

FREEDOM OF INFORMATION ACT 1982 (VIC) PART II STATEMENT

In accordance with Part II of the *Freedom of Information Act 1982 (Vic)* which requires every agency to publish annual statements setting out:

1. Statement 1: Details of the agency's organisation and functions
2. Statement 2: Categories of documents in the possession of the agency
3. Statement 3: Freedom of Information Arrangements
4. Statement 4: Publications and other documents used by the agency to make decisions affecting members of the public
5. Statement 5: Documents relating to rules, policies and procedures used by the agency
6. Statement 6: Any reports held by the agency

Alfred Health provides the following information.

Please contact the Manager, Legal Support Services, on (03) 9076 2942 or at foi@alfred.org.au with any questions you may have about gaining access to relevant information.

1. ORGANISATION AND FUNCTIONS

1.1 Alfred Health

Alfred Health is a Public Health Service established under section 65P of the *Health Services Act 1988 (Vic)* in June 2000.

1.2 Alfred Health includes the following member healthcare institutions

The Alfred
55 Commercial Road
MELBOURNE VIC 3004
Telephone: (03) 9076 2000

Caulfield Hospital
260 Kooyong Road
CAULFIELD VIC 3162
Telephone: (03) 9076 6000

Sandringham Hospital
193 Bluff Road
SANDRINGHAM VIC 3191
Telephone: (03) 9076 1000

1.3 Nature and Range of Services

Alfred Health is home to one of Australia's leading Emergency & Trauma Centres and the largest ICU in Australasia, as well as many community State wide services. The healthcare institutions of which Alfred Health is comprised offer a comprehensive range of services to a variety of communities locally, State-wide and across Australia. The services provided include highly specialised acute care services, including a high performing acute heart and lung transplant service, major trauma, the Victorian Adult Burns Service, aged care services, mental health services, rehabilitation services, hospital-in-the-home and community-based primary care services.

The main groupings of clinical services are:

- Cancer Services (including Bone Marrow Transplantation, Radiotherapy, Oncology, Cancer Surgery and Palliative Care)
- Cardiothoracic Services (including Heart and Lung Transplantation, Cardiology, Cardiac Surgery, Cardiac Rehabilitation, Respiratory Medicine, Thoracic Surgery), Adult Cystic Fibrosis
- Emergency Medicine, Intensive Care, Burns and adult Major Trauma
- Eye and Ear, Nose and Throat (including Head and Neck Surgery)
- Gastrointestinal Services (Gastroenterology, Gastrointestinal Surgery)
- General Medicine
- General Surgery
- Infectious Disease treatment services (including HIV)
- Neurosciences (Neurology, Neurosurgery)
- Orthopaedics
- Paediatrics
- Renal Services (Nephrology, Urology, Haemodialysis), including Renal Transplantation
- Specialist Medicine (Clinical Immunology, Clinical Pharmacology, Dermatology, Endocrinology/Diabetes, Hyperbaric, Infectious Disease, Rheumatology)
- Specialist Surgery (Dental Surgery, Faciomaxillary Surgery, Plastic Surgery, Vascular Surgery)
- Radiology
- Mental Health Services (including inpatient and community mental health - Adult, Child, Adolescent, Aged)
- Aged care, Geriatric Evaluation and Management (GEM)
- Rehabilitation (including Acquired Brain Injury services and rehabilitation)
- Community Programs (including Melbourne Sexual Health Centre, Community Medicine, Alcohol and Drug Services, Hospital-In-The-Home, Carer Support Programs and Community Health)

The Alfred Health Service Directory is accessible at <https://www.alfredhealth.org.au>

1.4 Board Committee Structure

Alfred Health has a Board of Directors with the following sub-committees:

- Audit Committee
- Finance Committee
- Quality Committee
- Remuneration Committee
- People & Culture Committee
- Community Advisory Committee
- Primary Care & Population Health Advisory Committee

1.5 Statutory Information

Objectives, Functions, Power and Duties

The powers and duties of Alfred Health are as prescribed by the *Health Services Act 1988* (Vic).

1.6 Directions of the Minister for Finance

All the information described in the directions of the Minister for Finance is available to the relevant Minister, Members of Parliament or the public on request or at www.alfredhealth.org.au

2. CATEGORIES OF DOCUMENTS KEPT BY ALFRED HEALTH FOR USE OR GUIDANCE OF ALFRED HEALTH AND ITS OFFICERS IN THE DAILY OPERATIONS OF THE HEALTH SERVICE

Alfred Health has a wide range of documents that are used by staff in the daily operations of the organisation and which assist with the administration of laws or schemes affecting the public. These include the following types of documents:

- Policies and guidelines
- Employee records
- Financial records
- Medical records
- Reports

3. ACCESS TO DOCUMENTS KEPT BY ALFRED HEALTH

All requests for access to documents under the provisions of the Freedom of Information Act must be made in writing, including sufficient information about that document to enable it to be identified and be accompanied by the prescribed, non-refundable application fee. People suffering hardship may apply to have the application fee waived. From 1 July 2019 the application fee is \$29.60.

In addition to the application fee, charges may apply for access to documents in accordance with the provision of the Freedom of Information (Access Charges) Regulations 2004.

Where access is granted to inspect, obtain or purchase material, arrangements will be made during normal office hours, Monday–Friday, 8.30 am to 4.30 pm.

All formal requests for access to documents kept by Alfred Health under the provisions of the *Freedom of Information Act 1982* should be addressed to:

Freedom of Information Officer
Alfred Health
PO Box 315
PRAHRAN VIC 3181

4. PUBLICATIONS

The Alfred Health website contains a wide range of publications, including the following:

- Annual Reports
- Alfred Health Strategy Plan
- Environmental Sustainability Strategy
- Safety & quality performance Indicators
- Quality Care reports
- Primary Care & Population Health Strategy
- Alfred Health Corporate Profile
- Research Reports

These can be accessed at <https://www.alfredhealth.org.au>

5. RULES, POLICIES AND PROCEDURES

Alfred Health has manuals, policies and guidelines that are used by staff in the daily operations of the organisation. Whilst it is not feasible to list them all, they include:

- Freedom of Information policy and guidelines
- Protected Disclosure policy
- Privacy policy and guidelines
- Records and Archive policy
- Human Resources policies and guidelines including those in the areas of Equal Employment Opportunity, recruitment, complaints and grievances, discrimination, and bullying
- Occupational Health & Safety policies and guidelines
- Procurement and tendering policies and guidelines
- Finance policies and guidelines
- Consent policies and guidelines
- Car parking policies and guidelines
- Clinical policies and guidelines
- Code of Conduct
- Financial Code of Practice
- Volunteers' policy and guidelines
- Research policies and guidelines

Anyone seeking access to policy or guideline documents should contact the Manager, Legal Support Services, on (03) 9076 2942 or at foi@alfred.org.au with any questions they may have about gaining access to information and they will be assisted to identify the relevant documents.

6. REPORTS KEPT BY ALFRED HEALTH

Anyone seeking access to reports held by Alfred Health should contact the Manager, Legal Support Services, on (03) 9076 2942 or at foi@alfred.org.au with any questions they may have about gaining access to information and they will be assisted to identify the relevant documents.