



Information Publication Scheme – Agency Plan (Revision 2)

Target audience: All workers of the Great Barrier Reef Marine Park Authority ('the Authority').

Purpose

1. The purpose of this plan is to:
 - 1.1. comply with s8(1) of the Freedom of Information Act (the 'FOI Act'), detailing requirements relating to the publication of an Information Publication Scheme (IPS) Plan
 - 1.2. establish appropriate procedures for the proactive disclosure of Authority information holdings in accordance with the objectives of the FOI Act
 - 1.3. provide guidance to Authority workers on what information holdings can be made public and made available through the scheme.

Context

2. The Authority is subject to the FOI Act and is required to comply with IPS requirements.
3. This Agency Plan (the 'Plan') describes how the Authority will administer IPS in respect of its own information holdings to ensure that the nine categories specified in the FOI Act (listed below) are made available through the website:
 - 3.1. Details of the Authority's structure
 - 3.2. Details of the Authority's functions, including its decision-making powers and other powers affecting members of the public
 - 3.3. Details of statutory appointments of the Authority
 - 3.4. The Authority's Annual Reports
 - 3.5. Details of consultation arrangements for members of the public to comment on specific policy proposals
 - 3.6. Information in documents to which the Authority routinely gives access in response to requests under the FOI Act
 - 3.7. Information that the Authority routinely provides to Parliament
 - 3.8. Details of an officer (or officers) who can be contacted about access to the Authority's information or documents under the FOI Act
 - 3.9. The Authority's operational information (information that assists the Authority to exercise its functions or powers in making decisions or recommendations that affect members of the public. This includes the Authority's rules, guidelines, practices and precedents relating to those decisions and recommendations¹).

Definitions

4. **Information holdings:** All information held within the Authority including data, publications, corporate records and correspondence. Certain types of information are exempt from the IPS and publication may be prohibited under other legislation. Clause 3 lists the type of information that is required to be published under the scheme.
5. **IPS documents/ IPS entry:** Includes, but may not be limited to, corporate publications, technical reports, research reports, external policy, procedure and position statements.

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6. **Designated IPS web page:** A public web page that lists and links to the information required to be published under the IPS. The Authority's IPS web page is <http://www.gbrmpa.gov.au/home/ips>.

Related legislation/ standards/ policy

7. *Freedom of Information Act 1982*
8. Internal policy – eLibrary (document number 100059)
9. Internal policy – Quality Document Control (document number 100260)
10. Digital Transformation Agency 2016, Make it accessible IN: *Digital Service Standard*, Australian Government, Canberra, <https://www.dta.gov.au/standard/9-make-it-accessible/>.

Policy statements

11. The Authority's objectives for this Plan are to outline appropriate mechanisms and procedures to:
 - 11.1. manage its information holdings relevant to the IPS
 - 11.2. proactively identify and publish all information required to be published, including this Plan (as per s8(2)) and any optional information to be published (s8(4)) – referred to as IPS entry
 - 11.3. review and ensure on a regular basis that information published under the IPS is accurate, up to date and complete (s8B)
 - 11.4. ensure that information published under the IPS is easily discoverable, understandable, machine-readable, re-useable and transformable
 - 11.5. ensure satisfactory conformance with the current Australian Government accessibility standards including [Web Content Accessibility Guidelines \(Version 2\) \(WCAG 2.0\)](#)
 - 11.6. measure the success of the Authority's IPS contribution by reference to community feedback and compliance review processes
 - 11.7. adopt best practice initiatives in implementing and administering the Authority's IPS entry.
12. All information holdings published to the Authority's eLibrary should not be duplicated elsewhere. Rather, the eLibrary's URL address should be used.
13. The Authority's contact details for access to information or documents under the FOI Act are as follows:

Freedom of Information Contact Officer, c/-Legal Services
Great Barrier Reef Marine Park Authority
PO Box 1379
Townsville QLD 4810
Email: FOI@gbrmpa.gov.au

Accountabilities/ responsibilities

14. The General Manager Corporate Services has overall responsibility for compliance with the IPS.
15. The Information Services Unit manages ongoing administration of the designated IPS web page and shall facilitate the discovery and access of IPS documents via the Authority's Publications eLibrary.

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16. The Governance Support Unit is responsible for facilitating the establishment of a document control process for the management of ‘quality documents’ (i.e., those that are, or are intended to be used within or produced by a process the agency applies for the planning and operation of its functions²); thereby enabling currency of these types of information holdings.
17. Document custodians/ authors/ creators are responsible for:
 - 1.1. ensuring that IPS documents meet current Australian Government accessibility standards including [Web Content Accessibility Guidelines \(Version 2\) \(WCAG 2.0\)](#) wherever possible
 - 17.1. submitting approved IPS documents to the Authority’s Publications eLibrary.
18. All workers are responsible, as required, for day-to-day tasks associated with complying with the IPS, within available resources. [Appendix A](#) (IPS publishing checklist) and [Appendix B](#) (IPS publication decision tree) to this plan may be used to assist.

References/ related material

- 1 *Freedom of Information Act 1982*
- 2 Hoyle, D. (2009), *ISO 9000 Quality system handbook*, 6th edition, Elsevier Ltd, Oxford.

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Appendix A – Information Publication Scheme Publishing Checklist

The following checklist will assist in determining whether the information you have (including documents, data and publications) can be published to the agency's website.

Information to publish

- | | |
|--|---|
| <ul style="list-style-type: none"> • Rules • Precedents • External policy documents • Decisions and procedures affecting the public • Decision templates • Model letters | <ul style="list-style-type: none"> • Training packages • Checklists • Any document that facilitates good decision making • Publications • Data • Maps |
|--|---|

1. Does your information fall into one of the exemptions listed under Part IV of the Freedom of Information Act?

- Yes. Do not publish.
 No. Proceed to question 2.

Exemptions

- Incidental functions and powers that enable the GBRMPA to carry on business (e.g., corporate functions)
- Personal or business information that would be unreasonable or unlawful to publish
- Case management procedures for recording the handling of an individual matter or the making of a decision regarding an individual case
- Where copyright or intellectual property rights are held by a third party (e.g., not © Commonwealth of Australia (GBRMPA))
- Contractual obligations prohibiting publishing
- Information that is contrary to a legislative secrecy provision
- Publication would be contrary to the public interest
- Other exempt categories in Part IV of the Freedom of Information Act (see <http://www.oaic.gov.au/freedom-of-information/freedom-of-information-archive/foi-guidelines-archive/part-5-exemptions-v1-2/documents-exempt-under-part-iv>)

2. Does this information assist GBRMPA staff to make a decision or recommendation?

- Yes. Proceed to question 3.
 No. No requirement to publish.

What does 'make a decision' mean?

- Making, suspending, revoking or refusing to make an order, award or determination
- Giving, suspending, revoking or refusing to give a certificate, direction, approval, consent or permission
- Issuing, suspending, revoking or refusing to issue a licence, authority or other instrument
- Making a declaration, demand or requirement
- Doing, or refusing to do, any other act or thing.

3. Would the decision or recommendation affect members of the public (including individuals, organisations or business identities)?

- Yes. Proceed to question 4.
 No. No requirement to publish.

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4. Is the information an interpretation, rule, guideline, practice, or precedent?

- Yes. This information should be published.
- No. Proceed to question 5.

5. Does the information outline the particulars of a program administered by the GBRMPA?

- Yes. This information should be published.
- No. Proceed to question 6.

6. Is the information a statement as to how legislation or a program will be administered or enforced by the GBRMPA?

- Yes. This information should be published.
- No. Proceed to question 7.

7. Is the information a procedure followed by GBRMPA staff in investigating breaches or evasions of legislation and schemes?

- Yes. This information should be published.
- No. Proceed to question 8.

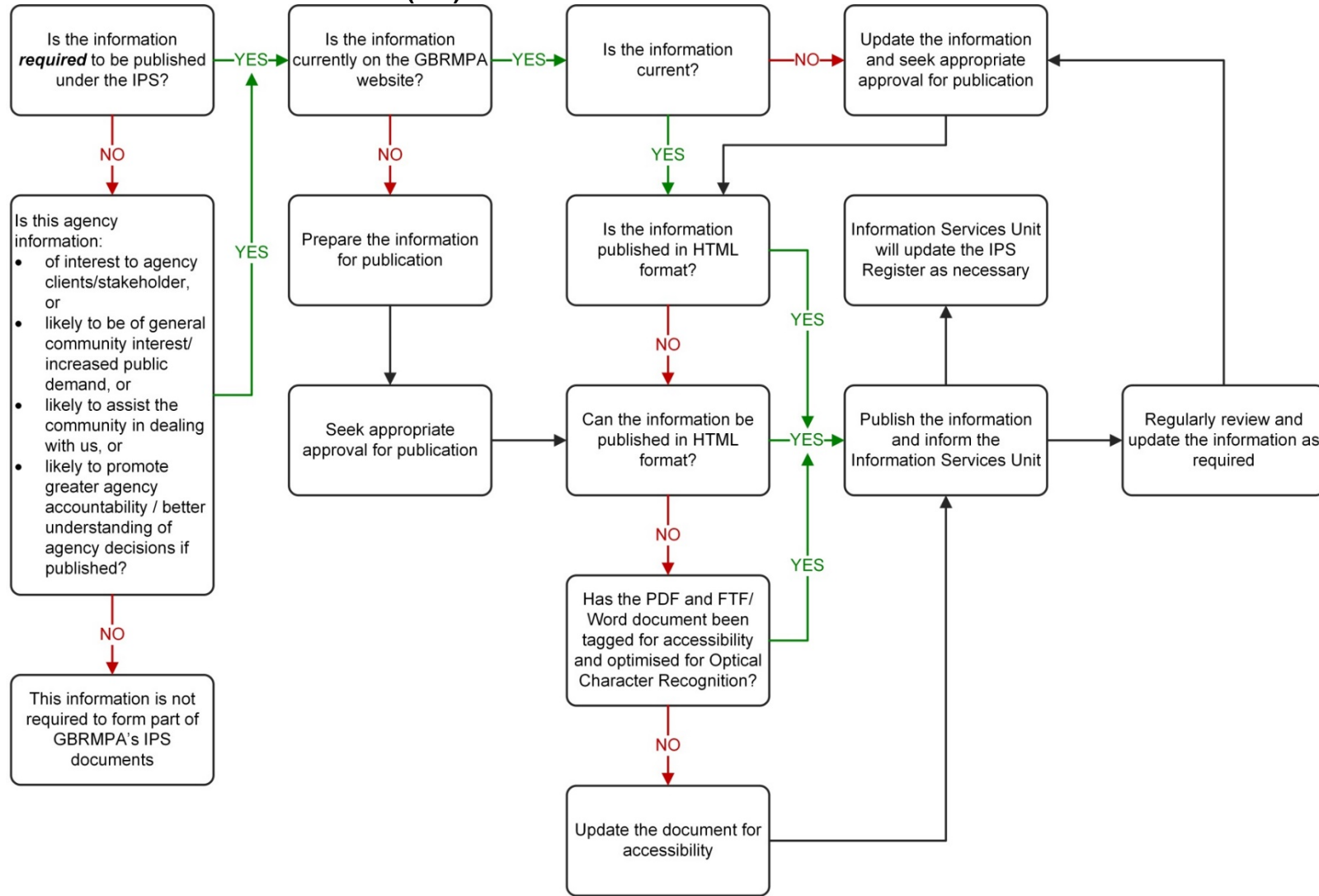
8. Could the use of this information impact the way a member of the public acts in, or utilises the Great Barrier Reef Marine Park?

- Yes. This information should be published.
- No. No requirement to publish.

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Appendix B – Information Publication Scheme (IPS) Publication Decision Tree



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