



INFORMATION PUBLICATION SCHEME

AGENCY PLAN

Freedom of Information Act 1982

Date: January 2013

Version 1.0

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Information Publication Scheme Plan

Introduction

Defence Housing Australia (DHA) was established as a statutory authority in 1988 to provide housing and related services to Australian Defence Force (ADF) members and their families. In 1992 DHA became a Government Business Enterprise with a mandate to undertake business activities in line with Australian Government policies and sound commercial practice. DHA employs 600 staff and manages around 18,000 Service Residences in all states and territories of Australia, representing around \$8 billion worth of housing stock.

DHA is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) requirements. The IPS requires DHA to publish a broad range of accurate, complete and up to date information on their website. An additional requirement of the IPS is to provide an agency plan describing how DHA will comply with the administration of its own information holdings.

DHA encourages and welcomes your written feedback on our IPS or FOI processes. Please send your feedback to foi@dha.gov.au or by post to:

Freedom of Information Officer
Defence Housing Australia
26 Brisbane Avenue
Barton ACT 2600

Purpose

DHA has prepared an Agency Plan as required by section 8(1) of the FOI Act. The Plan describes how DHA proposes to implement and administer the IPS in respect of its own information holdings.

The purpose of the plan is to:

- assist DHA in planning and developing its IPS entry;
- establish what DHA will publish, how and to whom the information will be published and how DHA will comply with IPS requirements as per the FOI Act;
- enable appropriate procedures for proactively disclosing its information holdings in accordance with the FOI Act; and
- facilitate public consultation about our IPS.

Objectives

DHA's objectives in relation to this plan are to:

- manage the IPS information holdings;
- identify and publish all information required to be published as per section 8(2) of the FOI Act including this plan;

- proactively identify and publish all optional information as per section 8(4) of the FOI Act;
- ensure that information published under the IPS is easily discoverable, understandable, machine readable, re-useable and transformable;
- encourage regular reviews to ensure the information holdings are accurate, up to date and complete as per section 8(b) of the FOI Act;
- where possible, ensure the format conforms with the Web Content Accessibility Guidelines 2.0; and
- review and monitor the success of DHA's IPS.

Establishing and administering DHA's IPS

DHA is considered a small agency in terms of the applications received under the FOI Act and as a result has limited resources.

DHA's Company Secretary is a senior Executive and designated by DHA to ensure compliance with the FOI Act. To enable the administration of FOI and the IPS, the Company Secretary is assisted by an Executive Officer and the Chief Executive Assistant. DHA has three decision makers and two internal reviewers appointed under Section 23 of the FOI Act. The Company Secretary's office consults with relevant key stakeholders, as required.

The Company Secretary reports to the DHA Managing Director and the Board and will oversee the development and administration of the IPS, IPS Plan and related processes. The Executive Officer will record details of documents and information required or permitted to be published on the DHA website in accordance with the FOI Act.

DHA has established a 'Disclosure Log' for information to be released in response to FOI requests and currently provides information as per the FOI Act. A review of DHA's information assets is currently underway and where practicable, the information comprising of policies, plans and procedures will be made publicly available.

DHA may charge a person accessing any IPS document consistent with the FOI Charges and Regulations.

DHA will meet its legislative obligations by implementing and administering an agency plan involving all teams from across the organisation that will be responsible for updating public information. The Executive Officer will maintain the register, audit the information to ensure the accuracy and currency of published information complies with IPS and provides public access to documents not published online.

IPS information architecture

DHA's Business Solutions and Technology branch will be involved in the development of the DHA website which will be used as the portal for information access under the IPS. The purpose of the scheme is to enable public access to information through agency-driven disclosure rather than reactive requests for documents.

DHA has published all information holdings in accordance with the FOI Act section 8, including an IPS icon to enable easy identification and access to FOI documents. In addition, we will endeavour to publish a FOI Disclosure icon, enable the completed Agency Plan and IPS site to be located via the search function of our website, and where possible, provide content in a format that can be searched, copied and transformed.

Information required to be published under the IPS

DHA is required by section 8(2) of the FOI Act to publish these documents and in accordance with the IPS under the following headings:

- the agency plan
- who we are – this information will include DHA's organisation chart
- what we do – this will include information about DHA's functions, decision making powers and operational information
- Reports and responses to Parliament – this will include Annual Reports and Statement of Corporate intent. Both of these reports are tabled in Parliament
- Routinely requested information and disclosure log
- Contact us – which will include the email and mailing address for the Company Secretary

In publishing online material, DHA will take into account the Web Content Accessibility Guidelines (WCAG) version 2.0 and where possible provide information in HTML and PDF formats.

Other information to be published under the IPS

DHA will continue to publish additional information on our website, in accordance with section 8(4) of the FOI Act. DHA will aim to provide information that is regularly requested through FOI applications or of general information to the public. However, as a Government Business Enterprise, DHA operates in a competitive market and this may, at times, be taken into account.

IPS compliance review

DHA will endeavour to review its compliance with IPS on an annual basis and with more frequent reviews of its information register. Information gained by public feedback will assist DHA in measuring the success of our IPS and provide guidance on the information we may need to publish.

By 1 May 2016, DHA will be required to complete a review of its IPS compliance in conjunction with the Information Commissioner.