who we are (ss 8(2)(b) and 8(2)(d))
- What we do (ss 8(2)(c) and 8(2)(j))
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Contact us (s 8(2)(i)).

Other information

- Our priorities (s 8(4))
- Our finances (s 8(4))
- Our lists (s 8(4))
- Our submissions (s 8(4))

To ensure that the GBRMPA IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable, the GBRMPA has:

- wherever possible, provided online content in a format that can be searched, copied and transformed
- provided a search function for its website
- established a mechanism for responding to community feedback about whether the GBRMPA IPS entry (and individual IPS documents) is easily discoverable, understandable and machine-readable
- planned to publish an IPS icon on the homepage of its website, which will link to the IPS section of the website
- planned to publish a sitemap for its website, to help individuals identify the location of information published under s 8(2) and 8(4)
- planned to provide URL addresses to the sitemap and agency plan from the GBRMPA's entry on www.directory.gov.au
- planned to provide a Really Simple Syndication (RSS) feed to notify subscribers of new publications or developments in relation to the GBRMPA's IPS entry as soon as reasonably practical.

To conform to WCAG 2.0, the GBRMPA:

Approach to accessibility by commencement of the IPS

- will ensure that, by 31 December 2011, all online information that is published under the IPS conforms with WCAG 2.0 as far as practicable.
- has stated on the dedicated IPS section of its website that where a person requires an alternative accessible format of a document, that it will be made available on request.

Approach to accessibility after commencement of the IPS

- will publish any new IPS documents as soon as they are available for publication from the commencement of the IPS
- will ensure that all information newly published under the IPS on the GBRMPA website conforms with the WCAG 2.0 as soon as practicable but not less than level A standards by 31 December 2012 and to level AA standards by 31 December 2014, in accordance with Web Content Accessibility Guidelines (WCAG) version 2.0 available at <http://webguide.gov.au/accessibility-usability/accessibility/>.

The majority of documents listed on the IPS section of the GBRMPA website will be converted into HTML to meet accessibility requirements. A small number of exceptions may apply to:

- PDFs made of images of scanned documents
- Documents that are out of date, but that are provided for historical reference (these will be supplied in the formats in which they are currently available)
- Charts, tables and forms (these can be supplied in accessible formats on request).
- Where possible, documents covered by these exceptions will be published in one alternative format.

The GBRMPA will consider public comments about its agency plan and IPS entry through the feedback mechanism on the IPS section of its website.

Information required to be published under the IPS

The GBRMPA will publish documents required to be published under the IPS (s 8(2)) in the IPS section of the website at www.GBRMPA.gov.au/ips. The GBRMPA will publish these documents under the following headings:

Agency Plan

Who we are

- This will include an organisation chart, the Agency Employment Agreement and information about statutory appointments.
- For statutory appointees, the GBRMPA will publish the name of the person appointed, the length or term of appointment, the position to which the person is appointed (and particulars of the position) and the provision of the Act under which the person is appointed.

What we do

- This will outline the functions and decision making powers of the GBRMPA.
- The GBRMPA will also publish rules, guidelines, practices and precedents relating to these functions and powers. This includes the GBRMPA *Enquiries line manual* and *Compliance complaint handling manual*.
- The GBRMPA will publish policy documents relating to its operations affecting members of the public.

Our reports and responses to Parliament

- This will include the GBRMPA's recent annual reports and other reports (e.g. *Great Barrier Reef Outlook Report 2009*) and responses tabled in Parliament.

Routinely requested information and Disclosure log

- This will include information in documents to which the GBRMPA routinely gives access in response to FOI requests and information published under s 11C of the FOI Act.

Consultation Arrangements

- This will include information about how and to whom a comment may be submitted by members of the public, where the GBRMPA undertakes public consultation on a specific policy proposal.

Contact us

- This will include the name, telephone number and an email address for a contact officer, who can be contacted about access to the GBRMPA's information or documents under the FOI Act. The GBRMPA has established generic telephone numbers and email addresses for this purpose that will not change with staff movements.

Other information to be published under the IPS

The GBRMPA will publish on the IPS section of its website other information that it holds (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

The GBRMPA will publish these documents in accordance with the timeframe set out above.

Other information will be published under the following headings:

Our priorities

- This will include corporate and strategic plans, assessments and reviews.

Our finances

- This will include financial information relating to procurement procedures, tendering and contracts.

Our lists

- This will include agency contracts, grants and appointments, and links to data sets.

Our submissions

- This will include submissions made by the GBRMPA to Parliamentary committees, the Productivity Commissioner and the Australian Law Reform Commission.

In addition, in the IPS section the GBRMPA will publish a link to other publications not covered by these headings, including fact sheets, speeches and guidelines. A list of documents that are not practical to publish online will also be provided.

IPS compliance review

The GBRMPA will review and revise this agency plan at least annually, which will coincide with the GBRMPA's strategic planning process.

The GBRMPA will review the operation of its IPS from time to time and at least every five years, in accordance with guidelines issued by the Information Commissioner about IPS compliance review (better practice guidance material to assist agencies to comply with the IPS).

The GBRMPA will adopt the following criteria for measuring its performance:

- (a) agency plan – has the GBRMPA published a comprehensive plan for its IPS compliance?
- (b) Governance and administration – does the GBRMPA have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- (c) IPS document holdings – has the GBRMPA reviewed its document holdings to decide what information must be published under s 8(2) and information that can be published under s 8(4)? Is the GBRMPA's IPS entry accurate, up-to-date and complete?
- (d) IPS information architecture – does the GBRMPA have a publication framework in place and has it taken the necessary steps to ensure that information in its IPS entry is easily discoverable and accessible?
- (e) Agency compliance review – does the GBRMPA have appropriate processes, systems and resources in place to monitor and review its IPS compliance and to make necessary improvements to its IPS implementation?.