

PUBLICATION GUIDE – SYDNEY CHILDREN’S HOSPITALS NETWORK (RANDWICK AND WESTMEAD) (SCHN)

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The Sydney Children’s Hospitals Network (Randwick and Westmead) (SCHN) Publication Guide details who we are, what we do and how members of the public, community organisations, the media and government agencies can interact with us.

It is updated regularly to ensure that it provides an accurate picture of our work delivering public health services in New South Wales.

ABOUT US

The [National Health and Hospital Network \(NHHN\) Agreement](#) stipulates that a key aim of the creation of Local Hospital Networks (LHNs) is to decentralise public hospital management and increase local decision-making to better meet local needs. Along with the 15 geographically-based LHNs created in NSW, The Sydney Children’s Hospitals Network (SCHN) is one of three specialist health networks established in 2010. SCHN, which comprises The Sydney Children’s Hospital, Randwick and The Children’s Hospital at Westmead, was established as a single public health organisation to deliver improved health services for children in NSW.

The NHHN Agreement states that LHNs (including SCHN) are to comprise of a single hospital or group of hospitals and other health services with geographical or functional links.

They will work closely with Primary Health Care Organisations (Medicare Locals) which are to be established by the Commonwealth.

Where possible, LHNs and Medicare Locals are to have the same boundaries to enable increased integration and cross-governance of health services in a local area.

Each LHN will have a Chief Executive and Governing Council which will comprise members with a variety of health, clinical, business and other skills.

The LHN will negotiate a Service Agreement with the NSW Government making it responsible for managing its own budget and developing and implementing a strategic plan to deliver improved health outcomes in their community.

LHNs will be given decision-making authority and a range of governance and management functions to enable them to meet their obligations to shape local health services within a statewide framework.

The practical application of "Responsibilities of Local Health Networks" as detailed in the NHHN Agreement will see the following functions being performed. The list is not an exhaustive one:

- Local planning and delivery of clinical services – hospital and community:
 - emergency care
 - surgery
 - outpatient services
 - medical services
 - critical care
 - anaesthetics
 - clinical services
 - allied health (eg pharmacy, physiotherapy)
 - nursing services
 - family and child health
 - mental health
- Aboriginal health services in priority program areas (eg diabetes and renal)
- Budget management; including recruitment, procurement and other expenditure decisions
- Clinical Governance
- Patient Services (including complaints management, social work and support services)
- Infection Control
- Clinical and Health Services Research and Governance
- Medical Records
- Workforce management including:
 - recruitment
 - performance management
 - discipline and grievance management
 - Employee Assistance Program
 - Workers Compensation/Return to Work schemes
- Occupation Health and Safety
- Fire Safety
- Asset Management
- Biomedical/Engineering
- Sterilising Services
- Local IT systems support
- Executive Support (briefs, correspondence)
- Community Engagement and Public Affairs
- Interpreter Services
- Disaster Plans / Health Services Functional Area Coordinator

The (Sydney Children's Hospitals Network (Randwick and Westmead) (SCHN) was established by the Minister for Health on 20 May 2010.

SCHN comprises Sydney Children's Hospital, Randwick (previously part of the former South Eastern Sydney and Illawarra Area Health Service (SESAHS) <http://www.sesiahs.health.nsw.gov.au>) and The Children's Hospital at Westmead (CHW) <http://www.chw.edu.au/>

While SCHN will formally commence operation on 1 January 2011, it is expected that it will take a few months to complete the new administrative and staffing arrangements in the Network.

We will report our performance in our Annual Report including information on the current structure and functions of the LHN.

Location / Postal Address

The Head Office of The Sydney Children's Hospitals Network (Randwick and Westmead) (SCHN) is located at The Children's Hospital at Westmead, Corner Hawkesbury Road and Hainsworth Street, Westmead NSW 2145

The postal address for SCHN is Locked Bag 4001, Westmead NSW 2145.

ORGANISATIONAL STRUCTURE

Under the NHHN Agreement, the State will be responsible for system-wide public hospital planning, system-wide public hospital performance, capital planning and the purchasing of hospital services as set out in a Service Agreement negotiated with each Network.

The NSW Minister for Health has the power to appoint or remove the Chair and members of each Governing Council. The Governing Council will be appointed by the Minister following a public merit selection process.

Upon the recommendation of the Governing Council, the Minister or delegate will also approve the appointment or removal of the LHN's Chief Executive.

Chairs of LHNs were announced by the Premier and Deputy Premier & Minister for Health on 5 November 2010 http://www.health.nsw.gov.au/news/2010/20101217_02.html

LHN Governing Councils

The Chair of the Sydney Children's Hospitals Network Governing Council is Mr Roger Corbett AO.

The Chair will provide leadership to the Governing Council and ensure all members are working effectively to deliver on all aspects of the LHN's obligations in planning and is delivering local health services.

In addition, the Chair will be responsible for communicating with the Minister and the Director General, NSW Department of Health, as well as with staff, patients, Medicare Locals and the local community.

Other Members of the SCHN Governing Council include

- Prof Louise Baur AM
- Prof Tricia Davidson
- Conjoint Assoc. Professor Michael Fasher
- Prof Glenn Marshall
- Dr Michael McGlynn OAM
- Prof Ralph Nanan
- Prof Kim Oates AM
- Prof Bruce Robinson
- Prof Peter Smith
- Associate Prof Donna Waters
- Prof Les White AM
- Mrs Joanna Capon OAM
- Mrs Renata Kaldor AO

- Mr Richard Alcock
- Mr Justin Milne
- Mr John Conde AO
- Mr Daniel Petre AO
- Dr Robyn Shields
- Ms Elizabeth Koff
- Dr Richard Matthews AM
- Dr Christopher Webber
- Associate Prof Alyson Kakakios

The Governing Council will make recommendations to the Minister or delegate to approve the appointment or removal of the Chief Executive.

The Council will be responsible for establishing and maintaining effective systems to ensure health services meet the needs of the community and the obligations of the LHN as detailed in the Service Agreement with the State.

Network Chief Executive

The Chief Executive of The Sydney Children's Hospitals Network (Randwick and Westmead) (SCHN) is Ms Elizabeth Koff.

The Chief Executive will be responsible for developing and implementing all of the plans required for the Network to meet its obligations under the Service Agreement with the State and all other policy directions from the Minister, Director General and Governing Council.

The Chief Executive will keep the Governing Council advised of the progress of negotiation of the Service Agreement.

Together with the Council, the Chief Executive will take the views of patients, community and clinicians into account in developing and delivering services to meet the needs of the local community.

Further details on Governing Council members and SCHN Executive positions will be uploaded as appointments are confirmed.

COMMUNITY PARTICIPATION

Prior to the establishment of the LHNs, the Government released a comprehensive discussion paper inviting feedback on the structure, role and boundaries of the LHNs. Over 400 submissions were received providing a valuable contribution into the final decision making of the eventual structure and governance behind the LHNs.

A copy of the discussion paper can be found at the following link:

http://www.health.nsw.gov.au/resources/initiatives/healthreform/pdf/lhn_disc_paper.pdf

Together with the Council, the Chief Executive will take the views of patients, community and clinicians into account in developing and delivering services to meet the needs of the local community.

WHERE WE FIT

The Sydney Children's Hospitals Network (Randwick and Westmead) (SCHN) is part of NSW Health.

In addition to the SCHN, NSW Health comprises the NSW Department of Health, 15 geographically-based Local Health Networks, three non-geographically-based Networks, statutory health corporations and affiliated health organisations.

The 18 new Local Health Networks commenced operation in NSW on 1 January 2011. Eight Local Health Networks cover the Sydney metropolitan region, and seven cover rural and regional NSW. These 15 Local Health Networks replace the previous 8 Area Health Services across NSW.

The Networks are administered by a Chief Executive and Governing Council that includes local clinicians, health and health care management experts and community representatives.

Further detailed information on Local Health Networks is publicly available on the NSW Health's web site, <http://www.health.nsw.gov.au/initiatives/healthreform/index.asp>

The Ambulance Service of NSW is responsible for the delivery of front line pre-hospital care, medical retrieval and health related transport.

Justice Health provides health care in a complex environment to people in the adult correctional system, to those in courts and police cells, to juvenile detainees and to those within the NSW forensic mental health system and in the community.

Under section 4 of the *Government Information (Public Access) Act 2009* the NSW Department of Health is a separate agency to each of the 18 Local Health Networks, Ambulance Service of NSW and Justice Health. If you are seeking access to documents held by one or more of the above agencies and not simply information held by SCHN then you will need to make an application directly to that agency.

[Click here for contact details of the separate NSW Health agencies.](#)

WHAT KINDS OF GOVERNMENT INFORMATION DO WE HAVE?

Publications, reports, fact sheets etc

A list of The Sydney Children's Hospitals Network (Randwick and Westmead) (SCHN) policy directives, guidelines and information bulletins will be uploaded on the Sydney Children's Hospitals Network website prior to 30 June 2011. In the interim, access to information relating to the two Hospitals within SCHN can be located via the website of the former South Eastern Sydney and Illawarra Area Health Service (<http://www.sesiahs.health.nsw.gov.au>) for The Sydney Children's Hospital, Randwick, and via the website for The Children's Hospital at Westmead (www.chw.edu.au)

Please note that policies, publications and other government information specific to the Sydney Children's Hospitals Network will be progressively uploaded to the new SCHN website, which will be developed during 2011.

Unless otherwise stated, the vast majority of the documents available on the Website can be downloaded free of charge. Alternatively, you may contact us on 9845 2356 to speak with the Right to Information Officer or email: SCHNMail@chw.edu.au

Contracts

Each LHN is required to keep a register of government contracts that record information about each contract that has, or is likely to have a value of \$150,000 or more. Details concerning all NSW Health contracts are available at the NSW eTendering website at: <https://tenders.nsw.gov.au/>

ACCESSING SYDNEY CHILDREN'S HOSPITALS NETWORK (RANDWICK AND WESTMEAD) (SCHN) INFORMATION

Access to SCHN information may be considered through either formal or informal applications.

Informal access applications

A request may be made at any time for other information held by the SCHN. While the SCHN reserves the right to require a formal access application to be made, the SCHN will generally provide the following types of information in response to an informal request, without the need to make a formal access application:

- Copies of correspondence, where the person requesting the correspondence was the person who sent it to the SCHN or to the Minister for Health who has forwarded the correspondence to the SCHN for action;
- Documents that contain only personal information about a particular individual, and that is the person who is requesting the information;
- Documents that have already been made public in some other way; and
- Other reasonable requests for information the release of which would not raise any potential concerns in terms of public interests considerations against disclosure.

The SCHN reserves the right impose conditions in relation to the use or disclosure of information that is released in response to an informal request.

There is no requirement to complete a formal access application and there is no application fee. In some situations, charges may be incurred for services such as photocopying.

Formal access applications

An access application may be made for all other information held by the SCHN (other than certain "excluded information", set out below).

Applications for access to information under the provisions of the [Government Information \(Public Access\) Act 2009](#) should be in writing, accompanied by the \$30 application fee and certified proof of identification if you are seeking access to personal information.

Formal and Informal applications should be directed to:

Right to Information Officer
Sydney Children's Hospitals Network (Randwick and Westmead)
Locked Bag 4001
Westmead NSW 2145

For general enquiries relating to the SCHN functions, please contact the Right to Information Officer on 9845 2356 or email SCHN at SCHNMail@chw.edu.au

Information not disclosed

'Information not disclosed' refers to open access, or mandatory release, information which is not released by the Local Health Network due to an overriding public interest against disclosure.

As the SCHN makes decisions about open access information that may not be disclosed due to an overriding public interest, it will publish this information on this website. This will detail the information requested and the reasons behind the SCHN deciding not to release the information.

Where can I access my medical records?

Medical records can be accessed under the GIPA Act but are generally accessed under the [Health Records and Information Privacy Act 2002 \(HRIPA\)](#). The Medical Records Department in the relevant hospital can help you apply for your medical record under HRIPA. Please contact the Hospital you attended to arrange access to your Medical Records.