

INFORMATION PUBLICATION SCHEME

As required by the Freedom of Information act, we have an Information Publication Scheme providing information on our structure, functions, annual reports, consultation arrangements, strategic plan, occupational health and safety, information we routinely release and routinely provide to Parliament. Other information we list are Freedom of information and disclosure requests and datasets complied to.

This information outlines the role of QEC and provides a structured means to easily access information about services, functions and reports. Please note statements listed below are not an exhaustive list of all the information that is publicly available under the Freedom of Information Act 1982, but QEC's commitment to making information readily available to the public.

Contact Information

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Part II Statements

Organisation and Function

Name	Date Available on www.qec.org.au	Status Last website content audit
Organisation Chart	1/7/2014	Current
Board of Management	1/7/2014	Current
Annual Reports 1918 – 2016	1/9/2014	Current
QEC Strategic Plan	1/9/2014	Current
Website Accuracy Schedule	1/9/2014	Current
Freedom of Information & Disclosure Log 2014-16	1/9/2014	Current
Information Availability	1/9/2014	Current
Consultancy Statement	1/9/2014	Current
DataVic Access	1/2/2015	Current

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Policies and Procedures

QEC Policy is a document that:

- a) Provides a set of principles that reflect the organization's mission and direction
- b) aligns with QEC five strategies and goals
- c) describes QEC position towards a particular issue
- d) applies to staff employed at all QEC sites
- e) aligns with current key references, Acts and standards
- f) is ratified by the Chief Executive Officer.

QEC Procedure is a document that:

- a) Is a set of instructions to make policies operational
- b) Outlines how a policy or process is to be implemented, and the responsibilities of particular staff members in relation to the policy
- c) Can describe clinical care or administrative functions
- d) Describes the customary, standard or expected way of handling a situation that requires compliances and describes actions to be taken when there is non compliance
- e) Outlines what is required for each process
- f) Contains a series of interrelated steps.

There are five Level 1 strategic policies which are aligned to QEC's five Strategic Goals.

- 1) Excellence in Service Delivery
- 2) Evaluation, Research and Learning
- 3) People and Culture
- 4) Community & Partnership
- 5) Self Sufficiency & Sustainability.

Level 1 strategic policies are approved by the Board of Management.

Level 2 operational policies are approved by the CEO or delegated senior manager.

Level 3 procedures and level 4 forms are approved by relevant senior manager.

Datasets used

QEC is required to report through 4 datasets for service delivery to Department of Health and Human Services (DHHS):

Victorian Admission Episodes Dataset (VAED)

Agency Information Management System (AIMS)

Integrated Reports & Information System (IRIS)

Early Parenting Centre – (EPC)

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Level 1	Level 2	Level 3	Name	Date Available on www.qec.org.au	Status Last website content audit
1			Excellence in Service Delivery	1/9/2014	Current
	1.1		Governance	1/9/2014	Current
	1.2		Client Safety & Wellbeing	1/9/2014	Current
		12.1	Admissions	1/9/2014	Current
		1.2.2	Poisons Control Procedure	1/9/2014	Current
		1.2.3	Exclusion of Client from Admission to QEC Program	1/9/2014	Under review
		1.2.21	Smoking - Clients & Visitors	1/9/2014	Under review
	1.3		Scope of Practice	1/9/2014	Under review
	1.4		Quality and Risk	1/9/2014	Updated
		1.4.2	Critical records, Access, retention & Disposal	1/9/2014	Current
		1.4.3	Strategic Plan	1/9/2014	Current
		1.4.5	Freedom of Information Form 1008 FOI Request	1/9/2014	Updated Current
		1.4.6	Confidentiality and Privacy	1/9/2014	Updated
		1.4.8	Quality Management Systems Responsibilities	1/9/2014	Updated
		1.4.13	Grievances	1/9/2014	Under review
	1.5		Cultural Competency - Aboriginal and Torres Strait Islander People	1/9/2014	Under review
	1.6		Cultural Competency - Culturally and Linguistically Diverse People	1/9/2014	Under review
2			People and Culture	1/9/2014	Current
		2.1.1	Recruitment & Selection	1/9/2014	Under review
	2.2		Employee & Workplace Relations	1/9/2014	Under review
	2.3		Continuing Employment &	1/9/2014	Under review

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			Performance Development		
Level 1	Level 2	Level 3	Name	Date Available on www.qec.org.au	Status Last website content audit
		2.3.1	Code of Conduct	1/9/2014	Under review
	2.4		Employment Termination	1/9/2014	Under review
3			Community and Partnerships	1/9/2014	Current
	3.1		Stakeholder Participation	1/9/2014	Current
	3.2		Access and Engagement	1/9/2014	Under review
		3.2.1	Volunteers Form 1087 Volunteers Expression of Interest Form 1088 Volunteers Rights & Responsibilities Agreement	1/9/2014	Current Current
4			Evaluation Research Training	1/9/2014	Current
	4.1		Research	1/9/2014	Current
		4.2.3	Student Placement	1/9/2014	Current
5			Self Sufficiency and Sustainability	1/9/2014	Current
	5.1		Occupational Health, Safety, Environment & Sustainability Policy	1/9/2014	Current
	5.2		Infrastructure & Business Continuity	1/9/2014	Updated

Website Accuracy Schedule

Scheduled Audit Date	Status	Authorised
31/01/2015	Completed	Information Officer, J Crossett
28/06/2016	Completed	Information Officer, J Crossett
30/06/2017	Scheduled	