

## GIPA annual report

<b>Agency Name</b>	South Eastern Sydney Local Health District
<b>Principal Department (if applicable)</b>	Executive Services
<b>Reporting Period</b>	1 July 2016 – 30 June 2017

## Appendix 1 – Obligations under the GIPA Act

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

Under section 7 of the 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.

Our agency's program for the proactive release of information involves:

- Providing information about our services, operating hours and locations to consumers
- Providing information to consumers about how to access information under the GIPA Act
- Developing a 'Pro-active Disclosure' Guideline for our clinical and non-clinical divisions to pro-actively release information that is considered to be beneficial to our community.

During the reporting period, we reviewed this program by gathering:

- Verbal feedback from SESLHD staff
- Verbal feedback from consumers

As a result of this review, we released the following information proactively:

- Board Report to the Annual Public Meeting – December 2014
- SESLHD GIPA Annual Report 2015-16
- Internal Audit Plan 2015 - 2018
- Population Health Directorate Plan 2014 – 2017
- South Eastern Sydney Local Health District Cancer Clinical Services Plan 2015 – 2018
- SESLHD Implementation Plan for Healthy Culturally Diverse Communities 2014-2016
- SESLHD Implementation Plan for the NSW refugee health plan 2011-16
- Service Level Agreement between Secretary NSW Health and SESLHD – 01 July 2015 – 30 June 2016
- SESLHD Strategy 2012 – 2017
- SESLHD Health Care Services Plan 2012 – 2017
- SESLHD Disability Action Plan 2012-2015
- SESLHD Falls Injury Prevention Plan 2013-2018
- SESLHD Equity Strategy
- SESLHD Community Partnership Strategy
- SESLHD Workforce Diversity Annual Report
- The Royal for Women 2014-2020 Strategic Plan
- Health Promotion Service 2013-2014 Business Plan
- Surgical, Perioperative and Anaesthetic Clinical Services Plan 2013–2018
- The Mental Health Clinical Services Plan 2013-2018
- The Prevention of Smoking and Harm from Smoking 2014-2017
- SESLHD Facility Budget Growth

#### **Budget Notifications 2017/18**

- Prince of Wales Hospital
- Royal Hospital for Women
- St George Hospital
- Sutherland Hospital
- Sydney Sydney Eye Hospital
- Mental Health

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

During the reporting period, our agency received a total of 29 formal access applications.

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

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	5	1		2				1
Members of Parliament	1			1				
Private sector business								
Not for profit organisations or community groups								
Members of the public (application by legal representative)	8			1	1			
Members of the public (other)	5		1	2				

\*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*	10			3				
Access applications (other than personal information applications)	7	1		3				1
Access applications that are partly personal information applications and partly other	2		1		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).

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)	0
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	0
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	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 the Act**

	Number of occasions when application not successful
Responsible and effective government	1
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)	29
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
<b>Total</b>	<b>29</b>

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

	<b>Decision varied</b>	<b>Decision upheld</b>	<b>Total</b>
<b>Internal review</b>	0	0	0
<b>Review by Information Commissioner*</b>	0	1	1
<b>Internal review following recommendation under section 93 of Act</b>	2		2
<b>Review by NCAT</b>	0	0	0
<b>Total</b>	2	1	3

\*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)**

	<b>Number of applications for review</b>
<b>Applications by access applicants</b>	3
<b>Applications by persons to whom information the subject of access application relates (see section 54 of the Act)</b>	0