

GIPA Reporting under Clause 7 of the *Government Information (Public Access) Regulation 2009*

Agency name	Central Coast Local Health District
Cluster group	Planning and Environment
Additional info	
Financial year	2016-2017
Contact person & position	Paula Bell, Right to Information Officer
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Clause 7(a) : details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

During this reporting period, the District's Right to Information Officer (RIO) reviewed the proactive release program to determine improvements and methods to promote the proactive release of information by Central Coast Local Health District (the District) staff.

The following initiatives were undertaken:

- A request was sent to District Directors advising the proactive release of information under the GIPA Act must be reviewed at intervals of not more than 12 months.

The following documentation was identified and released on the District's website:

- ▶ Central Coast Local Health District Aboriginal Workforce Programs 2017-2020 Plan
- ▶ Central Coast Local Health District Research Plan 2017-2021
- ▶ Central Coast Local Health District Fraud and Corruption Control Action Plan 2015-2018
- ▶ Central Coast Local Health District Internal Audit Plan 2016/17
- ▶ Library Services Annual Report 2015/16
- ▶ 2015/16 GIPA Annual Report
- ▶ 2015/16 Privacy Management Annual Report
- ▶ Central Coast Integrated Care Strategy Annual Report 2016
- ▶ 2016-17 Facility Budgets
- ▶ 2016-17 Budget Summary
- ▶ 2016-17 Service Agreement between Secretary NSW Health and Central Coast Local Health District
- ▶ Central Coast Local Health District Workforce Diversity
- ▶ Corporate Governance Attestation Statement for Central Coast Local Health District
- ▶ Safety and you (guide to legal and welfare services)

- A review and update of all information available on the District's website, pertaining to the GIPA Act, including the proactive release of government information, was undertaken.

- A list of the District's policy documents is available on the District's website and was updated during this period. This allows members of the public to view, with copies made available upon request.

- The RIO has provided to the District's staff an overview of the role of the District's RIO and the GIPA Act by preparing a fact sheet with relevant information pertaining to the GIPA Act and attending ward/service education sessions and staff orientation programs throughout the reporting period.

Clause 7(b) : the total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

	Total No Of Applications Received
Total No of Applications Received	18
7(b)	18

Clause 7(c) : the total number of access applications received by the agency during the reporting year that the agency refused, either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (Information for which there is conclusive presumption of overriding public interest against disclosure)

Note. Table D in Schedule 2 also requires information relating to access applications in respect of which there is a conclusive presumption of overriding public interest against disclosure.

Total No Of Applications Refused	Wholly	Partly	Total
		2	2

Clause 7(d): information, as set out in the form required by the tables in Schedule 2, relating to the access applications (if any) made to the agency during the reporting year.

Table A : Number of applications by type of applicant and outcome

Table A	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm or deny whether information is held	Application withdrawn	Total
Media	1								1
Members of Parliament									0
Private sector business	1								1
Not for profit organisations or community groups									0
Members of the public (application by legal representative)	4	5		1					10
Members of the public (other)	4	1				1			6
Total	10	6	0	1	0	1	0	0	18

Table B : Number of applications by type of application and outcome

Table B	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm or deny whether information is held	Application withdrawn	Total
Personal Information Applications	7	1							8
Access application (other than personal information applications)	3	1				1			5
Access Applications that are partly personal information applications and partly other		4		1					5
Total	10	6	0	1	0	1	0	0	18

Table C : Invalid applications

Table C	Number of Applications
Application does not comply with formal requirements (s.41)	4
Application is for excluded information of the agency (s.43)	
Application contravenes restraint order (s.110)	
Total number of invalid applications received	4
Invalid applications that subsequently become valid applications	3

Table D : Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 to Act

Table D	Number of times consideration used
Overriding secrecy laws	
Cabinet information	1
Executive Council Information	
Contempt	
Legal Professional Privilege	
Excluded information	1
Documents affecting law enforcement and public safety	
Transport safety	
Adoption	
Care and protection of children	
Ministerial Code of Conduct	
Aboriginal and environmental heritage	
Total	2

Table E : Other public interest considerations against disclosure: matters listed in table to section 14 of Act

Table E	Number of occasions when application not successful
Responsible and effective government	6
Law enforcement and security	
Individual rights, judicial processes and natural justice	2
Business interests of agencies and other persons	
Environment, culture, economy and general matters	
Secrecy provisions	
Exempt documents under interstate Freedom of Information legislation	
Total	8

Table F : Timeliness

Table F	Number Of Applications
Decided within the statutory timeframe (20 days plus any extensions)	18
Decided after 35 days (by agreement with applicant)	
Not decided within time (deemed refusal)	
Total	18

Table G : Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

Table G	Decision varied	Decision upheld	Total
Internal review		1	1
Review by Information Commissioner			
Internal review following recommendation under section 93 of Act			
Review by ADT			
Total	0	1	1

Table H : Applications for review under Part 5 of the Act (by type of applicant)

Table H	Number Of Applications
Applications by access applicants	1
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	
Total	1

Table I : Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)

Table I	Number Of Applications
Agency-initiated transfers	1
Applicant-initiated transfers	
Total	1