

# Information Publication Scheme Plan

## Introduction

The Independent Hospital Pricing Authority (IHPA) has prepared this Information Publication Scheme Plan (the IPS Plan) in accordance with section 8(1) of the *Freedom of Information Act 1982* (the Act). IHPA is required to publish this IPS Plan in accordance with section 8(2) of the Act.

## Purpose

IHPA is required to publish a range of information as part of the Information Publication Scheme (the Scheme) which came into effect on 1 May 2011 as part of major amendments to the Act. The Scheme is intended to form the basis for a more open and transparent culture across government with agencies encouraged to take a proactive approach to publishing the information they hold, and to consider what they should be publishing over and above what they are obliged to publish.

The primary purpose of the IPS Plan is to show how IHPA proposes to implement the Scheme. The IPS Plan will help IHPA to put appropriate procedures in place to proactively disclose its information holdings, in accordance with the objects of the Act. IHPA must publish a range of information including information about what it does and the way it does it.

## Objectives

IHPA's objectives in relation to this Plan are to outline appropriate mechanisms and procedures to:

- manage IHPA's information holdings relevant to the Scheme;
- proactively identify and publish all information required to be published, including this IPS Plan (in accordance with section 8(2));
- review and ensure on a regular basis that information published by IHPA under the Scheme is accurate, up-to-date and complete (in accordance with section 8B);
- ensure that information published under the Scheme is able to be discovered by the general public, is understandable and re-useable and is accessible to a wide range of people, including people with disabilities; and
- assess the effectiveness of IHPA's implementation of the Scheme.

## Review

**IHPA must, in conjunction with the Information Commissioner, review the operation of the Scheme every 5 years.**

## Information to be published

IHPA's objective is to publish as much information as possible, consistent with the objectives of the FOI Act. Our publication practices must, however, be balanced against IHPA's obligation to respect and maintain confidential information, commercially valuable information and personal information.

IHPA may deal with confidential information. This type of information will only be published when the public interest test applies or consent is provided by the owner of the information. This provides assurance to our stakeholders and to the public that confidential or personal information held by IHPA will only be published when it is appropriate to do so.

IHPA will ensure documents published can be found easily and are searchable. IHPA's website will contain a list of any Scheme documents that are impracticable to publish online. The website will state that a person seeking access to any of these documents may contact the FOI Officer to arrange access.

IHPA encourages people to print copies of required documents, if they are available on the website, rather than asking IHPA to do so. IHPA may impose a charge when we are asked to print a large number of documents. This is consistent with charges in the Freedom of Information (Charges) Regulations 1982, which generally apply to access requests, under Part III of the FOI Act.

- IHPA will publish the following information on its website in accordance with section 8(2) of the Act.
- IHPA's IPS Plan (s8(2)(a))
- Organisational chart (s8(2)(b))
- Statutory appointments (s8(2)(d))
- What we do (s8(2)(c))
- Who we are (s8(2)(c))
- Our decision making powers (s8(2)(c))
- Annual reports (s8(2)(e))
- Information released pursuant to FOI requests (Disclosure Log) (s8(2)(g))
- Contact information (s8(2)(j))
- Policy consultation information (s8(2)(f))
- Operational information (s8(2)(j)).

IHPA must ensure that the published information is accurate, up-to-date and complete.

### Other information to be published

IHPA may publish other information that it holds (in addition to the information published under section 8(2)).