

GIPA ANNUAL REVIEW REPORT 2014/15

Agency Name Sydney Children's Hospitals Network (incorporating Sydney Children's Hospital Randwick and The Children's Hospital at Westmead)

Principal Department Executive Services

Reporting Period July 2014 – June 2015

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 every 12 months.

Our agency's proactive release of information involves providing the following

- Information about our services, hours, contact and locations to the community
- Information regarding our local Network Plans (Business, Strategic , Clinical and Finance)
- Information relevant and useful for the community to access easily
- Information to consumers about how to access information under the GIPA Act and the Health Records and Information Privacy Act 2002

During the reporting period the program was reviewed by conducting:

- A review and update of information available on the SCHN website. An assessment of other health service websites was also undertaken to ensure that information being provided is consistent with the type of information other LHD's.
- A review of access applications and the information that is commonly requested. Due to the small number of GIPA applications received by SCHN it has been determined that the information being requested from SCHN is predominantly personal information. The Right to Information Officer assesses as on a case by case basis whether an access application raises the need to assess a gap in proactive information.

A review has determined that the following initiatives be considered and implemented:

- A request from the Chief Executive to be sent to senior SCHN staff requesting a review of the proactive release of information under the GIPA Act within their respective programs and that this must be completed annually (with the assistance of the Right to Information Officer). Any documentation identified will be reviewed for proactive release.
- A review of the areas that manage high volumes of government information.
- An assessment of key committees that can assist with the identification and procedure to more actively identify information that can be proactively released.
- Develop a GIPA presentation to provide some education to senior staff on the types of information an agency should be proactively releasing

[2. Number of access applications received – Clause 7\(b\)](#)

During this reporting period the Network received a total of 4 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 nil access applications either wholly or in part because the information requested was information referred to in Schedule 1 of the GIPA Act.

[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	2	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*	0	2	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	0	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	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	2
Law enforcement and security	0
Individual rights, judicial processes and natural justice	2
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)	3
Decided after 35 days (by agreement with applicant)	1
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 ADT	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

Table I: Applications transferred to other agencies under Division 2 of Part 4 of the Act (by type of transfer)	
	Number of applications transferred
Agency-initiated transfers	0
Applicant-initiated transfers	0