

Manual Entry Form	Agency name	Central Coast Local Health District
	Financial year	2018-2019
	Contact	Right to Information Officer
	Telephone	02 4320 3570
	Email	CCLHD-PrivacyRTI@health.nsw.gov.au

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
Information made publicly available by the agency	TRUE

(Yes = TRUE, No = FALSE)

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 Directorates and Services 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:
 - ▶ 2017/18 GIPA Annual Report
 - ▶ 2017/18 Privacy Management Annual Report
 - ▶ 2018-19 Facility Budgets
 - ▶ 2018-19 Budget Summary
 - ▶ 2018-19 Service Agreement between Secretary NSW Health and Central Coast Local Health District
 - ▶ Central Coast Integrated Care Program, Formative Evaluation Report March 2018
 - ▶ Health Promotion Action 2017-2018 Year in Review
 - ▶ Information, Communications and Technology Plan 2016-2020
 - ▶ Have a say in your Health Care. Advance care planning
 - ▶ Central Coast 2019 Support Groups & Services Directory
- 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 District's RIO has provided District staff with GIPA Act education during 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Clause 7(b): The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

7(b)

Total number of applications received	10
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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 referred 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	1
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	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (by legal representative)	2	3	0	1	0	0	0	1
Members of the public (other)	0	2	0	0	0	1	0	0

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*	2	2	0	0	0	0	0	1
Access applications (other than personal information applications)	0	3	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	1	0	1	0	0

Table C: Invalid applications

Reason for invalidity	No of applications
Application does not comply with formal requirements (section 41 of the Act)	3
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	3
Invalid applications that subsequently became valid applications	2

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	2
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

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	4
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of agencies and other persons	1
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications*
Decided within the statutory timeframe (20 days plus any extensions)	9
Decided after 35 days (by agreement with applicant)	0
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

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