

West Gippsland Healthcare Group
Freedom of Information
Statement II Publication of Information

In accordance with Part II of the *Freedom of Information Act 1982* (FOI) the West Gippsland Healthcare Group is required to publish certain statements relating to its functions, processes and documents held by this organisation.

Statement 1: Organisation and functions

West Gippsland Healthcare Group provides acute medical and surgical, obstetric, emergency, community and aged care services, primarily in the Shire of Baw Baw, approximately 100 kms east of Melbourne.

West Gippsland Healthcare Group comprises a number of sites. They are Baw Baw Health and Community Care Centre, Community Services Centres in Warragul and Trafalgar, Cooina Lodge Aged Care Residence, Rawson Community Health Centre, Andrews House Aged Care Residence, Warragul Linen Service and West Gippsland Hospital.

West Gippsland Healthcare Group's history dates back to 1888 when the community established a hospital to service the area between Melbourne and Sale. A member of an early settler family, Mary Sargeant, donated the land on which West Gippsland Hospital, the main campus of the Group, now stands.

West Gippsland Healthcare Group has health service delivery responsibilities across a mixture of rural, urban residential and agricultural areas located within the Shire of Baw Baw, and draws clientele from the peripheral east and west of the shire. The Group services a primary catchment population of approximately 40,000. The administrative headquarters are located at West Gippsland Hospital in Warragul, the largest town in the West Gippsland area.

West Gippsland Healthcare Group enjoys close links with other healthcare providers including the Ambulance Service, general practitioners, residential aged care providers, the Baw Baw Shire, other public and private hospitals and a range of other healthcare professionals in private practice.

West Gippsland Healthcare Group has full accreditation status from the Australian Council on Healthcare Standards.

Further information about our organisation is provided in our Annual Reports published each year and available upon request to the Public Relations Manager and via our website.

Statement 2: Categories of documents

The WGHG creates and maintains a large number of documents and records in the course of its work.

The types of documents that the WGHG maintains include:

- policy, procedures and standards
- reports
- medical records
- registers
- correspondence
- meeting records
- financial records
- audio visual material
- staff records
- archival records

The definition of the word "document" is given broad scope in the FOI Act. Examples of documents are books, maps, plans, drawings, audio-visual media, photographs and documents that could be produced in discrete form by the use of a computer or other equipment (e.g. material stored in a database, USB stick or hard drive). It does not include library material maintained for reference purposes.

The categories of documents in possession of the WGHG and accessible under FOI are:-

- Accident compensation rehabilitation records
- Accommodation records
- Administrative correspondence including:-
 - Corporate notifications
 - General correspondence
 - Medicolegal correspondence
 - Alerts
- Agendas and minutes of meetings including those of the following:-
 - Allied Health
 - Audit Committee
 - Auxillary
 - Blood Transfusion Committee
 - Board of Directors
 - CARE
 - Childbirth Education
 - Chronic Disease
 - Clinical Medical Services
 - Clinical Pathology
 - Clinical Quality
 - Clinical Radiological
 - Critical Care
 - Community Advisory Committee
 - Diabetes Reference Group
 - DOMs Medical Meeting
 - Drugs and Therapeutics Goods Committee
 - Edicat
 - Equal Employment Opportunity
 - Graduate Nurse Orientation, Study Day and Tutorials
 - GRICS Multidisciplinary Team

- Health Information and Informatics Committee
- HITH Advisory
- Human Research Ethics Committee
- Infection Control Committee
- Medical Staff Association
- Nurse Unit Manager Committee
- Nursing Clinical Practice
- Nursing Council
- Nursing Executive
- Occupational Health and Safety Committee
- Obstetric & Gynaecology
- Pathology Liaison
- Perinatal
- PreStandards
- Produce Evaluation Committee
- Standards Committee
- Surgical Service Committee
- Written Health Information Sub-Committee
- Annual and Financial reports
- Audit records
- Building and Planning permits and associated documents, including plans
- Business Plans
- Complaints and compliments
- Dangerous Drug Records
- Dietary records for patients and residents
- Disclosures of conflicts of interest
- Donations
- Fundraising
- Grants
- Incidents
- Infection control
- Legal documents, including contracts, leases, agreements, licences, instruments of delegation, instruments of appointment and authorisation, legal advices, and court documents but does not include documents prepared under legal privilege or commercial in confidence.
- Mailing lists
- Media releases and general advertising
- Medical records including:-
 - Allied health
 - Community Services
 - District nursing
 - Hospital
 - Residential care
- Occupational Health safety inspections
- Personnel records, organisational and staffing records and resource management records
- Photographs
- Policies, guidelines, strategies and plans, including their development and implementation
- Publications, including written health information and newsletters

- Quality program, reports and records of activities
- Requests for information under the *Freedom of Information Act 1982* and files and papers relevant to the consideration of those requests
- Reports prepared by external consultants that are not prepared under legal privilege.
- Risk Management assessments
- Staff accident and injury records
- Staff education
- Standard Operating Procedures
- Stock ordering and supply
- Surveys, statistics, and data
- Tender evaluations
- Training material

Statement 3: FOI Arrangements

FOI requests must be in writing, in either the form of a letter, email or a completed FOI application form. Requests for personal information will not be processed without some form of identification.

Application forms are available at the hospital's reception desk or on-line from the WGHG website.

All requests should be addressed to:-

The Freedom of Information Officer
 West Gippsland Healthcare Group
 41 Landsborough Street
 Warragul Vic 3181

The request must include an application fee of \$25.10.

The application fee will be waived if the applicant provides evidence that they receive social security benefits e.g. a current health benefits or social security benefits card.

Statement 4: Publications

WGHG produces a wide range of written health information throughout the organisation. Written health information is any information, including brochures, instruction sheets, poster, advertising fliers and/or information available to consumers via electronic or print media. Written health is distributed by the staff providing treatment, care and/or services.

The WGHG website has links to a wide range of publications available including the following:-

- Outlook Publications

- Business Review Australia WGHG
- Annual Report 2009/10
- Annual Report 2008/09
- Annual Report 2010/11
- Annual Report 2011/12
- Quality of Care News 2009
- Quality of Care Feed Back Form
- Positive Ageing in Baw Baw - The Baw Baw Aged Services Plan
- Quality of Care Report 2010
- Privacy Statement
- Freedom of Information statement and information
- Sustainability Report 2004

WGHG has a hospital library whose purpose is to serve the informational needs of the staff and students of the West Gippsland Health Care Group. The hospital library holds a small collection of approximately 3,500 books, and access to over 3,000 electronic journals covering the health sciences and related subjects such as law, ethics, sociology and business administration.

Statement 5: Rules, policies and procedures

WGHG maintains a range of policy and procedural documents. Please see below a sample of the policies that the WGHG approves on a regular basis. A more exhaustive list is available on request.

The office of the Chief Executive Officer should be contacted for further information regarding the WGHG rules, policies and procedures.

Statement 6: Report literature

Under section 11 of the FOI Act, WGHG must make a wide range of final reports and records of decisions relating to policy and the administration of policy available for inspection or purchase.

The literature listed below is considered of interest to the public:-

- Annual report
- Quality of Care report
- Victorian Patient Satisfaction Monitor