

Government Information (Public Access) Act 2009 (GIPA Act) Annual Report

| | |
|------------------|-------------------------------------|
| Agency name | Central Coast Local Health District |
| Reporting Period | 2022-2023 |

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 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:

- 2021-2022 GIPA Act Annual Report
- 2021-2022 Privacy Management Annual Report
- 2022-2023 Facility Budgets
- 2022-2023 Budget Summary
- 2022-2023 Service Agreement between Secretary NSW Health and Central Coast Local Health District
- Caring for our Community Plan 2021-2031
- 2023 Self-Management for Better Health Workshop Calendar
- CoastCanCare Wellness Program Calendar
- CoastCanCare Wellness Program Meditation Flyer
- Ngyang Aboriginal Pregnancy, Child & Family Health Service Brochure
- Central Coast Free Childhood Immunisation Clinics 2023 Schedule
- Directory of Drug & Alcohol Service Central Coast
- Youth Drug and Alcohol Service Brochure
- Substance Use in Pregnancy & Parenting Service Brochure
- Breastfeeding Friendly Establishments
- myVirtualCare – Video and User Guide for Patients and Carers
- Orthopaedic and Musculoskeletal Rehabilitation - Care and Exercise Information Sheets
- Communicable Diseases Outbreak Resources
 - Electronic Line Listing for Gastroenteritis for Staff
 - Electronic Line Listing for Gastroenteritis for Residents
 - Guidelines for the Prevention and Control of Influenza Outbreaks in Residential Care Facilities in Australia
 - Template Line Listing for Respiratory Illness/Influenza
 - Example of Form for Staff who Decline Influenza Vaccine
 - Flue-Info Kit – Outbreak Coordinator's Handbook
 - Template Line Listing for Gastroenteritis in Childcare Facilities
 - Visitors Warning Poster: Gastroenteritis
 - Visitors Warning Poster: Influenza
 - How to Report a Gastroenteritis Outbreak in a Child Care Centre Video
 - Gastro in Child Care Centres Resource for Directors Video

■ 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 that were not subsequently made valid)

7(b)

| | |
|---------------------------------------|----|
| Total number of applications received | 15 |
|---------------------------------------|----|

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 | 0 |
| Partly | 0 |

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 | 1 | 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) | 0 | 3 | 0 | 1 | 1 | 0 | 0 | 0 |
| Members of the public (other) | 0 | 3 | 1 | 0 | 0 | 0 | 0 | 4 |

*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* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Access applications (other than personal information applications) | 1 | 4 | 0 | 1 | 1 | 1 | 0 | 2 |
| Access applications that are partly personal information applications and partly other | 0 | 2 | 1 | 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 | No of applications |
|---|--------------------|
| Application does not comply with formal requirements (section 41 of the Act) | 15 |
| 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 | 15 |
| Invalid applications that subsequently became valid applications | 5 |

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 | 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 Act

| | Number of times consideration used* |
|--|-------------------------------------|
| Responsible and effective government | 5 |
| Law enforcement and security | 0 |
| Individual rights, judicial processes and natural justice | 6 |
| 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) | 7 |
| Decided after 35 days (by agreement with applicant) | 3 |
| 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 | 1 |
| Applicant - Initiated Transfers | 0 |