

Contextual information

1. Purpose

Respond to a Right to Information application with the following scope:

Documents, specifically ministerial/executive briefing notes and attachments, reviews, audits regarding Right to Information, for the past two years:

- 1. How many applications were processed within the 30 day timeframe;*
- 2. How many went to review;*
- 3. Of those reviewed, how many upheld the original decision and how many didn't.*

2. Data Source

- Information was retrieved from the Privacy and Right to Information Unit Case Management System, CDC Respond.
- CDC Respond is used to record and manage applications under the *Right to Information Act 2009* (the RTI Act) and the *Information Privacy Act 2009* (the IP Act).
- The data is current as at 24 October 2019.
- The data relates to applications processed for both Department of Health and the Office of the Minister for Health.

3. Search process

Data was extracted using existing reports. These reports are generated by the team to:

- Assess timeframe compliance *and*
- Exercise reporting obligations under s.185 of the RTI Act (Annual reporting to the Department of Justice and the Attorney General) regarding internal and external reviews.

4. Search results

Item 1 – Number of applications processed within the 30 day timeframe

A 30 day timeframe is not captured in CDC Respond. This is because the legislative timeframe for completion of RTI/IP applications in Queensland is 25 business days, or 35 business days if consultation

with a third party is undertaken. There are a number of other clock-stopping provisions in the legislation which can alter the legislative time frame and these are accounted for.

Pre-set parameters in the system allow the team to calculate where an application is processed outside of the legislative timeframe (ie within 40 days, 50 days and greater than 50 days).

Items 2 and 3 – Number of applications that went to review and the results of the review

This information is collected for Internal and External review applications. A further field has been retrieved for the application to capture the Category of the Applicant, and in the case of External Review, the category of the review.

Of the seven internal review applications received in the 2018-19 period, six related to one topic. None of these applications proceeded to external review.

5. Right to Information team

The Department of Health Right to Information team processes access and amendment applications under the RTI Act and IP Act for the Department, including applications for eHealth Queensland, Health Support Queensland and Queensland Ambulance Service. Many of the applications are complex and voluminous in nature. Quality processes are undertaken to ensure compliance with the legislation and the meeting of our confidentiality obligations under the *Hospital and Health Boards Act 2011*.