

GIPA Annual Report

Agency name	Central Coast Local Health District
Reporting Period	2024-2025

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

7(a)

Review carried out by the agency	TRUE	(Yes = TRUE, No = FALSE)
Information made publicly available by the agency	TRUE	

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.

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

- 2023-2024 GIPA Act Annual Report
- 2023-2024 Privacy Management Annual Report
- 2024-2025 Facility Budgets
- 2024-2025 Budget Summary
- 2024-2025 Service Agreement between Secretary NSW Health and Central Coast Local Health District
- 2023-2024 Annual Safety and Quality Account
- Strategic Plan 2024-2027
- Clinical Services Plan 2023-2028
- Patient Safety and Quality Strategy 2024-2027
- Strategic Research Plan 2022-2026
- Environmental Sustainability Framework 2024-2027
- Central Coast Free Childhood Immunisation Clinics 2025 Schedule
- Diabetes Services brochure
- Oral Health resources/brochures: Gosford Dental Clinic; Woy Dental Clinic; Wyong Dental Clinic; A check-up of your teeth; Clean; Fissure Sealants; Fillings; Stainless Steel Crowns; Local Anaesthetic and Extractions; Happy Gas
- Maternity Services resources/brochures: Antenatal Share Care with your GP; Early Pregnancy Assessment Service (EPAS) brochure; Hyperemesis Directory of Services; Hyperemesis Gravidarum Fact Sheet
- Gosford & Wyong Hospital Medical Imaging and Nuclear Medicine
- Older People’s Mental Health Service brochure
- Mental Health Carer, Family & Friends Guide
- Eating Disorders Outpatient Service brochure
- Nutrition resources/brochures: Good Value Snacks for Kids Ages 3-5 brochure; Good Value Foods for \$1 or \$2; The Pantry Staples

■ 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.

Clause 7(b): The total number of access applications received by the agency during the reporting year ( including withdrawn applications but not including invalid applications that were not subsequently made valid)

7(b)

Total number of applications received	9
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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 refered to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused

Wholly	0
Partly	1

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

	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/Deny whether information is held	Application Withdrawn
Media								
Members of Parliament								
Private sector business								
Not for profit organisations or community groups								
Members of the public (by legal representative)	2	2						1
Members of the public (other)		2		1				

\*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

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

	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/Deny whether information is held	Application Withdrawn
Personal information applications*		1		1				
Access applications (other than personal information applications)	2	2						1
Access applications that are partly personal information applications and partly other		1						

\*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

PLEASE NOTE: The total number of decisions in Table B should be the same as Table A.

Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	11
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
<b>Total number of invalid applications received</b>	11
Invalid applications that subsequently became valid applications	4

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

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	1
Ministerial code of conduct	0
Aboriginal and environmental heritage	0
Privilege generally - Sch 1(5A) (NEW)	0
Information provided to High Risk Offenders Assessment Committee (NEW)	0

\*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to T

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

	Number of times consideration used*
Responsible and effective government	3
Law enforcement and security	
Individual rights, judicial processes and natural justice	3
Business interests of agencies and other persons	
Environment, culture, economy and general matters	
Secrecy provisions	
Exempt documents under interstate Freedom of Information legislation	

Table F: Timeliness

	Number of applications*
Decided within the statutory timeframe (20 days plus any extensions)	3
Decided after 35 days (by agreement with applicant)	4
Not decided within time (deemed refusal)	0

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

	Decision varied	Decision upheld
Internal review	0	0
Review by Information Commissioner*	0	0
Internal review following recommendation under section 93 of Act	0	0
Review by NCAT	0	0

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

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

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies

	Number of applications transferred
Agency-Initiated Transfers	0
Applicant - Initiated Transfers	0

Additional information for informal access applications

	Number of informal access applications
Received by the Agency in the Reporting Period	29
Decided by the Agency in the Reporting Period	21
Decided within 20 business days of receipt	11
Decided and notice in writing given to the applicant	21

	Number of informal access requests decided by outcome
Acces granted in full	9
Access granted in part	9
Access refused in full	0
Referred to a formal access application	0
Conditions imposed	3

	Number of informal access requests decided by information type
Personal information of the requestor	3
Personal information of another person	14
Business information	4
Financial information	0
Other	0

	Number of informal access requests decided by type of condition imposed
Period of time to access information condition	0
View access only condition	0
Limited on use of information condition	3
Other	0
Information released informally was then proactively released publicly by the Agency	0

Approved by:  
  
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Scott McLachlan  
Chief Executive