



Australian Government
Civil Aviation Safety Authority

Information Publication Scheme - Agency Plan



This Agency Plan is for the purpose of the Information Publication Scheme required by the *Freedom of Information Act 1982*.

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Introduction

The Civil Aviation Safety Authority (CASA) has prepared this Agency Plan in accordance with section 8(1) of the *Freedom of Information Act 1982* (the FOI Act).

Purpose

The primary purpose of the Plan is to:

- (a) comply with s8(1) of the FOI Act; and
- (b) assist CASA to put appropriate procedures in place to proactively disclose its information holdings, in accordance with the objects of the FOI Act.

Objectives

CASA's objectives in relation to this Plan are to outline appropriate mechanisms and procedures to:

- (a) manage the information holdings relevant to the Information Publication Scheme (IPS)
- (b) proactively identify and publish all information required to be published, including this Plan (s 8(2));
- (c) proactively identify and publish all optional information (s 8(4));
- (d) review and ensure on a regular basis that information published under the IPS is accurate, up-to date and complete (s 8B);
- (e) ensure that information published under the IPS is discoverable, understandable and re-useable;
- (f) measure the success of CASA's IPS.

Establishing an Information Publication Scheme

- a. The Executive Manager, Legal Services Division, CASA is responsible for leading CASA's work on implementing FOI reforms, including establishing and administering the IPS.
- b. CASA has an existing information asset management framework that it considers meets the requirements of the IPS.
- c. This Plan is an information register of the information required or permitted to be published under the IPS. This Plan contains a link to CASA's IPS Disclosure Log. In addition CASA will undertake an audit of current information that falls into the definitions provided by the OAIC for information that is required to be published under s 8(2), information that may be published under s 8(4), and information that is made available to the public otherwise than by publication (s8A(2)). The result of this audit will be used to guide to any future amendments to CASA's Agency Plan.

- d. CASA's IPS, including the Disclosure Log, will provide detail on documents made publically available by CASA, where they are published or are otherwise available and where relevant, the provision of the FOI Act under which they are being published.
- e. CASA will publish freely accessible information on its website. If a person does not have access to CASA's website, but seeks a copy of a document on it, CASA will charge the cost of printing and providing the document.

Accuracy and currency of published information

From 1 May 2011, CASA's ongoing compliance with the IPS will be coordinated by CASA's Legal Branch. The Legal 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, a *Guide to publishing information under the IPS* will be developed for CASA staff. The guide will:

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

Information architecture

CASA will publish its IPS information holdings to members of the public either on its website, via links on its website or by advising other details of how the information may be obtained.

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

- 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))
- Operational Information.

To ensure that the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable, CASA will:

- publish an IPS icon on the FOI webpage
- wherever possible, provide online content in a format that can be searched, copied and transformed

- publish a sitemap of its website, to help individuals identify the location of information published under ss 8(2) and 8(4)
- provide a search function for its website
- establish links to this Agency Plan and to the sitemap at www.directory.gov.au
- seek and respond to community feedback about whether the IPS information holdings (and individual IPS documents) are easily discoverable, understandable and machine-readable.

CASA will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

Where CASA has deposited or published IPS documents under a scheme such as the Commonwealth Library Deposit and the National Sound and Film Archive, CASA will publish on its website information about the deposits (including links where available).

Accessibility under the IPS

Approach to accessibility after commencement of the IPS

From commencement of the IPS, CASA will publish any new IPS documents as soon as they are available for publication.

IPS compliance review

The Information Commissioner has the specific function of reviewing, with agencies, the operation of the IPS. CASA will review the operation of its IPS within 12 months of 1 May 2011.

CASA will use the following to measure CASA's success in complying with the IPS requirements:

- feedback from the public is positive as to the information published or information explaining how material can be accessed
- number of complaints received regarding access or readability or usability of the material
- Information Commissioner review shows no major compliance issues
- Reduction in numbers of formal requests for access under the FOI Act as a result of more accessible published information.