



Australian Government
**Seafarers Safety, Rehabilitation
and Compensation Authority**

SEACARE

Information publication scheme draft plan

Purpose

The purpose of this plan is to assist Seacare in meeting its obligations under section 8(1) of the FOI Act. The Plan outlines the practices and procedures that Seacare will put in place in order to facilitate, and to achieve, the publication and proactive disclosure of its information holdings.

Objective

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

- manage the Information Publication Scheme (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 on a regular basis and to ensure 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-usable and transformable
- ensure conformance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0).

Implementing the Information Publication Scheme

The general public can easily access Seacare's FOI website page, when they are seeking information made available by Seacare under its IPS.

Information published by Seacare under the FOI Act will be grouped as follows:

- **Agency plan**
- **About us**
 - Role of Seacare
 - Annual Report
 - Code of Practice
 - Agency Agreement
 - Contact us
- **Our services**
 - Links to operational information used in Seacare's decision-making process.
- **Our priorities**
 - Strategic Plan

- **Reports and responses to Parliament**

- Harradine Reports

- **Our lists**

- Maximum Level of Benefits Notices
 - Index of Compensation Benefits Notices

- **Disclosure log**

Where Seacare grants access to a document under the FOI Act, it will publish the accessed information to its website unless it is unreasonable to do so. The publication of this information is in accordance with section 11C of the FOI Act.

Information Architecture

To ensure that the IPS information holdings are easily discovered, understood and accessible, Seacare will:

- publish the IPS icon on the homepage of the Seacare website and will link to the IPS section of the website
- provide content in a format that can be searched, copied and transformed, where possible
- seek and respond to community feedback about whether the IPS information holding are easily discoverable understandable and machine readable.

Administering the IPS

Seacare has developed a register of documents to assist it in rigorously assessing its information holdings.

Seacare will endeavour to publish as much information as possible, consistent with the objects of the FOI Act.

Regular audits of information holdings will take place to ensure information accuracy, currency and completeness.

Currently, Seacare is developing a process on an ongoing basis to assist with the identification of any required or optional information to be published, as well as the actual process for publishing that information.

All online information will take into account WCAG 2.0 requirements. Seacare will publish Information in multiple formats if possible, with printed information provided on request.

Access charges

Seacare does not currently intend to charge persons if they request copies of published documents not currently available on the website.

If there is a request for a printed copy of a voluminous document, the SRCC may charge 10 cents per page to cover partial costs of resources, in addition to postage.

IPS compliance review

Seacare will review and revise this agency plan annually. Seacare will review the operation of its IPS in accordance with the guidelines issued by the Information Commissioner.