

Information Publication Scheme - Agency Plan

Introduction

NOPSEMA 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 NOPSEMA proposes to implement and administer the IPS in respect of its own information holdings, by addressing:

- establishing and administering NOPSEMA's IPS contribution
- information architecture
- information required to be published
- other information to be published (optional information)
- accessibility to information published
- compliance review.

Purpose

The purpose of this agency plan is to:

- assist NOPSEMA in planning and developing its contribution to the IPS
- show what information the agency proposes to publish (IPS information holdings), how and to whom the information will be published and how NOPSEMA will otherwise comply with the IPS requirements (s 8(1)).

Objectives

NOPSEMA's objectives are to outline appropriate mechanisms and procedures to:

- manage its IPS information holdings
- 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)
- monitor the success of the NOPSEMA's IPS contribution from public feedback and compliance review processes
- adopt best practice initiatives in implementing and administering the NOPSEMA's contribution to the IPS.

	Task/objective	Responsibility	Measures and implementation	Completion stage/ Expected timeframe
Implementation of Information Publication Scheme				
1.	Responsibility assigned for leading the agency's work on implementing FOI reforms, including publishing information under the IPS	General Counsel	N/A	Completed
2.	Ensure NOPSEMA's information asset management framework supports the new IPS requirements	FOI Coordinator / Information	NOPSEMA's existing Information Management system has been reviewed and determined that it adequately supports requirements of IPS	Completed
	Develop a register of information required or permitted to be published under ss 8(2) and 8(4) and a 'disclosure log' required by s 11C	FOI Coordinator	Information Register prepared detailing required/permitted information available on website and updated as necessary	Completed
	Continue to identify information required or permitted to be published under s 8(2) and 8(4), and information that is made available to the public otherwise than by publication under s 8A(2)	FOI Coordinator / Information Manager	New information to be published will be identified by regular reviews of information holdings or at moment of publication	Ongoing
3.	Publish access charges to be imposed and how they will be calculated (ss 8D(4) and 8D(5))	FOI Coordinator	NOPSEMA has identified access charges in relation to FOI disclosure on its website: http://www.nopsema.gov.au/resource-centre/foi/ These charges are in line with the guidelines issued by the Office of the Australian Information Commissioner (OAIC).	Completed

Information Architecture				
4.	How will NOPSEMA publish information to members of the public	FOI Coordinator/ Chief Information Officer (CIO)	Information will primarily be published on NOPSEMA's website: www.nopsema.gov.au Copies of documents can also be provided on CD/DVD by request NOPSEMA's preference is not provide materials in print, in order to reduce the cost to the public	Ongoing
5.	Format and language NOPSEMA intends to publish the information and where information will be located	FOI Coordinator / CIO	Information to be published in English on the NOPSEMA website: http://www.nopsema.gov.au/resource-centre/foi/publication-scheme/ under the following headings: Agency plan Functions and Powers (ss 8(2)(b) and 8(2)(d) Reports and responses to Parliament (ss 8(2)(e) and 8(2)(h)) Routinely requested information (ss 8(2)(g) Consultation arrangements (s 8(2)(f)) Contact and feedback (s 8(2)(i)) Disclosure log (s 11C)	Completed

6.	Ensure that information published under IPS is easily discoverable, understandable, machine-readable, accessible, useable, as well as accurate, up-to-date and complete	FOI Coordinator / CIO	Existing information holdings have been reviewed and it has been determined that all relevant information has been published in accordance with good practice. IPS information will continue to be reviewed and updated on an ongoing basis	Ongoing
7.	Where copies of published documents are deposited in other locations, such as the National Sound and Film Archive, Commonwealth Library Deposit or data.gov.au, NOPSEMA will provide information to the public about how to access these deposits	FOI Coordinator / CIO	Currently NOPSEMA does not have documents deposited in other locations. However, NOPSEMA will continue to monitor this and details of any such locations will be published on its website as necessary	Ongoing
8.	Develop and implement standards and processes for archiving (either on website or otherwise) information published as part of IPS compliance	Information Manager (IM)	Existing mechanisms for marking material for retention and disposal have been reviewed and determined as being adequate.	Completed
<i>Information required to be published under the IPS</i>				
9.	Publish NOPSEMA's Agency plan under the IPS	FOI Coordinator	Published on NOPSEMA's website: http://www.nopsema.gov.au/resource-centre/foi/publication-scheme/	Completed
10.	Publish details of NOPSEMA's functions, including its decision making powers and other powers affecting members of the public.	Communications	A statement of NOPSEMA's functions and powers has been published A statement outlining statutory appointments under OPGGSA is being prepared Existing organisation chart is already on NOPSEMA's website.	Completed

11.	Publish reports and responses to Parliament	Communications	Reports and parliamentary responses are already on NOPSEMA's website.	Completed
12.	Publish details of consultation arrangements for members of the public to comment on specific policy proposals	Communications	NOPSEMA regularly consults stakeholders in development of administrative or technical practices used to administer the regulations. Details of any currently active consultations are posted on NOPSEMA's website.	Completed
13.	Publish information in documents to which NOPSEMA routinely gives access in response to FOI requests under Part III of the FOI Act, except information that is otherwise exempt.	FOI Coordinator	NOPSEMA currently does not have any documents to which it routinely gives access, however, will monitor incoming information to identify potential material	N/A
14.	Publish details of an officer (or officers) who can be contacted about access to the agency's information or documents under the FOI Act	FOI Coordinator	Published on FOI page on NOPSEMA's website: http://www.nopsema.gov.au/resource-centre/foi/	Completed
15.	Publish NOPSEMA's operational information (information held by NOPSEMA to assist it 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 the agency's rules, guidelines, practices and precedents relating to those decisions and recommendations)	Information/ Communications / Regulatory	NOPSEMA's regular practice is to publish policies and guidelines as they are created and revised. These are listed on its website: http://www.nopsema.gov.au/resource-centre/policies-guidance-forms/	Ongoing
16.	Publish a disclosure log (s11C)	FOI Coordinator	NOPSEMA has published a disclosure log on its website: http://www.nopsema.gov.au/resource-centre/foi/disclosure-log/	Completed

<i>Other information to be published (optional information)</i>				
17.	Publish other information, such as corporate and strategic plans, financial information, submissions to Parliamentary Committees and other agencies (s 8(4))	Communications	NOPSEMA has identified and published optional information already located on its website.	Completed
<i>Accessibility under the IPS</i>				
18.	Ensure that all existing online information required to be published under the IPS conforms with the <i>Web Content Accessibility Guidelines (WCAG) 2.0</i> on commencement of the IPS	CIO / FOI Coordinator	All existing published information to be reviewed for conformity with WCAG	HTML content reviewed. PDF documents review ongoing.
19.	Ensure that all existing optional information published conforms with WCAG 2.0	CIO / FOI coordinator	All existing published information to be reviewed for conformity with WCAG	HTML content reviewed. PDF documents review ongoing.
20.	Where a document is not yet available in an accessible format, it will be made available in an accessible format on request	CIO/FOI Coordinator	NOPSEMA will monitor requests for access to documents and respond by making document available as soon as possible	Ongoing
21.	Publish any new IPS documents as soon as they are available for publication	CIO/FOI Coordinator	NOPSEMA will monitor creation and receipt of documents and identify for publication. NOPSEMA will publish documents in accordance with existing standard operating procedures in its Information Management System	Ongoing
22.	Ensure that all information newly published on NOPSEMA's website conforms with WCAG 2.0 as soon as possible	CIO / FOI Coordinator	All newly published information to be reviewed for conformity with WCAG	Ongoing

Compliance review				
23.	NOPSEMA to review this agency plan	FOI Coordinator / General Counsel	Review to be carried out within the first 6 months, then every 12 months, with revisions made and published as necessary	6 monthly initially, followed by 12 monthly
24.	NOPSEMA to review the operation of its IPS	FOI Coordinator	Review to be carried out every 5 years and revisions made as necessary, in accordance with the guidelines issued	5 yearly