

## Information Publication Scheme Plan

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### 1. Introduction

- 1.1. The Australian Film, Television and Radio School (AFTRS) is an Australian government statutory authority established by the Australian Film, Television and Radio School Act 1973.
- 1.2. AFTRS is an agency which is subject to the Freedom of Information Act 1982 (FOI Act). Section 8 of the FOI Act requires agencies such as AFTRS to prepare an Information Publication Scheme (IPS) Plan to describe how they propose to comply with the IPS requirements of the FOI Act.

### 2. Purpose

- 2.1. The purpose of this plan is to show:
  - what information AFTRS proposes to publish;
  - how and to whom the information will be published; and
  - how AFTRS will otherwise comply with the IPS requirements of the FOI Act.

### 3. Objectives

- 3.1. This AFTRS' objectives in relation to the plan are to ensure that AFTRS' complies with its obligations under the FOI Act relating to information publication, and include to:
  - implement and maintain AFTRS' IPS entry;
  - to identify and publish all information to be published;
  - to ensure on a regular basis that AFTRS' IPS entry is accurate, up-to-date and complete
  - to ensure that the information published as part of AFTRS' IPS entry is easily discoverable, understandable, machine-readable, re-usable and transformable; and
  - allow for feedback on the IPS entry.

## Establishing and administering AFTRS' IPS entry

- 3.2. AFTRS' IPS Plan and entry will be maintained by the Policy and Governance Officer, who is AFTRS' FOI Officer.
- 3.3. The IPS Plan and IPS entry, and their management, will be overseen by the Head of Governance, who is responsible for leading AFTRS' work on IPS compliance.
- 3.4. Dedicated FOI and IPS webpage are part of AFTRS' website at: [www.aftrs.edu.au](http://www.aftrs.edu.au)
- 3.5. A dedicated page provides details of the way in which the public may access documents under the FOI Act that are held by AFTRS. Another contains AFTRS' Disclosure Log, which provides access to documents provided under FOI requests that may be made available publicly. An expandable section on the page provides access to the range of information that AFTRS is required to publish under the IPS. This information includes information about AFTRS' structure, AFTRS' operation information, and information that is routinely provided to Parliament such as AFTRS' Annual Reports.
- 3.6. AFTRS will give details on its website of the IPS documents that are impracticable for AFTRS to publish online, and of the way in which these documents may be accessed. AFTRS may charge a person for accessing such an IPS document, at the lowest reasonable cost and to reimburse specific reproduction costs or other incidental costs.

## 4. IPS Information architecture

- 4.1. AFTRS will publish information under the Information Publication Scheme on its website [www.aftrs.edu.au](http://www.aftrs.edu.au) under the following headings:

### Required Information

- 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))
  - Other information
  - Our priorities (s 8(4))
  - Our finances (s 8(4))
  - Our policies (s 8(4))
- 4.2. To ensure that AFTRS' IPS entry and IPS documents are easily discoverable, understandable and machine-readable, AFTRS:
    - has designed and published an IPS entry point on its website;
    - has included a reference to the IPS entry in the site-map;
    - has a search function on its website;
    - wherever possible, has provided online content in a format that can be searched and copied; and
    - will publish any new IPS documents as soon as practicable after they become available for publication
  - 4.3. To conform to WCAG 2.0, AFTRS states in the IPS section of its website that it will make an alternative accessible format of a document available to a person on request and that AFTRS will provide the alternative format to the extent possible, and subject to a small number of exceptions.

- 4.4. AFTRS will also, so far as possible, make its IPS documents available for reuse on open licensing terms.
- 4.5. AFTRS enables public consultation about its IPS entry by providing a contact mechanism that is referred to in this part of its website. Comments on the IPS will be referred to AFTRS' FOI Officer.

#### **Information required to be published under the IPS**

- 4.6. The information that AFTRS publishes concerns
- The IPS Plan;
  - Who AFTRS is: This includes information about AFTRS' structure, the AFTRS' Enterprise Agreement and information about appointments to AFTRS' Council;
  - What AFTRS does: This section will provide details of AFTRS' statutory functions and powers;
  - AFTRS' reports and responses to Parliament: This will include AFTRS' Annual Reports (from 1997/1998 to date), which are prepared by AFTRS and tabled in Parliament;
  - Routinely requested information and disclosure log: This will include information in documents to which AFTRS routinely gives access in response to FOI requests and information published under s 11C of the FOI Act in its disclosure log;
  - Consultation arrangements: This will include information about how and to whom comments may be given by members of the public;
  - Contact us: This will include the name, telephone number and an email address for an officer, who may be contacted about access to AFTRS' information or documents under the FOI Act;

#### **Other information to be published under the IPS**

- 4.7. IPS compliance review:
- Our Priorities: This includes AFTRS' Corporate Strategy, Portfolio Budget Statements and Corporate Plan.
  - Our Finances: This includes information about AFTRS' pay and grading structures (and other information for prospective job applicants), and information about tendering processes.
  - Our Policies: This includes AFTRS' Policies for Staff, and Information and Policies for Students, including the current Student Handbook.
- 4.8. Policy and Governance will instigate review in line with the School's planning activities.
- 4.9. AFTRS will also review its IPS entry and compliance, in conjunction with the Australian Information Commissioner, according to the timetable developed by the Office of the Australian Information Commissioner in consultation with Australian government agencies.

## **5. More information**

If you require more information, please contact the FOI Officer on 02 9805 6555 or by email at [foi@aftrs.edu.au](mailto:foi@aftrs.edu.au).

Certain documents that have been released under the FOI Act can be obtained via the FOI disclosure log page on the AFTRS website.

Information about the Information Publication Scheme can be obtained from the information publication scheme page on the AFTRS website.