

IPC GIPA Tool

New Releases

June 2016



Index



Email

Enter

Index

| | |
|--|---|
| 1. Data Capture | 3 |
| 2. Request for Advanced Deposit | 3 |
| 3. Third Party Consultation | 4 |
| 4. Application Fee, Processing Charge & Discount | 5 |
| 4. Additional "bug fixes" | 9 |



Front
page



Email



IPC GIPA Tool – new releases for improved user experience – June 2016

1. Data Capture

1.1 General Details

1.1.1 Proof of Identity

A new field **Proof of Identity** has been added. If **Verified** is selected, options to select **Passport**, **Driver Licence** and **Other** appear. At least one check box has to be ticked but more than one may be selected.

FIGURE 1: Proof of Identity

Proof of Identity Verified Passport
 Not Verified Driver License
 Other

If **Other** is selected then an additional **Please specify** free text field appears and must be completed.

FIGURE 2: Please specify

Please specify

1.1.2 Unrequired check boxes have been removed

- The **Aboriginal or Torres Strait Islander** check box is not required and has been removed.
- The **s.93** check box has been removed as this is a **Review reason**.

2. Request for Advanced Deposit

When the **Request Advanced Deposit** button **Request Advance Deposit** is selected the **Advance Deposit Details** part of the **Application Fee, Processing Charge & Discount** section is exposed. The **Requested Date** is mandatory. The **Amount** and **Paid Date** are not.

The **Due Date** only advances when the **Paid Date** is entered. The **Due Date** then advances by the number of days from the **Requested Date** and the **Paid Date**.

FIGURE 3: Advance Deposit Details

Advance Deposit Details:

Requested Date

Amount

Paid Date

3. Third Party Consultation

- The GIPA Tool can capture when a consultation has been made with a third party, including the party, their contact details, notes of the communication and the outcome of the consultation.
- New text boxes have been added to the GIPA Tool's **Consultation** section:
 - **Consultation Reason** with a drop down list. This is a mandatory field:
 - + **Public interest consideration**
 - + **Disclosure Log**
- New fields have been added:
 - A mandatory **Response Due Date** field. This date cannot be less than the **Consultation Date**
 - A non-mandatory free text **Contact Details**
 - A mandatory free text **Consultation Outcome**.

NOTE

If you do not know the consultation outcome at the time of creating the consultation simply put a full stop in the text box and return later and add the reason when available.

- The GIPA Tool can cater for multiple third party consultations by creating a new consultation for each or by cloning and editing an existing consultation:
 - To clone a consultation, select the **Consultation Name** and select **Clone**.

FIGURE 4: Third Party Consultation

The screenshot displays a web form for creating a third party consultation. It is divided into two main sections: 'Mandatory on Creation' and 'Mandatory on Completion'.

Mandatory on Creation:

- Consultation Date: 14/06/2016
- Application: IPC - 000043
- Consultation Reason: Disclosure Log (dropdown)
- Response Due Date: 16/06/2016
- Consultation Name: F [REDACTED]
- Phone Number: 0000000000
- Contact Details: Address etc (text area)
- Notes: Agreed (text area)

Mandatory on Completion:

- Response Date: 15/06/2016
- Consultation Outcome: Agreed (text box)
- Response Type: No Objection (dropdown)

At the bottom of the form are 'Save' and 'Cancel' buttons.

FIGURE 5: Consultation Detail

| Consultation Detail | | Edit | Delete | Clone | |
|---------------------------|----------------|--------------------|--------|--------|-------|
| Application | IPC - 000043 | | | | |
| Consultation Reason | Disclosure Log | | | | |
| Response Due Date | 16/06/2016 | | | | |
| Consultation Outcome | Agreed | | | | |
| ▼ Mandatory on Creation | | | | | |
| Consultation Date | 14/06/2016 | | | | |
| Consultation Name | Clone Test | | | | |
| Phone Number | | | | | |
| Contact Details | Address etc | | | | |
| Notes | Agreed | | | | |
| ▼ Mandatory on Completion | | | | | |
| Response Date | 15/06/2016 | | | | |
| Response Type | No Objection | | | | |
| Created By | [REDACTED] | 21/06/2016 3:44 PM | | | |
| | | | Edit | Delete | Clone |

4. Application Fee, Processing Charge & Discount

On making a formal GIPA application a fee of \$30.00 must accompany the application for it to be valid, except where the application fee is waived by the agency.

4.1 Costs, Fees and Discounts section

The section title has been renamed as [Application Fee, Processing Charge & Discount](#).

FIGURE 6: Application Fee, Processing Charge & Discount

▼ Application Fee, Processing Charge & Discount

4.2 Valid/Invalid section

The behaviour of this part of the GIPA Tool has been modified:

- The [Application Fee](#) field is mandatory and has been set to allow a maximum of \$30.00
- The [Application Fee Paid Date](#) has been made non-mandatory. The date can only be [Today](#) or in the past but not in the future. The [Application Fee Paid Date](#) defaults to today's date.

FIGURE 7: Application Fee

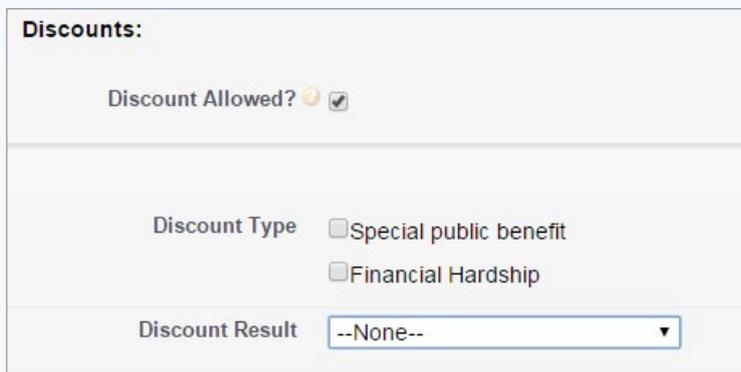
| | |
|--------------------------------|--------------------------|
| Is the application fee waived? | <input type="checkbox"/> |
| Application Fee \$ | 30.00 |
| Application Fee Paid Date | 9/04/2016 |

4.3 Discounts

Additional fields have been added to this part of the GIPA Tool:

- If the **Discount Allowed** check box is selected then additional tick boxes are exposed and include:
 - **Special public benefit**
 - **Financial Hardship**
- If the **Discount Allowed?** check box is selected then it is mandatory to select at least one **Discount Type** check box to indicate why a discount was applied. Both check boxes may be selected.

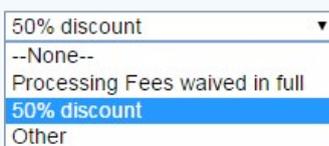
FIGURE 8: Discounts



The screenshot shows a form section titled "Discounts:". It contains a "Discount Allowed?" checkbox which is checked. Below this, there is a "Discount Type" section with two checkboxes: "Special public benefit" and "Financial Hardship", both of which are unchecked. At the bottom, there is a "Discount Result" dropdown menu currently showing "--None--".

- The **Discount Result** field is a drop down selection with the options of:
 - --None--
 - **Processing Fees waived in full**
 - **50% Discount**
 - **Other.**

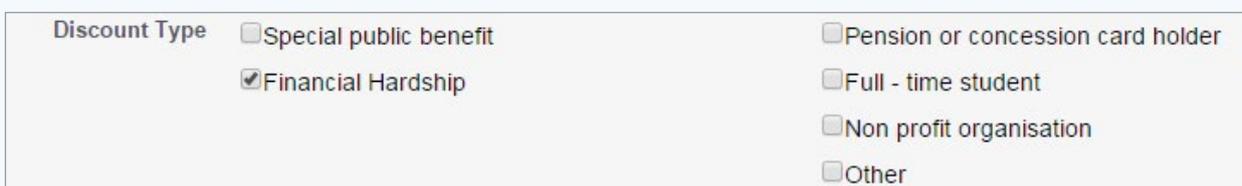
FIGURE 9: Discount Result Field



The screenshot shows a dropdown menu for the "Discount Result" field. The menu is open, displaying four options: "50% discount", "--None--", "Processing Fees waived in full", and "Other". The "50% discount" option is currently selected and highlighted in blue.

- On selecting **Financial Hardship** a further three check boxes become available. Any combination can be selected:
 - **Pension or concession card holder**
 - **Full-time Student**
 - **Non-profit organisation**
 - **Other.**

FIGURE 10: Discount Type



The screenshot shows the "Discount Type" section of the form. It contains five checkboxes: "Special public benefit" (unchecked), "Financial Hardship" (checked), "Pension or concession card holder" (unchecked), "Full - time student" (unchecked), and "Non profit organisation" (unchecked). There is also an "Other" checkbox which is unchecked.

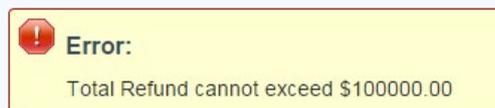
4.3.1 Fee Details

- This part of the [Application Fee, Processing Charge & Discount](#) section has been renamed [Processing Charges](#)
- Fields within this part have been renamed to:
 - [Estimated charge](#)
 - [Actual charge](#)
 - [Actual charge paid](#)
 - [Processing charge paid date.](#)

NOTE

If an old application has been opened then the [Fee](#) and [Charge](#) calculations must be correct or an error message displays when you save. To avoid this check the calculations are right and if necessary correct them.

FIGURE 11: Fee Details – error message



4.3.2 Refund Details

Changes have been made to this part of the [Application Fee, Processing Charge & Discount](#) section:

- If [Deemed refusal](#) is selected then the [Refund](#) field is automatically set to [Required](#)
- The [Paid](#) tick box has been removed
- The [Amount](#) field and [Paid Date](#) field are exposed when the [Refund](#) field is [Required](#) – these fields are mandatory.

NOTE

The [Amount](#) is the amount actually paid and is not necessarily the required refund.

FIGURE 12: Refund Details

A screenshot of a form titled "Refund Details:". It contains a "Deemed refusal" checkbox which is checked. To the right, there is a "Refund" dropdown menu set to "Required". Below this are two input fields: "Amount" and "Paid Date".

4.4 Totals

Changes have been made to the field names and behaviour of this part of the [Application Fee, Processing Charge & Discount](#) section.

4.4.1 Field name changes

- The **Total Fee** field has been changed to **Total Fee + Charge**
- The **Total Fee Paid** field has been changed to **Total Fee + Charge Paid \$**.

4.4.2 Field calculations

- The **Total Fee + Charge** now calculates as **Application Fee + Actual Charge**
- The **Total Amount Due** now calculates as **Application Fee + Actual Charge minus Total Discount**.

FIGURE 13: Totals

| Totals: | | | |
|-----------------------|----|----------------------------|----|
| Total Fee + Charge \$ | 80 | Total Fee + Charge Paid \$ | 30 |
| Total Discount | 25 | Total Refund | 25 |
| Total Amount Due | 55 | | |

5. Additional “bug fixes”

A number of bug fixes have also been implemented in the IPC GIPA Tool.

5.1 Due date calculation accounting for extensions

The GIPA Tool’s due date has not been adjusting for either agency extensions or agreed extensions resulting in incorrectly recorded overdue applications.

In the [Application Status](#) section both an [Agency Extension Date](#) and [Applicant Agreed Extension Date](#) can be made.

FIGURE 14: Application Status

The screenshot shows the 'Application Status' form. It has a blue header with a dropdown arrow and the text 'Application Status'. Below the header, there are several sections:

- Agency Extension Date:** A text input field containing '1/08/2016'.
- Agency Extension Type:** A section with three checkboxes: 'Mandatory Consultation' (checked), 'Retrieve from archive' (checked), and 'Adjust for School Holidays' (unchecked).
- Applicant Agreed Extension Date:** A text input field that is currently empty.
- Notes:** A large text area for entering notes, currently empty.
- Outstanding Items:** A large text area for entering outstanding items, currently empty.

5.1.1 Agency Extension

The reasons for an [Agency Extension](#) are available in this section. They are:

- [Mandatory Consultation](#)
- [Retrieve from archive](#)
- [Adjust for School Holidays](#).

Where [Mandatory Consultation](#) or [Retrieve from archive](#) are selected and the application is saved, the due date advances by 10 days.

Where [Mandatory Consultation](#) and [Retrieve from archive](#) are selected and the application saved, the due date advances by 15 days from the valid date.

The addition of a consultation ([Consultation](#) or [Retrieve from archive](#)) reason to an application where [Consultation](#) or [Retrieve from archive](#) is already recorded will result in the due date advancing by an additional five days.

NOTE

If a shorter period is envisaged then the date corresponding to that period can be entered manually into the [Agency Extension Date](#) field. If this is done then the due date will be the same as the [Agency Extension Date](#).

If [Adjust for School Holidays](#) is selected then the [Agency Extension Date](#) must be entered manually. This is because the GIPA Tool does not adjust for school holidays.

5.1.2 Agreed Extension

An [Agreed Extension](#) can be recorded in the GIPA Tool. In this instance the [Agreed Extension Date](#) must be manually entered as there is no prescribed calculation. The due date will then be the same as the [Agreed Extension Date](#).

NOTE

The [Agreed Extension Date](#) must be beyond the existing due date.

5.2 Exit Review

When review details were entered into a [New Review](#) and the [Exit Review](#) button was selected, a runtime error occurred and resulted in the inability to [Exit Review](#). A new review can now be exited without this error occurring.

NOTE

If the [Exit Review](#) button is selected the application returns to the [Application Detail](#) page and the review is not saved.

5.3 Reopen and Edit Applications

Agencies have reported an inability to reopen and edit all fields in an application. When attempting to do so a runtime error occurred. This has been rectified and an application can be reopened and all fields edited.

To do this, select a [Closed](#) application and select [Edit](#). Go to the bottom of the page and select the [Reopen](#) button. The application will return to the [Application Detail](#) page. When the [Edit](#) button is again selected, all sections and fields are available for editing.

FIGURE 15: Edit Application

Application

Edit Application

▶ General Details Status: Valid - Closed Due Date: 1/08/2016

▶ Valid/Invalid

▶ Application Status

▶ Application Fee, Processing Charge & Discount

Print Reopen Cancel

5.4 Blank Valid Date

A runtime error occurred when the [Valid Date](#) field in the [Valid/Invalid](#) section was blanked out. This has now been rectified but a valid date is mandatory. An error message will display if the field is blank.

FIGURE 16: Error Valid Date



5.5 Outcome runtime error

A runtime error occurred when attempting to edit an outcome, resulting in an agency being [Unable to Edit Outcome](#). This has been rectified and outcomes can now be edited.

FIGURE 17: Edit Outcome

A screenshot of the 'Edit Outcome' form. The form has a blue header with the text 'Edit Outcome'. Below the header, there are several fields: 'Decision Date' with the value '17/06/2016', 'Application' with the value 'IPC - 000051', 'Application Transferred' with a dropdown menu set to 'No', 'Does Outcome Affect Validity?' with a dropdown menu set to 'No - Still Valid', 'Notes' with a text area containing 'Testing Outcome Edit', 'Application Outcome' with a dropdown menu set to 'Access Granted in Part', and 'Outcome Reason' with a dropdown menu set to 'Schedule 1 reason'. Below these fields is a section with a grid of checkboxes for various categories: 'Overriding secrecy laws' (checked), 'Executive Council information', 'Legal professional privilege', 'Documents affecting law enforcement and public safety', 'Adoption', 'Ministerial code of conduct', 'Cabinet information', 'Contempt', 'Excluded information', 'Transport safety', 'Care and protection of children', and 'Aboriginal and environmental heritage'. At the bottom of the form are four buttons: 'Save', 'Complete Outcome', 'Cancel Outcome', and 'Cancel'.

© Information and Privacy Commission NSW 2016



Index



Email