



Hon Jill Hennessy MP

Minister for Health  
Minister for Ambulance Services

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Dr Diane Watson  
Acting Chief Executive Officer  
Victorian Agency for Health Information  
50 Lonsdale Street  
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Dear Dr Watson

*Diane*

I am pleased to provide you with this Statement of Expectations (SoE) for the Victorian Agency for Health Information (VAHI). This SoE will be reviewed every two years in accordance with recommended practice or unless otherwise amended.

This SoE sets out my expectations of VAHI in relation to the Victorian Government's commitments to ensuring that all Victorians, irrespective of their economic circumstances, receive world-class health care.

### **Objectives**

VAHI has been created in response to *Targeting Zero: Supporting the Victorian hospital system to eliminate avoidable harm and strengthen quality of care*, the final report of the Review of Hospital Safety and Quality Assurance in Victoria.

In line with the recommendations in *Targeting Zero*, VAHI has been established to monitor and report on public and private services that impact on health, well-being, quality and safety in order to stimulate and inform improvements, to increase transparency and accountability and to inform the community.

### **Statement of Functions**

The functions of VAHI are to:

1. Ensure that government information and data are accessible to organisations and individuals to deliver better services and policy by:
  - a. publishing regular reports on public and private services that impact health, well-being, quality and safety in order to support transparency, oversight, risk assessment and improvement;
  - b. monitoring and reporting on the performance of organisations and services.
2. Ensure that meaningful information and data are available for health services, the public, businesses and researchers.
3. Support a culture of information sharing to drive continuous improvement by:
  - a. publishing timely reports benchmarking performance in ways that support identification of opportunities for improvement;

- b. building sector capacity to create and use improvement information.
4. Collect, use, store, link and manage data as an asset to ensure it is meaningful, accurate, protected from unauthorised access, available when needed and shared as required in order to fund, manage, monitor, improve and evaluate health services.
5. Recommend standards and guidelines in relation to data collection, linkage and reporting, and create and recommend indicators to measure performance.
6. Undertake and/or commission research and collaborate and/or share data with other agencies of government to support its functions.
7. Provide advice to the relevant Minister and Secretary on issues arising out of its functions.

Further, I expect that VAHI will share data and information with the Department of Health and Human Services (the department) and with Safer Care Victoria to enable each of these organisations to carry out its functions with respect to the funding, management, planning, monitoring, improvement and evaluation of health services. This includes data and information that may be received from third parties.

I expect VAHI to put in place appropriate arrangements so that all data and information is protected by the security and privacy provisions outlined in legislation and in government policies. I also expect VAHI to put in place appropriate controls to manage the risk of unauthorised disclosure of information.

### **Independence and Accountability**

VAHI has been established under section 11 of the *Public Administration Act 2004* (the Act) as an administrative office in relation to the department by Orders in Council dated 20 June 2017 and published in the Victoria Government Gazette on 22 June 2017.

VAHI will operate as part of the Victorian Government and, under section 14(1) of the Act, the Chief Executive Officer is responsible to the Secretary to the department for the general conduct and effective management of the functions and activities of the Administrative Office and must advise the Secretary in all matters relating to the Administrative Office.

Consistent with the recommendations in *Targeting Zero*, VAHI will perform its functions independently of the department and with a view to best practice. However, like other government agencies, I also expect VAHI to take account of government policies and legislation in performing its role.

Further, I expect that VAHI will promptly inform the department, and my office, in relation to any significant, sensitive or imminent issues, including media issues, and any known risks to the effective operation of VAHI.

### **Annual corporate plan**

I expect VAHI to prepare an annual corporate plan, which it will submit to the department within thirty (30) days of the start of each financial year. The corporate plan should be developed in consultation with the department to ensure alignment between the strategic and annual work plans of the department and its entities.

I expect you to respond to this Statement with your first corporate plan by 15 October 2017, outlining how you intend to deliver your functions in the first year, including details of key activities, timelines and targets.

### **Performance reporting**

In addition to performance reporting required by the department, I expect VAHI to provide to me as the Minister for Health an annual report within thirty (30) days of the end of each financial year. The report should detail the Administrative Office's key achievements and any challenges faced in delivering on your functions in the preceding year.

Finally, I expect this SoE, together with your corporate plan, to be published on the VAHI website.

I look forward to seeing VAHI's progress and its contribution to the strengthening of Victoria's health system.

Yours sincerely



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2/10 2017