

Information Publication Scheme Agency Plan

Introduction

The Torres Strait Regional Authority (TSRA) is subject to the [Freedom of Information Act 1982 \(FOI Act\)](#) and is required to comply with the Information Publication Scheme (IPS) requirements. Publishing a range of information held by the TSRA provides transparency about the TSRA's processes and policies. This Agency Plan describes how the TSRA proposes to publish this information, as required by s 8(1) of the FOI Act.

Purpose

The purpose of this Agency Plan is to:

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

Objectives

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

- manage its IPS entry;
- proactively identify and publish all information required to be published (s 8(2));
- proactively identify and publish any other information to be published (s 8(4));
- review and ensure on a regular basis that information published as part of its IPS entry is accurate, up to date and complete (s 8B);
- ensure that information published as part of its IPS entry is easily discoverable, understandable, machine-readable, re-useable and transformable;
- seek to apply the Web Content Accessibility Guidelines (Version 2) (**WCAG 2.0**), as much as possible;
- measure the success of the TSRA's IPS entry by reference to community feedback and compliance review processes; and
- adopt best practice initiatives in implementing and administering the TSRA's IPS entry.

Establishing and administering the TSRA's IPS entry

TSRA designates its Program Manager Governance and Leadership as the senior officer responsible for leading TSRA's compliance with the IPS. The Program Manager is supported by TSRA Media and Communications to:

- maintain and update this Agency Plan;
- support line areas to publish information under the IPS; and
- liaise with line areas to ensure that the information published is reviewed in accordance with s 9(1) of the FOI Act.

All TSRA Executive Staff officers are responsible for ensuring the operational information relevant to their work is published in accordance with the IPS. TSRA Executives are responsible for day-to-day tasks associated with complying with the IPS, in particular ensuring that published information is accurate, up-to-date and complete.

TSRA may impose a charge on a person for accessing any IPS document which is impracticable to publish online:

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

Charges will be consistent with the [Freedom of Information \(Charges\) Regulations 2019](#) and Annexure A.

TSRA will generally not impose a charge where reimbursement or incidental cost would be lower than \$100.

IPS information architecture

TSRA's IPS entry will be published on the [TSRA's IPS webpage](#) under the following headings:

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

Other information

To ensure the TSRA IPS entry is easily discoverable, understandable and machine-readable, the TSRA will:

- publish an IPS icon on its website;
- wherever possible, provide online content in a format that can be searched, copied and transformed;
- provide a search function for the TSRA website;
- as far as possible, publish information consistently with WCAG 2.0 requirements and in formats including HTML and RTF (where a person requires an alternative accessible format of a document, it will be provided on reasonable request); and
- invite and respond to feedback about whether the IPS information holdings are sufficiently easily discoverable, understandable and machine-readable, through the FOI Coordinator: foi@tsra.gov.au

Availability of information

TSRA will make its IPS entry available to members of the public by:

- making the information available through the TSRA website;
- publishing on the TSRA website a link to another website, from which the information can be accessed or downloaded; and/or
- where the information is impracticable to publish online, publishing on the TSRA website details of how to request access to the information.

TSRA will comply with the [Intellectual property principles for Commonwealth entities](#) by encouraging the public use of, and easy access to, material the TSRA publishes to its IPS entry. This will further the purpose of informing and advising the public of the TSRA's policies and activities. The TSRA will, so far as appropriate, make its IPS information holdings available for reuse on open licensing terms.

Where a third party has intellectual property rights in material required to be published under the IPS, members of the public may need to seek the permission of that third party to reuse the material. More information about this can be found in the [TSRA's Copyright and Disclaimer webpage](#).

Best practice approaches

TSRA will adopt best practice approaches identified through:

- feedback provided by members of the public;
- better practice guidelines and advice published by the Office of the Australian Information Commissioner;
- consultations held with other government agencies and departments; and
- internal compliance review processes.

Feedback on the TSRA's IPS holdings can be forwarded to:

Torres Strait Regional Authority
PO Box 261
Thursday Island QLD 4875
Email: foi@TSRA.gov.au

Information required to be published under the IPS

TSRA will publish either those documents required to be published under the IPS (s 8(2)), or links to those documents, in the [IPS section of the website](#). The TSRA will publish these documents or links under the following headings:

Agency IPS plan

The Agency plan as required by s 8(2)(a).

Who we are

This section will include the TSRA's structure (including an organisation chart), information about the senior management team, and information about statutory appointments referred to in s 8(2)(d).

What we do

TSRA will publish operational information that helps it exercise its functions or powers to make decisions or recommendations that affect the public, such as rules, guidelines, practices and precedents about those decisions or recommendations. This section will also include information about the areas of focus of the agency.

Our reports and responses to parliament

This section will include links to information the TSRA has tabled in Parliament, or routinely gives to Parliament, including the TSRA Annual Report and responses to Senate Orders.

Routinely requested information and FOI disclosure log

This section will include a link to information which the TSRA routinely provides access to in response to FOI requests, and the TSRA FOI Disclosure Log, which will include information that has been released under the FOI Act.

Consultation arrangements

This section will include a link to information about consultations for the public to comment on specific policy proposals. TSRA does not routinely undertake policy consultations. Community consultation will occur from time to time, with information on this consultation included on the TSRA website.

Contact us

This section will provide the contact details for members of the public to use to contact the TSRA about access to documents under the FOI Act.

Other information to be published under the IPS

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

Program areas will identify if other information is to be published under the IPS and arrange its publication.

IPS compliance review

The TSRA will review the operation of the IPS from time to time, and at least every five years, in accordance with the guidance issued by the Australian Information Commissioner.

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

- *Agency plan*: has the TSRA published a comprehensive plan for its IPS compliance?
- *Governance and administration*: does the TSRA have appropriate governance mechanisms in place to meet its IPS obligations, including a sound information management framework?
- *IPS document holdings*: has the TSRA reviewed its document holdings to decide what information must be published under section 8(2) of the FOI Act, and information that can be published under section 8(4) of the FOI Act? Is the TSRA's IPS entry accurate, up-to-date and complete?
- *IPS information architecture*: does the TSRA 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 to the Australian community?
- *Agency compliance review*: does the TSRA have appropriate processes, systems and resources in place to monitor and review its IPS compliance and make necessary improvements to its IPS implementation?

Annexure A

Administrative charges for documents not available on the website

| Format | Charges |
|---|--|
| Search and retrieval - time we spend searching for or retrieving a document. | \$15.00 per hour. |
| Decision making - time we spend in deciding to grant or refuse a request, including examining documents, consulting with other parties, and making deletions. | First 5 hours is nil. Subsequent hours are \$20 per hour. |
| Transcript - preparing a transcript from a sound recording, shorthand or similar medium. | \$4.40 per page of transcript. |

| Format | Charges |
|---|---|
| Photocopy | 10 cents per page |
| Inspection - supervision by an agency officer of your inspection of documents or hearing or viewing an audio or visual recording at our premises. | \$6.25 per half hour or part thereof. |
| Copy (other than photocopy) | \$4.40 per page |
| Copy of the document in the form of a computer tape or a computer disk | an amount not exceeding the actual costs incurred by the TSRA in producing the copy |
| Copy of the document to be sent to the applicant by post or delivered to the applicant | an amount not exceeding the actual costs of postage or delivery |
| Delivery - posting or delivering a copy of a document at your request. | Cost of postage or delivery. |