

Guide to reporting on agency GIPA operations 2016–2017



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1. Overview of reporting requirements

KEY POINTS

- All agencies subject to the GIPA Act must report annually information and data on their obligations under the GIPA Act.
- The agencies must report on information and data required by Clause 7 of the GIPA Regulation, including Tables A to I in Schedule 2 of the GIPA Regulation.
- All agencies should use the IPC GIPA Tool to submit their information and data.
- Agencies can register users for the IPC GIPA Tool at: www.ipc.nsw.gov.au/gipa-tool/
- Agencies must submit information and data to the IPC by 31 October 2017.
- All agencies must conduct a review of information release programs and indicate this in response to the question on cl 7(a).
- Business units within agencies (eg Local Health Districts) who use the GIPA Tool to manage their GIPA applications but report their annual GIPA data via a centralised unit within their Department or Cluster should *not* use the GIPA Tool to submit their data to the IPC. Instead, contact your department/cluster right to information unit.

This guide is designed to assist agencies to comply with their reporting obligations under section 125 of the *Government Information (Public Access) Act 2009* (GIPA Act) and *Government Information (Public Access) Regulation 2009* (GIPA Regulation). It describes:

- who must report
- what data is reported
- how to submit data through the IPC GIPA Tool, and
- the requirements to note when preparing GIPA reporting data.

Who must report?

Under the GIPA Act, the NSW agencies that are subject to GIPA reporting are:

- Government departments
- Ministers
- Public authorities
- Public offices
- Local authorities (councils)
- Courts
- A person or entity pursuant to regulations under Clause 5 of Schedule 4 of the GIPA Act.

Government departments, agencies, councils and universities report on Clause 7(a) - (d) of the GIPA Regulation.

Local Health Districts are required to submit GIPA annual reports to the NSW Ministry of Health (<u>GIPA2@doh.health.nsw.gov.au</u>) who will aggregate the data and submit a consolidated report to the IPC.

What data must be included in GIPA reporting?

Clause 7 of the GIPA Regulation requires agencies to report on four categories of information concerning their GIPA obligations (the GIPA data). That information is:

- a) Details of how the agency carried out the review required by section 7(3) of the GIPA Act of its program for the proactive release of the information it holds. An agency must also report on any information the agency made public during the reporting year as a result of the review.
- b) The total number of formal access applications an agency received during the reporting year, including withdrawn applications (but not invalid applications).
- c) The total number of formal access applications an agency received during the reporting year that the agency refused, either wholly or partly, because the application was for information for which there is conclusive presumption of an overriding public interest against disclosure (information listed in Schedule 1 to the GIPA Act).
- d) Statistical information about formal access applications received by an agency during the reporting year required to be included in the eight tables in Schedule 2 to the GIPA Regulation.

Please note:

- Agencies must report on all four categories of information in their GIPA reporting, even if they did not receive any formal applications during the reporting year.
- Clause 7(a) of the GIPA Regulation requires the agency to provide qualitative information on whether a review of its proactive release program and what information was made publicly available.
 Requirements (b) – (d) of clause 7 of the GIPA Regulation are about formal access applications only and are statistical information.
- All fields should be completed. It is not sufficient to only fill out the Schedule 2 tables. This is because each of the other three categories captures different information.
- Agencies should ensure that access applications are not double counted across reporting periods.

Using the IPC GIPA Tool to report

All agencies should submit their GIPA data using the IPC GIPA Tool. The benefits of this are:

- it eliminates the need for agencies to provide the Information Commissioner a copy of the agency corporate annual report containing the GIPA data in hard copy or electronically
- it eliminates the need for agencies to email word or PDF versions of the GIPA tables
- it maximises data integrity and ensures that data reported by the IPC is exactly as provided by agencies.

Further information on the IPC GIPA Tool can be found here: www.ipc.nsw.gov.au/gipa-tool

Agencies who have used the GIPA Tool to manage all applications received during 2016/17

For the 2016 – 2017 financial year, agencies who adopted the GIPA Tool for case management purposes can automatically generate their GIPA data for submission to the Information Commissioner via the GIPA Tool (see section 2.1).

Agencies who have not used the GIPA Tool to manage applications

Agencies who did not use the GIPA Tool for case management purposes, should manually enter their GIPA data into the IPC GIPA Tool for submission to the Information Commissioner. In order to use the IPC GIPA Tool for reporting (even if agencies do not use the tool for GIPA case management purposes) agencies must register via <u>www.ipc.nsw.gov.au/ipc-gipa-tool</u>. Instructions for using the manual entry form in the GIPA Tool are at <u>section 2.2</u> and <u>section 2.3</u>.

Registering for a GIPA Tool Account

After successfully registering for a GIPA Tool account you will receive an acknowledgement email immediately from Salesforce with a login url and your username. Copy and paste this url link into a web browser window (the GIPA Tool is optimised to run on Google Chrome, Firefox or Internet Explorer v10 or above). If you do not see this confirmation email in your inbox, check your 'junk' folder as it may have been filtered there.

Who else must agencies send their GIPA data to?

Section 125(1) states that all agencies (apart from Ministers) must submit their GIPA data to the Minister responsible for the agency within four months after the end of each reporting year. Once the annual GIPA data is entered into the IPC GIPA Tool (or automatically generated by agencies using the IPC GIPA Tool as its case management system) agencies can print the GIPA report to include in their corporate annual report.

Ministers must send their GIPA data to the Attorney General by 31 August 2017. The GIPA data will be included in the Department of Justice's corporate annual report.

When is the GIPA data due?

Under section 125(1) of the GIPA Act, the GIPA data must be submitted within four months after the end of each reporting year. This deadline applies regardless of other agency reporting requirements.

For most agencies, the reporting year runs from 1 July to 30 June. Therefore, their GIPA data is due on or before **31 October 2017**.

PLEASE NOTE: The reporting year for universities runs from 1 January to 31 December as prescribed by a direction of the Treasurer made under section 9 of the *Annual Reports (Departments) Act 1985* (NSW). However, where possible, universities are encouraged to separately submit GIPA data to the Information Commissioner on a financial year basis using the IPC GIPA Tool in order to align with other agencies.

We note that section 428 of the *Local Government Act 1993* (NSW) requires local councils to submit their corporate annual reports within five months after the end of the reporting year. Therefore, local councils must submit their GIPA data one month prior to the due date for their corporate annual reports.

Can the Information Commissioner extend the deadline for providing GIPA data?

No. The Information Commissioner does not have the statutory power to extend the reporting deadline.

Can agencies include their GIPA data in their corporate annual report?

Yes. Section 125(4) allows for the GIPA data to be included in an agency's corporate annual report required to be prepared under the *Annual Reports (Departments) Act 1985* (NSW) or the *Annual Reports (Statutory Bodies) Act 1984* (NSW).

If an agency includes GIPA data in its corporate annual report, the agency should ensure that the information is clearly identified. We suggest putting it in a separate section or appendix.

Do agencies need to report on informal requests as well?

No. The GIPA reporting requirements only capture information about agencies' proactive release programs and formal access applications.

What reviews need to be reported?

Previous reporting data indicates some possible under-reporting of reviews in Table G. Agencies should report on all reviews concluded during the reporting year whether they are Internal Reviews, External Reviews by the Information Commissioner or NCAT reviews.

What does the Information Commissioner do with the GIPA data received?

The Information Commissioner collates the GIPA data obtained from agencies and uses it to gain a sector-wide picture of how agencies are meeting their obligations under the GIPA Act.

Section 37 of the *Government Information (Information Commissioner) Act 2009* (GIIC Act) requires the Information Commissioner to report to Parliament on the operation of the GIPA Act, including agency compliance with section 125, as soon as practicable after the end of each reporting year. These reports are available on the IPC's website at: <u>http://ipc.nsw.gov.au/gipa-compliance-reports</u>.

What if I make a mistake entering data?

Data can be recalled, corrected and resubmitted. See section 2.4.

What are the main things to remember?

- choose the correct financial year (2016-17)
- click the 'submit' button after data has been saved
- ensure data such as the number of reviews is up-to-date and accurate

What if an access application is made for information held in the GIPA Tool?

The GIPA Tool provides functionality for agencies to create and manage their GIPA applications and is provided by the IPC to support agencies to comply with the GIPA Act. Agencies can add, edit and search GIPA applications and view dashboards and reports. The GIPA Tool also enables agencies to

submit their annual GIPA data to the Information Commissioner in order to assist in their reporting obligations. This data is subsequently used in the production of the Information Commissioner's yearly report on the operation of the GIPA Act.

Agencies have custodianship and control over the data entered by them into the GIPA Tool. Agency officers are responsible for the reliability and quality of the data in the GIPA Tool.

Responding to requests to access case management data in the GIPA Tool is the responsibility of the agency for which data is sought. The IPC does not hold agency case management data and will refer any applications it receives to the relevant agency.

Further assistance about GIPA reporting under the GIPA Act

The IPC can assist agencies with any questions about the GIPA annual reporting requirements and the IPC GIPA Tool. Please contact the IPC by calling 1800 472 679 or email <u>ipcinfo@ipc.nsw.gov.au</u>.

2. Submitting annual report data using the GIPA Tool

2016 - 2017 FINANCIAL YEAR GIPA DATA

- Agencies that adopted the IPC GIPA Tool as its GIPA case management system from 1 July 2016 can generate their reports automatically based on the applications already recorded in the system. This eliminates the need for any manual GIPA entry. See section 2.1 for how to use the GIPA Tool to report.
- Agencies that do not use the GIPA Tool for case management purposes should use the 'Manual Entry' tab in the IPC GIPA Tool to submit GIPA annual report data for 2016 – 2017 financial year. See section 2.2 for how to use the GIPA Tool to report.
- Data is due by 31 October 2017.
- Please advise the IPC via email (ipcinfo@ipc.nsw.gov.au) that it has been submitted for IPC's verification purposes. Agencies may also wish to include the PDF version in the email.
- All agencies should register for the IPC GIPA Tool if they have not already done so by completing the registration form.

2.1 Automatic generation of GIPA data/information – agency using GIPA Tool for case management

At the end of the financial year agencies using the GIPA Tool as a case management system can automatically generate most of their GIPA data for Clause 7 (b) - (c) and Schedule 2 tables for submission to the Information Commissioner via the GIPA Tool.

Note: agencies will still need to manually enter data for Clause 7(a) as it is not captured in the GIPA Tool before submitting to the IPC.

Agencies should also be prudent and run a GIPA Report using the GIPA Tool to check against the data being submitted via the [Submit to IPC] form.

Step 1: Generating a GIPA Report

- a) Log on to the IPC GIPA Tool. Users should land on the 'Home' page
- b) Click on 'GIPA Report' on the GIPA Tool tab, this will take you to the GIPA Report page.



- c) In the GIPA Report form, ensure that 'Date Range' remains as Year.
- d) Select the Financial Year i.e. **2016–17.** (ensure that the correct year is chosen, as this is a common error)

Home	Dashboards	Reports	Search Applications	Applications	GIPA Report	Submit to IPC	Manual Entry	+
	Report GIPA Repo	ort						
		Sector	Government 🔻	and Justice ▼				
	<	Agency Date Range	Information and P Year ▼	rivacy Commis	sion •			
	F	Yea inancial Yea	rr: Financial Year ▼ rr: 2016-17 ▼	>				
				Generate Repor	t PDF Genera	te Report Word	>	

e) Select to generate either a PDF report or Word report.

TIP – pop-ups may need to be allowed to view the generated report.

- f) Save a copy for the agency's records.
- g) Use the GIPA Report to check against figures prior to submission of GIPA data and information to the Information Commissioner

Step 2: Entering information on conducting information reviews (Clause 7(a)) and submitting agency data

a) Click on 'Submit to IPC' on the Home page header

Home	Dashboards	Reports	Search Applications	Applications	GIPA Report	Submit to IPC	Manual Entry	+
	Submit to IF Submit to	°C IPC Form						
		Sector	Government ▼					
		Agency	Attorney General	and Justice 🔻	sion ▼			
	F	Yea	r: Financial Year	•				
			2016-17					
					Generate Form	\supset		

- b) On the 'Submit to IPC' page, select the Financial Year be sure to select 2016–17
- c) Click 'Generate Form'
- d) The Form will automatically populate with data for Clauses 7(b) (d) and Schedule 2 Tables. (see example below):
- e) For the Clause 7(a) requirement, agencies should:
 - a. click Yes or No for whether a review of information released was undertaken in the previous 12 months

 – note under section 7 (3) of the GIPA Act, all agencies *must* have conducted such a review, and
 - b. click Yes or No for whether any additional information was made publicly available, and
 - c. if information was made publicly available, provide a summary of that information in the mandatory free text box.
- f) Check all data against the GIPA Report generated in Step 1 above.
- g) Once satisfied scroll down to the bottom of the form and press 'save'. A message will confirm that changes were successfully saved.

	Save Print Submit to IPC Cancel	
Changes saved succ	essfully	

h) Click on 'Submit to IPC' at the bottom of the Form to submit agency GIPA data.

		\frown	
Save	Print	Submit to IPC	Cancel
		\smile	

 The agency can print a copy of the submitted form if desired by clicking 'Print'. A PDF report will be generated that will be time and date stamped on each page of the report for accurate record keeping, in the following format:

Ву	on 22/07/2016	03:50 PM	for FY: 2015-16

j) The submitting officer will receive an acknowledgement email confirming that agency GIPA information and data has been successfully submitted.

Step 4: Correcting or updating data

If the agency wishes to correct previously submitted data, please see the section below on **2.4 Revising** and resubmitting GIPA data, page 26.

If the agency considers that the automatically generated GIPA data is incorrect for Clauses 7(b) - (d) and/or Schedule 2, it may instead use the Manual Entry Form to override this data. See the sections below on **Navigating to the IPC GIPA Tool Manual Entry Form**, **Generating a 'Manual Entry' form** and subsequent instructions on entering data in the relevant Clause or Table.

2.2 Submitting data using the Manual Entry Form

If agencies have not used the GIPA Tool to manage applications for the year, data is entered using the 'Manual Entry' form. The steps to use the Form are set out below:



Step 1: Enter data into the Form:

a) Log on to the IPC GIPA Tool (<u>https://gipa-ipc-nsw-gov.my.salesforce.com/</u>). Users should land on the 'Home' page (although some users may land on a different page when logging on).

Home	Dashboards	Reports	Search Applications	Applications	GIPA Report	Submit to IFC	Manual Entry)	
C T		t NS	W Department	of Justice	9			Discover Summ	mer *15
About I	PC								
Abou	it Governm	nent Info	ormation (Public	Access)					
Welcon governi	ne to the Informa ment information	ation and Priv	acy Commission's (IPC) cas	e management sy	rstem. This system	will help agencies r	record, track and manag	ge formal access applica	itions for
It is des Act) and	signed to ensure d Regulation, and	consistent di serve as a re	ata collection, simplify case cal-time reporting tool.	management, he	lp with compliance	with the Governm	ent Information (Public	Access) Act 2009 (GIPA	4
About	the Information	n and Privac	cy Commission						
The IP(is led by	C administers and an Information	provides inde and Privacy C	ependent oversight of the ommissioner.	right to information	on system in New	South Wales. It is s	trictly independent of o	other government agen	icies and
The Inf assistan	ormation and Privice and training to	vacy Commiss o agencies ar	ioner's role is to promote p nd the general public.	oublic awareness a	nd understanding	of the right to info	rmation law, and provid	e information, support,	advice,
The Inf Act) ab	ormation and Privout proposals for	vacy Commiss legislative or	ioner also monitors agencie administrative change.	es functions and n	nay report to the I	Minister for the <i>Gov</i>	ernment Information (F	Public Access) Act 2009) (GIPA
If you h	ave any question	ns about the	IPC, please:						
	 go to www. email ipcinfot phone 1800 visit our offic mail GPO Box 	ipc.nsw.gov. @ipc.nsw.gov 472 679 bet te at Level 11 x 7011, Sydn	au V.au ween 9am to 5pm Monday at 1 Castlereagh Street, S ey NSW 2000	y to Friday (exclud Sydney NSW 2000	ling public holidays))			

b) Click on 'Manual Entry' tab on the header of the IPC GIPA Tool.

Step 2: Generating a 'Manual Entry' form:

_	new south wales							
Home	Dashboards	Reports	Search Applications	Applications	GIPA Report	Submit to IPC	Manual Entry	+
	Manual Ent Manual En	ry htry Form						
		Sector	Government •	and Justice •				
		Agency	Information and P	rivacy Commiss	ion ▼			
	F	rea inancial Yea	2016-17 V	>				
				4	Generate Form	\supset		

NOTE: Agencies do not need to select the Sector, Cluster or Agency. These fields are locked.

Once on the Manual Entry page, agencies should:

a) Select the 'Year', i.e. Financial Year

Generally, for most agencies it will be 'Financial Year', including agencies (e.g. universities) who voluntarily report to the Information Commissioner on a financial year basis, despite reporting on a calendar year basis in their corporate annual reports.

For universities submitting 2016 calendar year data the 2016-17 option should be selected.

b) Select the actual reporting year to which the data relates to – be sure to select 2016-17

ashboards	Reports	Search Applications	Applications	GIPA Report	Submit to IPC	Manual Ent
			Manual Ent	try try		
▼ Cla	use 7(a): D	Details of the review c	arried out by th	he agency und	ler section 7 (3)	of the Act
agency	i as a resu	It of the review	ins of any mo	rmauon made	publiciy availar	ble by the
			Review carried	d out by the age	ency	
7(a)			۱۳	Yes ⊜No		
Inform	nation made	e publicly available by t	he agency	⊛Yes ON	lo	
Pleas	se advise o	n information released			<i>x</i>	
▼ Clar reporti	use 7(b): T ng year (i	The total number of ac ncluding withdrawn a	ccess applicati applications bu	ons received t ut not includin	by the agency d g invalid applic	uring the cations)
		Т	otal number of a	applications rec	eived	

Click 'Generate Form' The Manual Entry page should then display and look similar to:

Enter data for Clauses 7(a) - (d), including the Schedule 2 tables. Please see the following sections for the step-by-step process.

Please ensure that all cells in the Manual Entry form have a number (or text for clause 7(a), if appropriate). *For cells that have no value, enter the number 0.* Do not leave cells blank as, when saving the data, an error message will appear advising:

Error:
Attempt to de-reference a null object

2.3 Completing the manual entry form

The following sub-sections provide detailed guidance for each reporting requirement under Clause 7 of the GIPA Regulation, including the statistical data required under Schedule 2 of the GIPA Regulation.

NOTE: Agencies should try and complete and save all tables in the Manual Entry form in the IPC GIPA Tool in one session. If this is not possible agencies can exit the IPC GIPA Tool after saving completed tables and return at a later date to finish and save the remaining uncompleted tables. Revision of

completed tables or finishing uncompleted tables can still occur after submitting to the IPC. (See the section **2.4 Revising and resubmitting GIPA data**, page 26 for further information).

Entering data for Clause 7(a)

Clause 7(a) of the GIPA Regulation requires agencies to report on:

- How they reviewed their proactive release program as required under section 7(3) of the GIPA Act to identify the types of information that could be released; and
- What information was released publicly as a result.
 - note under section 7 (3) of the GIPA Act, all agencies **must** have conducted such a review

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					
	Review carried out by the agency				
7(a)	Yes 🖉				
✓Information ma Agency code of Agency media p Agency first aid Agency records	ade publicly available by the agency conduct rotocol policy management policy				

In the IPC GIPA Tool the agency must:

- a) Tick 'Yes' if a review was undertaken. If no review was undertaken, do not tick the box
- b) If a review was undertaken, tick 'Information made publicly available by the agency' if information was made available. If no information was made available then do not tick.
- c) If information was made available, list or describe the information released in the free text box. The free text box is mandatory. Text may be pasted from other documents.

Please remember to include details on your agency's:

- a) Program
- b) Details of the review, and
- c) List of information released.

Entering data for Clause 7(b)

Clause 7(b) of the GIPA Regulation requires agencies to report on:

 the total number of access applications *received* by the agency during the reporting year (including withdrawn applications but not including invalid applications). The figure should include any applications the agency has received but not yet decided during the reporting period.

Please note that the number is:

- The total number of applications received, not decisions, and
- Does not include informal requests.

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)			
	Total number of applications received		
7(b)	1		

To complete the form:

a) Enter the number of applications received by the agency including withdrawn applications but not invalid applications. If no applications were received, leave the pre-populated number of '0'.

Entering data for Clause 7(c)

Clause 7(c) of the GIPA Regulation requires agencies to report on:

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 GIPA Act (information for which there is a conclusive presumption of
overriding public interest against disclosure).

Clause 7(c): The total number of access applicative refused, either wholly or partly, because the application Act (information for which there is conclusive pressure)	ations received by the agency during ation was for the disclosure of inforr sumption of overriding public intere	the reporting year that the agency nation refered to in Schedule 1 to the st against disclosure)
Number of Applications Refused	Wholly	Partly
	0	0

To complete the form:

- a) Enter the number of wholly refused applications under 'Wholly', and
- b) Enter the number of partly refused applications under 'Partly'.

Please note that:

- If no applications were refused wholly or refused partly, leave the pre-populated number of '0' in the relevant cell
- Clause 7(c) does not cover informal requests that were refused wholly or partly.

EXAMPLE

- Assume an agency received a total of 100 GIPA applications in 1 July 2016 30 June 2017. If 10 of those applications were invalid, and 20 were refused because they asked for information listed in Schedule 1 to the GIPA Act, the agency would report for clause 7(b) and 7(c) as follows:
- For clause 7(b), there were 90 valid access applications during the reporting year
- For clause 7(c), <u>5</u> of the 90 valid applications were refused in full. <u>15</u> of the 90 valid applications were refused in part.

Entering data for Clause 7(d) – Schedule 2 statistical data, Tables A to I

Table A: Decisions made during the reporting year by type of applicant and outcome

Table A: Numb	er of applica	tions by type	e of applican	t and outcome	•*			
_	A	A	A	Information	Information	Defuse to	Defues to	Application
	Granted in Full	Granted in Part	Refused in Full	not Held	Already Available	Deal with Application	Confirm/Deny whether information is held	Withdrawn
Media	0	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	1	0	0	0	0	0	0	0
Members of the public (by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

To complete the form:

- a) For every formal application finalised, enter a number for each type of outcome according to the applicant type
- b) If the outcome and applicant type is not relevant leave the pre-populated number of "0" in that cell.

Please note:

Table A refers to decisions made in the reporting year about access applications. Those decisions
can be about applications received in the previous reporting year, but decided in the current reporting
year.

- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table A may be different from the total number of applications received by the agency during the reporting year.
- The total number of outcomes in Tables A and B must be the same the Manual Entry form will generate an error message if this is not the case when the data is saved. The error message will appear at the start of the form. In addition, the column totals for each outcome, (eg granted in full etc) should also be the same in each table.

Error:	
Table A total should match Table B total: Table A total = 5 Table B total = 6	

- If the table or cell is not applicable to the agency, leave the cell/s as "0".
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals.
- Do not include informal applications. The table only captures information about formal access applications.

Table B: Decisions made during the reporting year by type of application and outcome

Table B: Number of applications by type of applicantion 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*	1	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

To complete the form:

- a) For every formal application finalised, enter a number for each type of outcome according to the application type
- b) If the outcome and application type is not relevant leave the pre-populated number of "0" in that cell.

Please note:

- Table B refers to decisions made *in the reporting year* about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table B may be different from the total number of applications received or decided by the agency during the reporting year
- The total number of outcomes in Tables A and B must be same. The Manual Entry form will generate an error message if this is not the case when the data is saved. Also, the total number of outcomes for each column must be the same. For example, the total number of "Access granted in full" outcomes should be the same in both Table A and Table B.



- If the table or cell is not applicable to the agency, enter '0'
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table C: Details about invalid applications

Reason for invalidity	No 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

In the IPC GIPA Tool, the agency must:

- a) Count the number of applications received that are invalid because they do not comply with sections 41, 43 or 110 of the GIPA Act. Enter each respective number in lines 1 to 3 in Table C. You can enter in more than one reason for invalidity for an application.
- b) Enter the total number of invalid applications received, which is the sum of lines 1 to 3 in Table C
- c) Enter the number of invalid applications received that became valid during the reporting year.

Please note:

• If the table or cell is not applicable to the agency, leave the cell/s as "0"

- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table D: Decisions to refuse access to Schedule 1 information

Table D: Conclusive presumption of overriding public interest a	gainst disclosure: matters listed in Schedule 1 of A
	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

In the IPC GIPA Tool, the agency must:

a) Enter a number for each time a consideration listed in Schedule 1 of the GIPA Act is used in an application.

Please note:

- Table D refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year
- Agencies can make more than one decision in relation to a single access application. Therefore, the numbers of decisions recorded in Table D may be different from the total number of applications received by the agency during the reporting year
- Table D refers to the public interest considerations relevant to decisions to refuse an access application. Also, more than one CPOPIAD may apply in an application but each consideration may only be recorded once per application
- If the table or cell is not applicable to the agency, leave the cell/s as "0"
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals

 Do not include informal applications. The table only captures information about formal access applications.

 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	0			
Law enforcement and security	0			
Individual rights, judicial processes and natural justice	0			
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			

In the IPC GIPA Tool, the agency must:

a) Enter a number for each time a consideration listed in the table to section 14 of the GIPA Act is used in an application.

Please note:

- Table E refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year
- Agencies can make more than one decision in relation to a single access application. Therefore, the
 numbers of decisions recorded in Table E may be different from the total number of applications
 received by the agency during the reporting year
- Table E refers to the public interest considerations relevant to decisions to refuse an access application. Also, more than one OPIAD may apply in an application but each consideration may only be recorded once per application
- If the table or cell is not applicable to the agency, leave the cell/s as "0"
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table F: Timeliness of decisions made during the reporting year

' Table F: Timeliness	
	Number of applications*
Decided within the statutory timeframe (20 days plus any extensions)	1
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0

To complete the form:

- a) Enter the number of applications decided within the statutory timeframe
- b) Enter the number of applications decided after 35 days (by agreement with the applicant)
- c) Enter the number of applications not decided within time (deemed refusal).

Please note:

- Table F refers to decisions made in the reporting year about formal access applications. Those decisions can be about applications received in the previous reporting year, but decided in the current reporting year
- Table F does not include withdrawn applications, only applications decided in a financial year
- If the table or cell is not applicable to the agency, enter '0'
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table G: Outcomes of reviews finalised during the reporting year

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		

To complete the form:

- a) Enter a number for the decisions varied and/or upheld after an internal review
- b) Enter a number for the decisions varied and/or upheld *after the review is completed* by the Information Commissioner

- c) Enter a number for the decisions varied and/or upheld following a recommendation under section 93 of the GIPA Act
- d) Enter a number for the decisions varied and/or upheld after a review by NCAT.

Please note:

- Table G is only about applications for review of access decisions. It is not about numbers of, or decisions made about, the original access applications
- For Table G, applications can go through more than one review avenue. Therefore the number of applications received for each type of review may be double or triple counted
- If the table or cell is not applicable to the agency, leave the cell/s as "0"
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table H: Numbers of reviews applied for during the reporting year by type of review applicant

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			

To complete the form:

- a) Enter the number of applications for review that were made by access applicants
- b) Enter the number of applications for review that were made by persons who were the subject of the access application.

Please note:

- Table H is only about applications for review of access decisions. It is not about numbers of, or decisions made about, the original access applications
- If the table or cell is not applicable to the agency, leave the cell/s as "0"
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Table I: Applications transferred to other agencies

Table I: Applications transferred to other agencies				
	Number of applications transferred			
Agency-Initiated Transfers	0			
Applicant - Initiated Transfers	0			

In the IPC GIPA Tool, the agency must:

- a) Enter the number of agency-initiated transfers
- b) Enter the number of applicant-initiated transfers.

Please note:

- If the table or cell is not applicable to the agency, leave the cell/s as "0"
- Do not leave cells blank or enter text into each cell. Cells must only contain numerals
- Do not include informal applications. The table only captures information about formal access applications.

Saving data in the manual entry form

After the agency has completed the manual form and entered the data it should be carefully reviewed for accuracy.

To save data:

a) Press the 'Save' button.



A message will appear at the beginning of the form advising that the save was successful.



Please note: If the agency wishes to cancel the process of filling out the Manual Entry form:

a) In the Manual Entry form, scroll down and press 'Cancel'



b) All changes made in the session will be lost and no data will be submitted.

Submitting data to the IPC

a) Navigate to the 'Submit to IPC' tab/page.

- b) Select '2016-17' as financial year.
- c) Click the 'Generate Form' button.
- d) Scroll down to the bottom of the page and click 'Submit to the IPC'.



Your agency data will then be released to the IPC. You will receive an email acknowledgement. As a further check, the presence of the "recall" button to recall your data indicates that it has been successfully submitted to the IPC. If this is not present, you have not successfully submitted your data.

Please ensure that data is submitted before <u>31 October 2017</u> otherwise changes to agency GIPA data after this date will only be reflected in the Information Commissioner's report to Parliament in the following financial year. If changes are made after 1 November 2017 please advise the IPC via email (<u>ipcinfo@ipc.nsw.gov.au</u>).

2.4 Revising and resubmitting GIPA data

To correct previously submitted data agencies should:

- a) Navigate to the 'Submit to IPC' tab
- b) Select the correct financial year (i.e. 2016-17) and click 'Generate form'
- c) Scroll down to the bottom of the form and click 'Recall'. This recalls the data from the IPC database
- d) Navigate to the 'Manual Entry Form', select the correct financial year and click 'generate form'
- e) Make changes to the data in the form and click 'save'
- f) In Google Chrome, once the save button is pressed a pop-up will appear stating that the revised or additional data will override the submitted report to the IPC. Press 'OK'



- g) Return to the 'Submit to IPC' tab, select the correct financial year and click 'Generate form'
- h) Scroll to the bottom of the form and click 'Submit to IPC'.

The revised data will then be sent to the IPC.

2.5 Saving and printing the PDF version of the agency's GIPA data

Upon saving and submitting GIPA data to the IPC, agencies are advised to save a copy for their own records. When advising the IPC via email that data has been submitted via the IPC GIPA Tool, the agency may wish to attach the PDF report to that email.

a) In the Manual Entry form, scroll down and press 'Print'



b) A PDF version of the agency's full GIPA annual report will be created.

NOTE: The PDF version of the GIPA annual report will be time and date stamped on each page of the report for accurate record keeping, in the following format:



c) Save a copy to the user's relevant folder by pressing:



Or right click and select "Save as"

Back	
Forward	
Reload	
Save as	
Print	
Translate to English	
View page source	
View page info	
Rotate clockwise	
Rotate counterclockwise	
Inspect element	

d) Agencies may also print a hard copy by pressing:



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