

<b>Agency Name</b>	Sydney Local Health District
<b>Reporting Period</b>	July 1, 2014 – June 30, 2015

## 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:

- a. Review of information held by the agency that may be of interest to the public (that is not already released proactively);
- b. Review of GIPA applications (informal and formal) received to see what categories of information are requested;
- c. Reviewing the information produced in the last year that may be of interest to the public to release proactively.
- d. Review the initiatives, developments or projects relevant to our LHD that we would like to the public to know about.

During the reporting period, we reviewed this program by:

- Asking staff about the information that is frequently being asked for.
- Reviewed other Local Health District's websites to see what information they are proactively releasing.
- Review the disclosure log (and the specific GIPA applications) to see the main types of information asked for.
- Review the information that we hold and that we have produced in the last financial/reporting year.

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

- Sydney Local Health District Information and Communication Technology Strategic Plan 2015-2020
- Mental Health Service Strategic Plan 2015-2019
- Disability Action Plan 2014-17
- Organ Donation for Transplantation Plan 2014-17
- Oral Health Clinical Stream Position Paper 2015-2020
- Sydney Local Health District Year in Review 2013-14
- Sydney Local Health District Budget 2014-15
- Minutes of the Sydney Local Health District Board 2014-15
- Minutes of the Yaralla Community Advisory Committee 2014-15

- Refreshed SLHD Strategic Plan 2012-2017
- Renal Dialysis Strategic Plan
- SLHD Health Profile 2015
- Local Government Health Profile 2015- Ashfield
- Local Government Health Profile 2015- Burwood
- Local Government Health Profile 2015- Canada Bay
- Local Government Health Profile 2015- Canterbury
- Local Government Health Profile 2015- Leichhardt
- Local Government Health Profile 2015- Marrickville
- Local Government Health Profile 2015- Strathfield
- Local Government Health Profile 2015- City of Sydney

## 2. NUMBER OF ACCESS APPLICATIONS RECEIVED - CLAUSE 7(B)

During the reporting period, our agency received a total of **16** 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, our agency refused a total of **0** access applications either wholly or in part because the information requested was information referred to in Schedule 1 to the GIPA Act.

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	1	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	1	1	0	0	0	0
Members of the public (application by legal representative)	8	1	0	0	0	0	0	0
Members of the public (other)	2	0	1	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*	7	0	0	0	0	0	0	0
Access applications (other than personal information applications)	3	0	2	2	0	0	0	0
Access applications that are partly personal information applications and partly other	1	1	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).

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

<b>Table C: Invalid applications</b>	
<b>Reason for invalidity</b>	<b>Number of applications</b>
<b>Application does not comply with formal requirements (section 41 of the Act)</b>	<b>6</b>
<b>Application is for excluded information of the agency (section 43 of the Act)</b>	<b>0</b>
<b>Application contravenes restraint order (section 110 of the Act)</b>	<b>0</b>
<b>Total number of invalid applications received</b>	<b>6</b>
<b>Invalid applications that subsequently became valid applications</b>	<b>4</b>

<b>Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act</b>	
	<b>Number of times consideration used*</b>
<b>Overriding secrecy laws</b>	<b>0</b>
<b>Cabinet information</b>	<b>0</b>
<b>Executive Council information</b>	<b>0</b>
<b>Contempt</b>	<b>0</b>
<b>Legal professional privilege</b>	<b>0</b>
<b>Excluded information</b>	<b>0</b>
<b>Documents affecting law enforcement and public safety</b>	<b>0</b>
<b>Transport safety</b>	<b>0</b>
<b>Adoption</b>	<b>0</b>
<b>Care and protection of children</b>	<b>0</b>
<b>Ministerial code of conduct</b>	<b>0</b>
<b>Aboriginal and environmental heritage</b>	<b>0</b>

\*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	2
Business interests of agencies and other persons	2
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)	13
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	1
<b>Total</b>	<b>14</b>

**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 ADT	0	0	**1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>

\*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.

\*\* Applicant withdrew application following a negotiated agreement in mediation

**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>	<b>*2</b>
<b>Applications by persons to whom information the subject of access application relates (see section 54 of the Act)</b>	<b>0</b>

\*One of the two reviews applied for by an applicant was not finalised in the 2014/15 financial year

**Table I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)**

	<b>Number of applications transferred</b>
<b>Agency-initiated transfers</b>	<b>2</b>
<b>Applicant-initiated transfers</b>	<b>0</b>