



REC-PRO-004

Information Publication Scheme

Agency Plan

Rec-Pro-004 Information Publication Scheme Agency Plan					
Version	Author	Reviewer/Approver	Date	Amendments	Review
03	FOI Officer	ED	September 2023	Full review	September 2024
02	FOI Officer	COFO	July 2018	Full review	July 2023
01	FOI Officer	CSM	November 2011	Original	

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INTRODUCTION

The Harbour Trust is an agency subject to the *Freedom of Information Act 1982* (FOI Act) and is required to comply with the Information Publication Scheme (IPS) provisions. This agency plan describes how the Harbour Trust proposes to do this, as required by s 8(1) of the FOI Act.

PURPOSE

The purpose of this agency plan is to:

- demonstrate the Harbour Trust's compliance with section 8(1) of the FOI Act.
- indicate what information the Harbour Trust proposes to publish (IPS information holdings); and
- outline how the Harbour Trust will otherwise comply with the IPS requirements under the FOI Act.

OBJECTIVES

The Harbour Trust's objectives in relation to the plan are to:

- manage the IPS entry
- proactively identify and publish all information required to be published (s 8(2))
- proactively identify and publish any other information to be published (s 8(4))
- review and ensure on a regular basis that information published under the IPS is accurate, up-to-date and complete (s 8b)
- ensure the information published under the IPS is easily discoverable, understandable, machine readable, re-useable and transformable
- ensure where possible conformance with the Web Content Accessibility Guidelines (Version 2) (WCAG 2.0)
- measure the success of the Harbour Trust's IPS entry by reference to community feedback and compliance review processes.

ESTABLISHING AND ADMINISTERING THE IPS

The Corporate Systems Manager of the Harbour Trust is the senior officer responsible for implementing and ensuring the Harbour Trust's compliance with the IPS. The Corporate Systems Manager is supported by the FOI Officer.

The staff involved in establishing the Harbour Trust's contribution to the IPS include:

- staff with information technology and web publishing expertise to build the IPS page of the agency's website and publish the relevant documents
- staff from all business areas of the Harbour Trust to assist in the identification of appropriate information.

The Harbour Trust has identified information that is required to be published under s 8(2) and information that may be published under s 8(4).

The Harbour Trust maintains an internal register of information required or permitted to be published under the Information Publication Scheme and a 'disclosure log' for information released in response to FOI requests is in place.

The Harbour Trust will take steps to ensure that information published under the scheme is discoverable, understandable, machine-readable, accessible, useable, as well as accurate, up-to-date and complete.

The Harbour Trust manages and develops its IPS by:

- Continuing to update IPS documents and publishing accurate, up-to-date and complete documents on its website
- Considering what access charges, if any, should be imposed for providing IPS documents where it is impractical to publish online. Charges will be consistent with charges in the Freedom of Information (Charges) Regulation 2019)
- Ensuring this plan is reviewed regularly and the register of IPS documents are updated on a regular basis, including considering whether any newly created or amended documents should be added to the register and published
- Ensuring that all documents published on its website where possible conform to WCAG 2.0.

STRUCTURE OF THE IPS INFORMATION REQUIRED TO BE PUBLISHED

The Harbour Trust will publish documents required to be published under the IPS (s8(2)) in the IPS section of the website. The Harbour Trust will publish these documents under the following headings:

- Agency Plan.
- Who we are – this will include the organisational structure and strategic plan.
- What we do – this will outline the functions and decision-making powers of the Harbour Trust.
- Reports and responses to Parliament – this will include the Harbour Trust’s recent annual reports and Harradine reports.
- Consultation arrangements – this will include information on community involvement and community consultation processes.
- Routinely requested information – the Harbour Trust will identify these documents in its disclosure log, published under section 11C of the FOI Act.
- Contact us - this will include the telephone number and email address for a contact officer who you can contact regarding access to the Harbour Trust’s information or documents under the FOI Act.

OTHER INFORMATION TO BE PUBLISHED

The Harbour Trust will publish on the IPS section of its website other information that it holds (in addition to the information published under s 8(2)), taking into account the objects of the FOI Act (s 8(4)).

IPS COMPLIANCE REVIEW

The Harbour Trust will review and revise this agency plan regularly. The Harbour Trust will review the operation of its IPS in accordance with the guidelines issued by the Information Commissioner about IPS compliance review.