



INFORMATION PUBLICATION SCHEME AGENCY PLAN

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:

- assist the Harbour Trust in planning and developing its contribution to the IPS;
- indicate what information the Harbour Trust proposes to publish (IPS information holdings) and how and to whom the information will be published; and
- outline how the Harbour Trust will otherwise comply with the IPS requirements under the FOI Act.

OBJECTIVES

The Harbour Trust's objectives are to outline appropriate mechanisms and procedures 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)

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- measure the success of the Harbour Trust's IPS entry by reference to community feedback and compliance review processes
- adopt best practice initiatives in implementing and administering the Harbour Trust's IPS entry.

ESTABLISHING THE IPS

The Corporate Services Manager of the Harbour Trust is the senior officer responsible for leading the Harbour Trust's compliance with the IPS. The Corporate Services 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 will develop a comprehensive information management framework which will apply to Harbour Trust information published under the IPS.

The Harbour Trust will develop a 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 identify information that is required to be published under s 8(2), information that may be published under s 8(4), and information that is made available to the public otherwise than by publication (s 8 (2)).

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.

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ADMINISTERING INFORMATION PUBLISHED UNDER THE IPS FROM 1 MAY 2011

The Harbour Trust will manage and develop 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 in hard copy, and publishing details about any such charges on its website
- Ensuring this plan is reviewed annually 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
- Monitoring the usage of IPS-related pages of its website and evaluate the effectiveness of those pages
- Responding to feedback from members of the public and government agencies about the information published under the IPS.

INFORMATION ARCHITECTURE

The Harbour Trust will publish its IPS information on this website. The IPS information holdings that are available on the Harbour Trust website will be published under the following headings:

- Agency plan (ss 8(2)(a))
- Who we are (ss 8(2)(b) and 8(2)(d))
- What we do (ss 8(2)(c) and 8(2)(j))
- Our reports and responses to Parliament (ss 8(2)(e) and 8(2)(h))
- Routinely requested information and disclosure log (ss 8(2)(g) and 11C)
- Consultation arrangements (s 8(2)(f))
- Our Contacts (s 8(2)(i)).

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To ensure that the IPS information holdings (and individual IPS documents) are easily accessible, the Harbour Trust will:

- publish a direct link to the IPS section of the website;
- design and publish an IPS entry point on its website;
- wherever possible, provide online content in a format that can be searched, copied and transformed
- invite public feedback on its IPS website.

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 clearly identify these documents in its disclosure log, published under section 11C of the FOI Act. The Harbour Trust will publish information contained in documents to which the agency has provided access under the FOI Act.
- Contact us - this will include name, 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.

OPTIONAL INFORMATION TO BE PUBLISHED UNDER THE IPS

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)). This includes our policies, financial information, and tenders and EOIs.

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IPS COMPLIANCE REVIEW

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

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