

# National Mental Health Commission's Information Publication Scheme Agency Plan

The National Mental Health Commission (Commission) 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 Publication Scheme Agency Plan (the Plan) describes how the Commission proposes to do this, as required by subsection 8(1) of the FOI Act.

## 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 to:

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.

## Establishing and Administering the Commission's IPS

The Commission will publish information to its full capacity. We 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 our functions and activities. The Commission ensures that all information is accurate and up to date at the time of publication.

All Executive members of the Commission are accountable for ensuring that the Commission complies with its IPS obligations. Executive members are responsible for ensuring:

- information required to be published is published as part of the data holdings (including operational information)
- the accuracy, currency and integrity of published information relevant to their responsibilities
- appropriate resources are dedicated to complying with the Commission's IPS obligations.

Operationally, the Chief Operating Officer (COO) is the Executive member primarily responsible for the IPS function and IPS compliance. The COO is supported by the Corporate Services team which includes the FOI Coordinator.

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

## Structure of the IPS

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, publish IPS information holdings in accordance with WCAG 2.0 Level AA requirements and make IPS information holdings available for reuse on open licensing terms.

## Information required to be published under the IPS

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 provided to parliament (s 8(2)(h))
- 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))

### Agency Plan

This document constitutes the Commission IPS Agency Plan.

### Agency's Structure

The Commission's structure reflects our size and functions. Our organisation chart is located at ['Information Publication Scheme'](#).

### Statutory appointments

The Commission's does not currently have any statutory appointments. The CEO and members of its Advisory Boards are appointed by the Minister for Health and Aged Care. Further details are available under ['Our people'](#).

## What we do

What we do is set out under [‘Our role’](#).

## Who we are

Who we are is set out under [‘Our people’](#).

## Annual Reports

The Commission’s Annual Reports can be found under [‘Planning and Performance’](#).

## Information provided to Parliament

- [Contracts](#)
- [File Lists](#)
- [Grants reporting](#)
- [Operational policies](#)
- [Publications, submission and resources](#)

## Information released pursuant to FOI requests (Disclosure Log)

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. 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.

## Charges

The Commission may impose a charge in circumstances where a request for a document(s) is voluminous or where a document is impracticable to publish online. Any charge imposed will be consistent with the Freedom of Information (Charges) Regulations 2019 which will represent the lowest reasonable cost of reimbursing the Commission for specific reproduction costs or other specific incidental costs. 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.

### **Access charges for documents not available on the website**

- Copy (other than a photocopy) - \$4.40 per page
- Photocopy – 10c per page
- Document produced using a computer or other equipment readily available to retrieve stored information - An amount not exceeding the actual costs incurred in producing the document
- Document requested to be delivered by post - An amount not exceeding the actual costs incurred for the delivery of the document.

## Consultation Information

Information on the Commission’s consultation and engagement processes is available on our [Have Your Say page](#).

## Operational Information

Operational Information consists of all information the Commission holds that assists it to perform or exercise its functions or powers in making decisions or recommendations that affect members of the public. The Commission's operational information is located in various places on our website, including ['our policies'](#).

## Contact Information

To request access to the Commission's information, documents under the FOI Act or to provide feedback on the Commission's Agency Plan, please contact by Post:

Freedom of Information Coordinator  
National Mental Health Commission  
PO Box R1463  
Royal Exchange NSW 1225; or  
Email: [enquiries@mentalhealthcommission.gov.au](mailto:enquiries@mentalhealthcommission.gov.au)  
Phone: 02 8229 7550

## Other Information to be published

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.

## IPS Compliance Review

As required under the FOI Act, the Commission will complete a review of its IPS compliance at least once every 5 years, in conjunction with the Information Commissioner. In addition, the Commission will review and update its IPS Agency Plan and IPS information holdings at a minimum by the end of 2025 having regard to relevant guidelines issued by the Information Commissioner under section 93A of the FOI Act.

The Commission endeavours to publish information consistently with the objects of the FOI Act. Our publication practices are balanced against other legal obligations on the Commission, including with respect to Confidential Commercial Information and Personal information.

The Commission welcomes the feedback of members of the public on our IPS and ensures that comments made in relation to this Agency Plan will be taken into account and the plan amended as appropriate. Feedback on the IPS Plan can be forwarded to [enquiries@mentalhealthcommission.gov.au](mailto:enquiries@mentalhealthcommission.gov.au).

*Updated October 2023*