



INFORMATION PUBLICATION SCHEME

AGENCY PLAN

Freedom of Information Act 1982

Date: March 2018

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Information Publication Scheme Plan

Introduction

Defence Housing Australia (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 2010 reforms to the FOI Act include the introduction of the Information Publication Scheme (IPS). This plan describes how DHA proposes to comply with the IPS, as required by s8(1) of the FOI Act.

DHA is a Government Business Enterprise, managing around 18,000 Service Residences and related services to Defence Members and their families in all states and territories of Australia.

DHA will continue to build and foster a culture within the agency of appropriate proactive disclosure of its information holdings to embrace the publishing of a broad range of accurate, complete and up to date information on their website.

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 its 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 any 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;
- review and ensure on a regular basis that 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;
- adopt bests practice initiatives in implementing and administering DHA's IPS entry;
- 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 General Manager, Governance 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 General Manager, Governance is assisted by a Governance and Legislative Compliance team. The Governance and Legislative Compliance team is responsible for reviewing and revising this plan. DHA has four decision makers and two internal reviewers appointed under section 23 of the FOI Act. The Governance Division consults with relevant key stakeholders, as required.

The General Manager, Governance 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 Governance and Legislative Compliance team will record details of documents and information required or permitted to be published on the DHA website in accordance with the FOI Act.

DHA will adhere to section 11C of the FOI Act by publishing decisions and documents released under FOI. 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 and the guidelines issued by the Australian Information Commissioner. DHA may impose a charge for accessing information published under the IPS 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.

IPS information architecture

DHA's People and Corporate Capability 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 mandatory information holdings in accordance with the FOI Act section 8. The Freedom of Information page on the DHA website is the main entry point through which members of the public can access IPS content. In addition, the DHA website (or homepage) will provide a link to the IPS website.

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
- Freedom of Information – provides contact details for making FOI requests. It will also provide routinely requested information and a disclosure log in response to Freedom of Information requests
- contact us – which will include the email and mailing address for the General Manager, Governance

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 review the operation of the IPS annually, in all formats, and regularly assess for currency and accuracy. Outdated information will be replaced and archived.

Our objective is to ensure transparency and openness with the public in its decision-making processes. We will ensure that comments made by the public, in relation to this Agency Plan will assist DHA in measuring the success of our IPS, provide guidance on the information we may need to publish and amend the plan as appropriate.

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:

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Barton ACT 2600