

Information Publication Scheme: Agency Plan

Introduction

Creative Australia is a corporate Commonwealth entity established under the *Creative Australia Act 2023* and is the Australian Government's principal arts investment and advisory body.

Creative Australia's functions relate to supporting and promoting Australian arts practice. Those functions include:

- a) promoting participation in, and the appreciation, knowledge and understanding of, the arts; and
- b) encouraging, facilitating and recognising investment in the arts; and
- c) providing information and advice, including to the Commonwealth Government, on matters connected with the arts; and
- d) conducting and commissioning research into, and publishing information about, the arts.

In compliance with section 8(1) of the *Freedom of Information Act 1982* ('the FOI Act') we have prepared our Information Publication Scheme ('IPS') plan ('IPS plan').

Purpose

The purpose of the IPS plan is to:

- comply with section 8 of the FOI Act;
- describe the information Creative Australia proactively publishes; and
- support us in maintaining processes and procedures to further the objectives of the FOI Act.

Objectives

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

1. manage the information relevant to the IPS;
2. proactively identify and publish all information required to be published, including this plan under section 8(2) of the FOI Act;
3. proactively identify and publish optional information under section 8(4) of the FOI Act;
4. review and ensure on a regular basis that information published under the IPS is discoverable, accessible, reuseable, clear, accurate, up-to date and complete under section 8B of the FOI Act;
5. ensure that the format of online content conforms with the Web Content Accessibility Guidelines (Version 2);
6. evaluate the success of Creative Australia's IPS plan;
7. ensure our stakeholders and the public are aware and informed about the role of Creative Australia and our functions and responsibilities, how we fulfil these and add public value.

Establishing and administering the Information Publication Scheme plan

The Executive Director Corporate Resources is the senior executive responsible for leading the agency's work on IPS compliance. General Counsel is responsible for establishing and administering the IPS, processing FOI access requests and maintaining the disclosure log register. General Counsel reports to the Executive Director Corporate Resources.

General Counsel works with Creative Australia's Business Systems and Communications teams to ensure that the information required to be published under section 8(2) of the FOI Act, and information that may be published under section 8(4) of the FOI Act, is available and accessible on Creative Australia's website. This information is reviewed regularly for accuracy and completeness.

Creative Australia is a relatively small agency with only one resource dedicated to the above as part of their broader role.

Information published by Creative Australia under the IPS is available free of charge.

FOI page

Our [FOI page](#) is the main portal where members of the public can access the information made available by Creative Australia under its IPS. FOI requests can be sent to: foi@creative.gov.au

Disclosure Log

Creative Australia's disclosure log is established as per section 11C of the FOI Act and lists documents which have been released in response to FOI requests. Documents are usually removed after 12 months unless they have ongoing relevance or interest to the public. The disclosure log is reviewed at least twice a year.

Structure of the IPS

There is comprehensive information about Creative Australia's functions and operations on [our website](#). Information is published under the following headings:

- Creative Australia
- Music Australia
- Creative Workplaces
- Investment + Development
- Partnerships + Philanthropy
- Advocacy + Research
- First Nations First
- News
- About Us

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

For example:

- The section 'About Us' contains the information required to be published in accordance with section 8(2) of the FOI Act.
- Information about Creative Australia's investment and funding programs and opportunities are published under the 'Investment and Development' section which also includes a searchable list of grants from 2015.
- One of our functions under the *Creative Australia Act 2023* is "to conduct and commission research into, and publish information about, the arts, and support for, and investment in, the arts." Extensive information on our research and analysis projects and publications is found under the Advocacy and Research section.

We strive to ensure documents and information published under the IPS are easily discoverable and searchable. Our website is user friendly in respect to navigation and contains an easily accessible search function.

Our website aims to be fully compliant with all Level A and Level AA checkpoints of the W3C Web Content Accessibility Guidelines (WCAG) 2.0. Most documents on the Creative Australia website are published in HTML format to meet accessibility requirements. AFSA's publications are available in PDF, Word and RTF.

Feedback on our IPS plan can be sent to: feedback@creative.gov.au

Any feedback received will be assessed by General Counsel who will determine what, if any, action should be taken in response.

Information required to be published

The following required information is published on our website in accordance with Division 2, clause 8 of the FOI Act:

- Creative Australia's IPS plan
- Who we are and what we do, including the organisation's functional chart and responsible Executive Directors
- Information on statutory appointments made by the Minister under the *Creative Australia Act 2023*, including the Board of Directors
- Operational information about Creative Australia's functions, decision-making powers, including rules, guidelines, practices, and precedents that assist us to make decisions or implement recommendations
- Corporate information including Annual Reports, our Corporate Plan and Statement of Intent
- FOI information including our disclosure log
- Policies including our Privacy Policy and Conflicts of Interest and Confidentiality Policy
- Public consultation and submissions
- Contact details, including links to the FOI contact officer, the Privacy Officer and the Public Interest Disclosure Authorised Officers
- Information on providing feedback to Creative Australia
- Disclosures under Senate Orders 12 and 13

Optional information

Optional information published on our website includes but is not limited to:

- Investment guidelines and processes
- Information on partnerships and philanthropy
- Media releases and speeches
- Projects, programs and collaborations
- Payments process for suppliers and grant recipients

Review

We will review our IPS plan, and the information published under the plan, on an ongoing basis to ensure it remains up-to-date, accurate, accessible, and understandable.

Our IPS plan will be reviewed every three (3) years (October 2026) or earlier if required.