

INFORMATION PUBLICATION SCHEME

Agency Plan

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Document information

Title	Information Publication Scheme: Agency Plan
Document type	Agency Plan
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Review period	Annually
Responsible officer	Chief Governance Officer
Approved by	Chief Governance Officer

1. 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. This Information Publications Scheme Agency Plan (Agency Plan) describes how DHA proposes to do this, as required by section 8(1) of the FOI Act.

The Agency Plan shows:

- the information DHA proposed to publish under the IPS
- how, and to whom, DHA proposed to publish that information
- other steps DHA will take to comply with the IPS requirements.

2. Purpose

The purpose of the Agency Plan is to explain how DHA will comply with the IPS requirements.

3. Objectives

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

- manage its information holdings relevant to the IPS;
- proactively identify and publish all information required to be published in accordance with section 8(2) of the FOI Act;
- proactively identify and publish any optional information in accordance with 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 information published under the IPS on an annual basis to ensure that it is accurate, up-to-date and complete in accordance with section 8B of the FOI Act;
- where possible, ensure that the format of online content conforms with the Web Content Accessibility Guidelines 2.0;
- adopt best practice initiatives in implementing and administering the IPS; and
- review and monitor the success of DHA's contribution to the IPS by reference to feedback and review processes.

4. Establishing and administering DHA's IPS entry

DHA's Chief Governance Officer is responsible for leading DHA's work on implementing, administering and complying with the FOI Act, including the IPS and this plan.

The Chief Governance Officer is assisted by the Governance Privacy team who is responsible for the IPS, including:

- developing, reviewing, amending and consulting on this plan and DHA's IPS entry
- publishing and maintaining information on the DHA IPS webpage

identifying, publishing and maintaining information for DHA's IPS entry, including:

- publishing and maintaining information about decisions and documents released under Freedom of Information, as recorded in DHA's Disclosure Log
- working with teams across DHA that are responsible for providing and updating information required or permitted to be published under the IPS.

The Governance Privacy team implements and administers this plan to meet DHA's obligations under Part II of the FOI Act. DHA aims to include information in its IPS entry as quickly as possible after publication, having regard to its limited resources. DHA is a medium-size agency with less than 1,000 staff. DHA will review its IPS entry on an annual basis.

5. Structure of the IPS

Information will be published on DHA's website (www.dha.gov.au). A search function is provided on the website for ease of access. The DHA IPS website will be updated from time to time in line with this plan. Viewers are encouraged to check the website for the most recent version.

DHA ensures that the website meets the Australian Government standards and aims to conform to the Web Content Accessibility Guidelines version 2.0 (WCAG 2.0) Level AA obligations. DHA consults relevant IT professionals (internal and external) as required to maintain compliance.

The IPS entry home page provides an overview of this information under the following headings:

- Agency plan – subsection 8(1) and paragraph 8(2)(a)
- Who we are – paragraphs 8(2)(b) and 8(2)(d)
- What we do – paragraphs 8(2)(c)
- Operational information – paragraph 8(2)(j) and section 8A
- Our reports and responses to Parliament – paragraphs 8(2)(e) and 8(2)(h)
- Routinely accessed information and disclosure log – paragraph 8(2)(g) and section 11C
- Consultation arrangements – paragraph 8(2)(f)
- Our priorities – subsection 8(4)
- Our finances – subsection 8(4)
- Our lists – subsection 8(4)
- More information – paragraph 8(2)(i).

DHA's IPS entry will be clearly identified on the DHA website using the IPS icon recommended by the Office of the Australian Information Commissioner.

6. Information required to be published under the IPS

Section 8(2) of the FOI Act requires DHA to publish the information detailed under this section. This information is located on the [DHA IPS page](#) and is regularly maintained and updated in accordance with the FOI Act.

We currently publish a wide range of information on our website, including all categories of information required under the IPS. Information included in the IPS entry is located on the relevant DHA web pages and linked from our IPS entry.

Documents made available through freedom of information (FOI) requests is published on the DHA disclosure log whenever possible.

7. Other information to be published under the IPS

DHA continues to publish additional information on our website, in accordance with section 8(2) and 8(4) of the FOI Act. DHA aims to provide information that is of general interest to the public. As a Government Business Enterprise, DHA operates in a commercial market which may be taken into account when deciding what additional information will be published under the IPS.

8. IPS information architecture

DHA's Communication and Media team is responsible for the maintenance and management of the DHA website, which is used as the portal for information access under the IPS. The DHA website enables public access to agency-driven disclosures of information rather than through reactive requests for documents. IPS related information listed on the website is regularly reviewed and updated by DHA's Governance Privacy team.

DHA publishes mandatory information holdings in accordance with section 8 of the FOI Act. The main entry point through which members of the public can access IPS content is the *How to access information at DHA | Defence Housing Australia page* on the DHA website. In addition, the DHA website (or homepage) provides a link to the IPS page at *Information Publication Scheme | Defence Housing Australia (dha.gov.au)*.

In publishing online material, DHA's website is designed to meet the Australian Government standards and aims to conform to the Web Content Accessibility Guidelines (WCAG) version 2.0 and, where possible, provides information in HTML and PDF formats.

9. IPS Compliance review

DHA will review the Agency Plan on an annual basis and the operation in DHA of the IPS at least every five years. DHA will revise the IPS entry and IPS Agency Plan as needed. A review of the Agency Plan and the operation in DHA of the IPS was last undertaken in February 2026.

Our objective is to maintain compliance with the FOI Act and ensure transparency and openness with the public in DHA's decision-making processes. DHA intends for comments and feedback provided by the public in relation to this plan to be used by DHA to assist in measuring the success of DHA's contribution to the IPS. Where required, DHA will amend the plan as appropriate.

DHA encourages and welcomes your written feedback on our IPS and FOI processes. DHA's General Manager, Governance will consider feedback, make recommendations for change and respond to individuals who offer feedback.

Please send your feedback to foi@dha.gov.au.