

National Mental Health Commission's Information Publication Scheme Agency Plan

The Agency Plan outlines the mechanisms and procedures the Commission is required to undertake in managing and making available information.

In accordance with section 8(1) of the *Freedom of Information Act 1982* (the FOI Act), the National Mental Health Commission (Commission) has prepared its Information Publication Scheme (IPS) Agency Plan.

Purpose

The purpose of this plan is to:

1. assist the Commission in planning, developing and implementing its contribution to the IPS;
2. show what information the agency proposes to publish, how and to whom the information will be published and how the Commission will otherwise comply with the IPS.

Objectives

This Information Publication Scheme Plan outlines the mechanisms and procedures the Commission is required to undertake in managing and making information available. This includes:

1. effectively and efficiently manage its information holdings that are relevant to the IPS
2. identify all information required to be published, including this plan, under the IPS and identify additional information that can appropriately be published as its 'optional information';
3. ensure that online content conforms with the Government's Web Content Accessibility Guidelines;
4. regularly review information published under the IPS to ensure it remains complete, accurate and up-to-date;
5. ensure that the information published under the IPS is discoverable, searchable, understandable and reusable; and
6. develop a mechanism and procedures to measure the success of the Commission's IPS.

FOI webpage

Our FOI page is the main portal through which members of the public can access the information made available by the Commission under its IPS.

Disclosure Log

The disclosure log provides access* to documents disclosed by the Commission pursuant to an FOI request by listing summary information such as title, date of release, including number of pages and descriptions of the types of documents released. The publication of this information is in accordance with section 11C of the FOI Act.

*the term 'access' can mean that the document/s are **either** available on the website, or that they are available through a process or contact information provided on the website.

Operational Information

Information and links relating to the Commission's operations is located under the relevant categories, including 'our policies'.

Agency's Structure

The Commission's structure reflects our size and functions. Our organisation chart, located within our latest Annual Report under 'planning and performance', assists members of the public to better understand our structure.

Statutory appointments

The Commission's statutory appointments are available under 'our people'. This provides greater transparency about the management of the Commission and Commission accountability.

The Commission's approach to a review of its information holdings

The Commission endeavours to publish as much information as possible, consistent with the objects of the FOI Act. Our publication practices must, however, be balanced against our obligation to respect and maintain Confidential Commercial Information and Personal Information.

The Commission sometimes deals with sensitive information. This type of information will only be published in situations where the Public Interest Test applies or consent is provided by the owner of the information. The public and stakeholders can be confident that any CCI and/or personal information in the possession of the Commission will be protected from release to the extent that the FOI Act applies.

The Commission ensures that its documents published under the IPS are easily discoverable and searchable. The Commission's website is user friendly in respect to navigation, and contains an easily accessible search function. The Commission has provided a link for the IPS page on the main menu of its website for ease of navigation. This enables users to easily locate the IPS. Documents published in the above categories may need to be updated from time to time.

The website states that a person seeking access to any documents published by the Commission may contact us to arrange access.

The Commission may impose a charge in circumstances where a request for a document(s) is voluminous. These charges will be consistent with charges in the Freedom of Information (Charges) Regulations 1982 (which generally apply to access requests under Part III of the FOI Act). The Commission encourages persons to print copies of required documents, if available for download on the Commission website, as opposed to requesting the Commission to do so to avoid such costs.

Information Architecture

The Commission will publish its IPS information holdings to members of the public on its website or by advising other details of how the information may be obtained.

Wherever possible, we will provide online content in a format that can be searched, copied and transformed.

The Commission will, so far as possible, make its IPS information holdings available for reuse on open licensing terms.

Information required to be published

The Commission will publish all documents required under sections 8, 8(A), 8(C) and 8(D) of the FOI Act. This includes information about the Commission's functions and operational information including rules, guidelines and processes that assist the Commission to make decisions or provide advice affecting the public.

The Commission will publish:

- Agency plan (s 8(2)(a))
- Organisational chart (s 8(2)(b))
- Statutory appointments (s 8(2)(d))
- What we do (s 8(2)(c))
- Who are we (s 8(2)(c))
- Decision making powers (s 8(2)(c)) – *not applicable*
- Annual reports (s 8(2)(e))
- Information released pursuant to FOI requests (Disclosure Log) (s 8(2)(g))
- Consultation documentation (s 8(2)(f))
- Operational information (s 8(2)(j))
- Contact information (s 8(2)(i))

The agency's functions and decision making powers

- Roles
- Policy
- Reviews/submissions

Information provided to Parliament

- Contracts
- File Lists
- Grants reporting
- Publications and Resources

Optional Information

The Commission 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)).

The Commission will publish as much information as possible to comply with the FOI Act and in the interests of full disclosure.

Administering the agency IPS

The Commission will publish information to its full capacity. The Commission will be as proactive as possible in publishing both optional and operational information in the interests of full disclosure of the documents used in delivering its functions and activities.

In line with the guidelines published by the OAIC, the Commission will regularly update and maintain the information framework.

Review

The Commission ensures that all information is accurate and up to date at the time of publication. All line areas are responsible for auditing their operational documentation.

The Commission's objective is to ensure transparency and openness with the public in how it administers its functions. The Commission ensures that comments made by the public, in relation to this Agency Plan will be taken into account and the plan amended as appropriate.

Feedback on the Commission's Agency Plan can be forwarded to:

Post:

Freedom of Information Coordinator

National Mental Health Commission

PO Box R1463

Royal Exchange NSW 1225; or

Email: enquiries@mentalhealthcommission.gov.au

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