



Australian Government



Information Publication Scheme: Agency Plan

Introduction

Screen Australia is the key Federal Government direct funding body for the Australian screen production industry. Its functions are to support and promote the development of a highly creative, innovative and commercially sustainable Australian screen production industry.

We have prepared this Information Publication Scheme plan in accordance with section 8(1) of the *Freedom of Information Act 1982* (the *FOI Act*)

The primary purpose of the plan is to:

- Comply with s 8 (1) of the FOI Act
- Help the agency put appropriate procedures in place to proactively disclose its information holdings, in accordance with the objectives of the FOI Act.

The objectives of this plan are to outline appropriate mechanisms and procedures to:

- (a) manage the information holdings relevant to the Information Publication Scheme
- (b) proactively identify and publish all information required to be published, including this plan (s 8(2))
- (c) proactively identify and publish optional information (s 8(4))
- (d) review and ensure on a regular basis that information published under the Information Publication Scheme is accurate, up-to date and complete (s 8B)
- (e) ensure that information published under the Information Publication Scheme is discoverable, understandable and re-useable
- (f) ensure that the format of online content conforms with the Web Content Accessibility Guidelines (Version 2)
- (g) measure the success of Screen Australia's Information Publication Scheme

Implementing the Information Publication Scheme

Establishing a scheme

The Screen Australia executive responsible for leading the agency's work on implementing FOI reforms, including establishing and administering the IPS, processing FOI access requests and maintaining the disclosure log register, is the FOI Coordinator. The FOI Coordinator is supported by the Legal Department, and reports to the Chief Operating Officer.

The FOI Coordinator will work with Screen Australia's Publications area to ensure that information that is required to be published under s 8(2), and information that may be published under s 8(4), is made available via Screen Australia's website.

Information architecture

Screen Australia will publish information on its website www.screenaustralia.gov.au, in English.

The section 'About Us' will contain the information required to be published in accordance with s 8(2), as well as a list of all Screen Australia publications.

Information about Screen Australia's funding programs is published in the 'Funding' section.

Statistical information compiled by Screen Australia about the Australian screen industries is published in the 'Research' section.

Information is also provided as follows:

- Printed publications (other than marketing brochures and special purpose reports) are provided to the Commonwealth Library Deposit Scheme
- The website is archived by the National Film and Sound Archive of Australia through the National Library's Pandora scheme.

Information required to be published

The following required information will be published in the 'About us' section of the website:

- Screen Australia's Information Publication Scheme plan
- Who we are and what we do, including an organisational chart, members of the Screen Australia Board, senior management and staff.
- Corporate information including annual reports, Charter of Operations, Conflict of Interest policies, Enterprise Agreement, and bi-annual lists of files created by Screen Australia
- FOI information, including information in documents to which Screen Australia routinely gives access in response to FOI requests; disclosure log, published under s 11C of the FOI Act – which requires agencies to publish information contained in documents to which the agency has provided access under the FOI Act, except information excluded under s 8 (g) or 8C of the FOI Act.
- Privacy policies

- Public consultation around the ongoing development of Screen Australia’s programs and initiatives is published under ‘About Us > New directions’, as well as being linked from the ‘Funding’ section.
- Contact details, including a link to the FOI contact officer.

Optional information

Optional information published on the website includes:

- Funding guidelines, deadlines and application forms
- Details of companies, individuals and projects approved for funding.
- Screen Australia’s Terms of Trade

Administering Screen Australia’s IPS

Screen Australia maintains an information register and disclosure log, and a register of access requests made under the FOI Act. The register is updated as documents are made available, and is reviewed quarterly.

Review

Screen Australia will review the operation of the IPS and make any amendments necessary to improve accessibility as part of its regular business planning process. Screen Australia is required by s 8F (a) and s 9 (1) to complete a review of its IPS compliance by 1 May 2016.