

GIPA Annual Report 2014/15

Agency Name	Central Coast Local Health District
Principal Department	Ministerial and Executive Services
Reporting Period	July 2014 – June 2015

Appendix 1 – Obligations under the GIPA Act

1. Review of proactive release program – Clause 7(a)

Under section 7 of the *Government Information (Public Access) Act 2009* (GIPA Act), agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

During this reporting period, the 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 directive from the Chief Executive 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. This directive resulted in the submission of documentation for potential proactive release. This documentation was reviewed and the following was approved for release on the District's website:

- The following links to other health websites:

Public Health bulletins and notifications

<http://www.health.nsw.gov.au/phb/Pages/Volume-24.aspx>

<http://www.health.nsw.gov.au/phb/Documents/2013-4.pdf>

Sexually transmitted infections surveillance reports and data

<http://www.health.nsw.gov.au/Infectious/reports/Pages/STI-reports.aspx>

Immunisation coverage rates from the Australian Children's Immunisation Register

<http://www.health.nsw.gov.au/immunisation/pages/default.aspx>

Health Promotion's website

www.healthpromotions.com.au

Clinical Services Plan

<http://www.cclhd.health.nsw.gov.au/Publications.html>

- Internal Audit Plan 2014/15
- Corporate Governance – the District By-law

- The District Service Agreement 2014/15
- Aboriginal Health Services Plan
- Integrated Care Program Strategy/Plan
- Integrated Care Program Appointment of Manager

To assist the District Directors when reviewing their documentation for proactive release, the RIO conducted research of other Local Health District websites to obtain examples of documentation they had proactively released. This research was submitted to the Executive Leadership Team meeting for review.

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 District's internet site went live in December 2014.

A review of government information that is commonly requested was undertaken. Requests for hospital policy documents by the public were common. The RIO liaised with relevant parties to determine if the policy documents could be uploaded onto the new website. It was determined this would require an unreasonable diversion of resources to monitor and keep up-to-date. A list of policy documents is available on the District's website, members of the public can request these and they will be provided.

The RIO has reviewed areas that manage high volumes of government information and it has been identified that an opportunity exists to implement a procedure to assess new information during processing to identify potential information that can be proactively released. The RIO is liaising with relevant stakeholders to implement this procedure.

2. Number of access applications received – Clause 7(b)

During this reporting period the District received a total of four formal access applications (including withdrawn applications but not invalid applications).

3. Number of refused applications for Schedule 1 information – Clause 7(c)

During the reporting period the District refused two access applications, either wholly or in part, because the information requested was information referred to in Schedule 1 of the GIPA Act. Of those applications, nil were refused in full, and two were refused in part.

4. Statistical information about access applications – Clause 7(d) and Schedule 2

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	1	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 (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	1	2	0	0	0	0	0	0

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

*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	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	1
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	1
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used*
Overriding secrecy laws	1
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	1
Excluded information	0
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

**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 Table E.*

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of the Act	
	Number of occasions when application not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	1
Business interests of agencies and other persons	0
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)	4
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total	4

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

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



Matt Hanrahan
Chief Executive

Date: 7/10/18