

South Australian Mental Health Commission

Freedom of Information Statement

The South Australian Mental Health Commission is subject to the provisions of the Freedom of Information Act 1991 ('the Act') and this statement is accordingly published by the Commission pursuant to section 9(1) of the Act.

The SA Mental Health Commission

The South Australian Mental Health Commission ('the Commission') is a department of the Government of South Australia. Governance of the Commission is the responsibility of the Commissioner, who is appointed by the Minister and is the Chief Executive of the Commission for the purposes of section 31 of the Public Sector Act 2009. There are no boards, committees or other bodies constituted by two or more persons that are part of the Commission or that have been established for the purpose of advising the Commission and whose meetings are open to the public or for which the minutes are available for public inspection.

Effect on public

The role of the Commission is to strengthen the mental wellbeing of South Australians in order to maximise the State's mental wealth; the Commission, in fulfilling its role, therefore has an effect on the public. Specifically the public will be affected through the accomplishment by the Commission of its tasks, which include:

- > leading the development of the next Mental Health Plan for South Australia;
- > developing policy proposals requested by the Minister for Mental Health and Substance Abuse;
- > engaging with the mental health sector and community to promote the mental wellbeing of South Australians;
- > promoting and facilitating the sharing of knowledge about mental wellbeing issues;
- > undertaking projects in relation to the State's mental wellbeing and wealth as requested by the Minister for Mental Health and Substance Abuse;

Public participation

Members of the public have an opportunity to participate in the formulation of the Commission's policies by making contact, including by email, telephone, in writing, through the Facebook™ social networking service or through the Twitter™ micro-blogging service.

The Commission additionally provides for, and strongly encourages, members of the public to participate in the exercise of its functions by means of a programme of community and stakeholder engagement and communication activities. Current initiatives are promoted on the Commission's website and social media pages.

Documents available

The kinds of documents that are held by the Commission and which may be purchased from the Commission [marked \$] or available free of charge from the Commission [marked #] or available for inspection at the Commission in accordance with the provisions of a legislative instrument other than the Act, include:

- > Public information leaflets [#], education materials [#], reports [#] and media releases [#];
- > Books, journals, and other reference materials;
- > Corporate governance materials, such as annual reports [#] and information routinely disclosed pro-actively (for example as to international travel undertaken by the Commission's staff) [#], correspondence, meeting agendas and minutes, human resource files, accounting and financial records, contracts and memoranda;
- > Operational materials, such as internal policies and procedures [#, \$] and this Freedom of Information Statement [#, \$].

Documents may be electronic, printed, or a mix of both. The inclusion of a document or type of document on the list above (which is not intended to be exhaustive) shall not be taken as implying that any such document may be requested or accessed under the provisions of the Act or that they would or would not be exempt documents for the purposes of the Act, including where and notwithstanding any [\$] or [#] marks postpended thereto; furthermore, the presence or omission of any [\$] or [#] mark shall not be taken necessarily as meaning that a document may be available whether with or (as the case may be) without charge or at all.

The Commission's policy documents that have been adopted at the time of preparation of this statement are as follows:

- > Feedback Policy
- > Complaint Policy

Applications

To make a request for access to our documents or to request an amendment to records concerning your personal affairs under the provisions of the Act, you must comply with the following provisions:

- > Make your application in writing. We recommend using the standard Freedom of Information Request Form on the South Australian State Records site (<http://archives.sa.gov.au/content/foi-forms>).
- > State that your application is being made under the Freedom of Information Act 1991.
- > Include your address in Australia.
- > Give us enough information about the document(s) that you seek to enable us to identify them; if you are seeking document(s) that contain information about your personal affairs, please state that this is the case.
- > Tell us what kind of access you seek, such as whether you wish to inspect the document(s) or to have a copy.
- > If you are applying to amend our records concerning your personal affairs, you must also tell us in what respects you claim the information is incomplete, incorrect, out-of-date or misleading and (where applicable) what we need to know to complete our records or bring them up-to-date.

Your request must be accompanied by the applicable application fee, or evidence to support an application for a waiver of the fee, as prescribed by law. We may charge further fees in the processing of your application as is provided for by law (for example, for the time spent dealing with your application and for making copies or transcripts of documents). Please visit the State Records website (<http://archives.sa.gov.au/content/foi-fees>) for information on the current schedule of fees.

Fees can be paid by cheque or money order payable to *South Australian Mental Health Commission*. Do not send cash through the post; if you need to pay by cash then please contact us first so that arrangements can be made.

Applications should be lodged by sending to:

Freedom of Information Officer
South Australian Mental Health Commission
PO Box 189
Rundle Mall
ADELAIDE SA 5000

The officer of the Commission to whom inquiries should be made concerning the procedures for inspecting and purchasing the Commission's policy documents or in relation to the giving of access to our documents or to the amendment of our records concerning your personal affairs is: Chris Burns CSC, Commissioner and Chief Executive, being a 'principal officer' of the Commission within the meaning of the Act and designated for these purposes as 'Freedom of Information Officer'. Other officers of the Commission may also, subject to the provisions of the Act, handle and process any requests made under the Act.

Our policy documents and copies of this statement may be inspected and purchased from us by appointment only between 10am–3pm Monday–Friday other than public holidays at: 60 Hindmarsh Square, Adelaide, SA, 5000.