

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

Please contact the Freedom of Information Officer, Legal Team, at foi.svhm@svha.org.au with any questions you may have about gaining access to relevant information. Alfred Health provides the following information.

1. ORGANISATION AND FUNCTIONS

1.1 St Vincent's Hospital Melbourne

St Vincent's Hospital Melbourne (SVHM) is a Denominational Hospital and a Public Health Service established under the *Health Services Act* 1988 (Vic) in June 2000.

1.2 St Vincent's Hospital Melbourne includes the following member healthcare institutions

St Vincent's Hospital Melbourne (SVHM)
41 Victoria Parade
Fitzroy VIC 3065

Telephone: (03) 9231 2211

Caritas Christie
104 Studley Park Road
Kew VIC 3101

Telephone: (03) 9056 1060

St George's Health Service
283 Cotham Road
KEW VIC 3101

Telephone: (03) 9231 8000

1.3 Nature and Range of Services

St Vincent's Hospital was founded by the Sisters of Charity, and is dedicated to delivering excellent patient care. As a major teaching hospital, St Vincent's has a well-earned reputation as one of Australia's most respected public healthcare providers.

St Vincent's Hospital is committed to serving people who are poor or vulnerable. We draw on the talents of our people and collaborate with others who share our vision and values to continue the pioneering spirit of Mary Aikenhead and the Sisters of Charity.

St Vincent's established a dedicated Aboriginal Health Unit as well as an Aboriginal Health Advisory Committee focusing on closing the health care gap.

As a tertiary public healthcare service we provide a range of services, including acute medical and surgical services, emergency and critical care, aged care, diagnostics, rehabilitation, allied health, mental health, palliative care and residential care. We work with a vast network of collaborative partners to deliver high quality treatment, teaching, education and research. We have more than 5,000 staff and 880 beds in daily use across our services.

A full list for our Departments and Services can be accessed here: [Departments and Services - St Vincent's Hospital Melbourne \(svhm.org.au\)](https://svhm.org.au)

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)

1.4 Board Committee Structure

St Vincent's Hospital Melbourne 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 ST VINCENT'S HOSPITAL MELBOURNE FOR USE OR GUIDANCE OF SVHM AND ITS OFFICERS IN THE DAILY OPERATIONS OF THE HEALTH SERVICE

St Vincent's Hospital Melbourne 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 ST VINCENT'S HOSPITAL MELBOURNE

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 2023 the application fee is \$31.80

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* (Vic) should be addressed to:

BY EMAIL

foi.svhm@svha.org.au

BY POST

The Freedom of Information Officer
Legal Office
St Vincent's Hospital Melbourne

PO Box 2900
Fitzroy VIC 3065

An application form is available by contacting (03) 9231 1588.

4. PUBLICATIONS

The St Vincent's Hospital Melbourne 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.svhm.org.au>

5. RULES, POLICIES AND PROCEDURES

St Vincent's Hospital Melbourne 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, at legal.office@svha.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 ST VINCENT'S HOSPITAL MELBOURNE

Anyone seeking access to reports held by Alfred Health should contact the Manager, Legal Team, at legal.office@svha.org.au with any questions they may have about gaining access to information and they will be assisted to identify the relevant documents.