

FREEDOM OF INFORMATION

PART II – INFORMATION STATEMENTS



University Hospital Geelong

Ryrie Street
Geelong, VIC 3220

PO Box 281
Geelong, VIC 3220

T 03 4215 0000

ABN 45 877 249 165

Under the *Freedom of Information Act 1982 (Vic)* (*the Act*) Barwon Health is required to publish a statement under Part II of the Act demonstrating how we make information readily available to the public.

Operations and functions

Barwon Health is a public health service and body corporate established by schedule 5 of the *Health Services Act 1988 (Vic)* and the powers and duties of Barwon Health are as prescribed by this Act. For more information about the services available at Barwon Health visit our website [here](#).

Barwon Health is governed by the [Board of Directors](#), supported by the [Executive](#) team and a number of committees including:-

- Finance;
- Audit and Risk Management;
- Primary Care and population Health;
- [Community Advisory Committee](#);
- Quality, Safety and Clinic Governance;
- Governance and Remuneration: and
- Regional Steering Committee.

Please see the latest [Annual Report](#) and [Organisational Chart](#) for more information.

Category of documents within the organisations

The types of documents Barwon Health holds include:

- Policies, Procedures, Standards and Guidelines;
- Medical Records/Health Information;
- Employee Records;
- Occupational Health and Safety Reports;
- Meeting Records;
- Financial Records;
- Action Plans;
- Publications;
- Registers; and
- Other Reports;

FOI Arrangements

To make a request for records contact:

Freedom of Information Office, Barwon Health

Phone: (03) 4215 1168

Email: freedom.ofinformation@barwonhealth.org.au

Post: PO Box 281, GEELONG VIC 3220

For assistance in making a request you can use the following [form](#), or visit the Freedom of Information page on the Barwon Health [website](#).



OUR VALUES / RESPECT / COMPASSION / COMMITMENT / ACCOUNTABILITY / INNOVATION

Request to amend records

You can also request an amendment to information held by Barwon Health that is incomplete, incorrect, out of date or misleading. This can be achieved by making a written request to our Freedom of Information office and outlining how the information is incorrect, out of date or misleading.

A decision on all applications will be made by a delegate of the Chair of the Board.

Right of Appeal

If you are not satisfied with the decision on your request then you may apply to the Office of the Victorian Information Commissioner for a review of the decision. The Information Commissioner may decide to release the document you requested in full, in part, or deny access in full. You can contact the Office of the Victorian Information as follows:-

Office of the Victorian Information Commissioner
PO Box 24274, Melbourne 3000
Telephone: 1300 006 842
Email: enquiries@ovic.vic.gov.au
Website: www.ovic.vic.gov.au

Publications

Barwon Health has a range of publications freely available for access by the community. These publications include:-

- Annual Reports;
- Auricle Newsletter;
- Procurement;
- Quality Account;
- Reports;
- Service Plan;
- Strategic Plans; and
- Statement of Priorities.

These publications can be found [here](#).

Rules, policies and procedures

Barwon Health maintains a range of internal policies, procedures and guidelines which govern and support its operation and administration. These documents help enable staff to take a consistent approach in the implementation of work practices and set out expectations of patient and visitor obligations.

Some of our policies include:-

- Information Security procedures;
- Privacy policy;
- Freedom of Information Requests;
- Health Records Management;
- Release of Health Information;



- Research Data and Records Management Procedure;
- Recruitment and selection procedures;
- Occupational Health & Safety policies;
- Conflict of interest;
- Procurement Complaints Management procedure; and
- Social media.

Our clinical and non-clinical teams regularly review all our policies and procedures. Requests for copies of the *Barwon Health* policies and procedures should be submitted through the Freedom of Information Office.

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Report Literature

Under section 11 of the FOI Act, Barwon Health must make available a range of final reports and records of decisions relating to policy and the administration of policy.

These publications can be found [here](#).

Please contact the Freedom of Information Team, on (03) 42154 1168 or at freedom.ofinformation@barwonhealth.org.au with any questions you may have about gaining access to information held by Barwon Health

