



Australian Government
Australian Submarine Agency

ASA

AUSTRALIAN SUBMARINE AGENCY INFORMATION PUBLICATION SCHEME

AGENCY PLAN

October 2025



Introduction

The Information Publication Scheme (IPS) is established under Part 2 of the *Freedom of Information Act*

1982 (FOI Act). The IPS encourages Australian Government agencies to proactively release information to the public. It is intended to encourage greater openness and transparency in government and reflects the pro-disclosure goals of the FOI Act. The requirements of the IPS are intended to facilitate and promote public access to information promptly and at the lowest reasonable cost.

Compliance with the IPS is an ongoing statutory responsibility for agencies subject to the FOI Act. These agencies must publish an IPS Plan, make publicly available specific categories of information, ensure that information is accessible and useable by the community, establish internal governance arrangements to support the IPS, align the agency's information assets with IPS objectives and regularly review the agency's performance against its IPS Plan.

The Australian Submarine Agency (ASA) is subject to the FOI Act and, as such, must comply with the IPS. The ASA's IPS plan (as outlined here) will implement and administer its IPS holdings by addressing:

- the administration of the ASA's IPS holdings;
- information architecture;
- information required to be published;
- other information to be published; and
- IPS compliance review.

The ASA will continue to build and foster a culture which embraces appropriate proactive disclosure of its information holdings. This is in recognition of Government-held information being a national resource which is managed for public purposes.

Purpose

The purpose of this IPS plan is to:

- assist the ASA in maintaining and enhancing its IPS holdings;
- facilitate improved transparency of those holdings;
- identify further information for public release; and
- explore ways that the ASA can improve its compliance with IPS requirements.

Objectives

The objectives of the ASA's IPS Plan are to outline appropriate mechanisms and procedures to:

- ensure proper management of the ASA's IPS holdings;
- identify and publish all information required to be published in accordance with the IPS (section 8(2) of the FOI Act);
- proactively identify and publish any other information (section 8(4) of the FOI Act);
- regularly review information published as part of the ASA's IPS holdings to ensure it is accurate, up-to-date and complete (section 8B of the FOI Act)
- ensure that information published as part of the ASA's IPS holdings is easily discoverable, understandable, machine-readable, re-useable and transformable;
- measure the success of the ASA's IPS holdings with reference to feedback from the public and OAIC's compliance review processes; and
- reduce the number of formal requests under the FOI Act by making information that is routinely sought readily available and accessible.

Information required to be published under the IPS

The ASA publishes mandatory information as required by the IPS, as part of the top level information architecture on the ASA's website.

This includes:

- an IPS plan;
- an organisation chart setting out the structure of the organisation;
- details of the ASA's functions, including decision-making powers and other powers affecting members of the public;
- details of appointments of officers made under Acts - such as appointments of statutory officers;
- annual reports;
- details of consultation arrangements for members of the public to comment on specific policy proposals for which the ASA is responsible;
- information which the ASA routinely releases in response to FOI requests;
- information that the ASA routinely provides to the Parliament in response to requests and orders from the Parliament;



- directions on how to contact the ASA for access to documents under the FOI Act; and
- operational information as defined by Section 8A of the FOI Act.

Other information to be published under the IPS

The ASA takes into account the objects of the FOI Act by proactively publishing information in addition to what it is required to publish under the FOI Act.

Administering IPS entries

Governance arrangements

The Assistant Director General, Government and Public Relations, is the strategic manager of FOI processes, the IPS, and corporate information management more generally. The Government and Public Relations Branch administers the ASA's IPS entries and is responsible for implementing, reviewing and revising the plan.

Information Asset Framework

Publishing and managing the ASA's IPS holdings is undertaken in accordance with the ASA's existing publishing framework, which consists of a set of processes underpinned by corporate strategies, policies and standards.

The ASA will continue to update its Records Management Policy to address changes in the *Archives Act 1983* as well as the introduction of the Government's Digital Transition Policy.

Access

The Australian Government established the Web Accessibility National Transition Strategy to improve the provision of information and services online. In keeping with this whole-of-government approach, the ASA's web team is continuously working towards a more accessible and usable web environment for ASA information, paving the way for a web environment designed to fully engage with, and allow more participation from, all people within our society.

Currency

The ASA ensures that its IPS holdings are accurate, up-to-date and complete by:

- adhering to internal ASA IPS standard operating procedures which set out roles and responsibilities relating to the IPS, procedures that manage IPS content, and a notification and review process for adding new content to the ASA website as well

as reviewing existing content for currency and relevancy;

- complying with section 11C of the FOI Act with regard to the publication of FOI decisions and documents on the ASA's website, taking into consideration any determinations issued by the Office of the Australian Information Commissioner (OAIC); and
- inviting and considering public feedback on the ASA's IPS plan.

Charges

The ASA may charge a person for accessing an IPS document. Any charges imposed will be in accordance with the [FOI Act](#) and the [Freedom of Information \(Charges\) Regulations 2019](#). Applicants are not charged for access to documents containing their personal information. Further details regarding FOI charges are available under '[What charges may apply?](#)' on the OAIC website.

Information architecture

The point of entry for public access to the ASA's IPS holdings is the [ASA's website](#). IPS content can be navigated via the homepage menu.

IPS compliance review

The ASA reviews its compliance with the IPS annually and updates the ASA's IPS plan as required. Online information, in all formats, is regularly reviewed for currency and accuracy. Outdated information is replaced or archived.

A periodic analysis of the ASA's website statistics allows informed decisions as to the effectiveness of providing information online and the type of information being sought.

The success of the ASA's IPS plan is determined by an analysis of public feedback and OAIC surveys as well as compliance review processes.

If you would like to provide feedback on the ASA's IPS plan, our contact details are set out below.

Contact us about our IPS

Feedback on the ASA's IPS plan can be emailed to: asa.foi@defence.gov.au.

You can find out more about the IPS at the website of the [Office of the Australian Information Commissioner](#).





Australian Government
Australian Submarine Agency

ASA

www.asa.gov.au