

# **Eastern Health - Freedom of Information**

## **Part II Statements**

Part II of the *Freedom of Information Act 1982* (Vic) relates to the publication of certain statements about the functions, processes and documents of agencies that can receive FOI requests, including Eastern Health.

- Statement 1: Organisation and functions
- Statement 2: Categories of documents
- Statement 3: FOI Arrangements
- Statement 4: Publications
- Statement 5: Rules, policies and procedures
- Statement 6: Report literature

### **Statement 1: Organisation and functions**

Eastern Health is one of Melbourne's largest metropolitan public health services. Eastern Health provides a range of health services to Melbourne's diverse eastern community.

Eastern Health has over 50 facilities and our main sites include:

- Angliss Hospital in Upper Ferntree Gully
- Box Hill Hospital in Box Hill
- Healesville & District Hospital in Healesville
- Maroondah Hospital in Ringwood East
- Peter James Centre in Burwood East
- Spectrum - which provides treatment for people with personality disorders with a main office in Ringwood
- Turning Point - which provides treatment, research and education in the fields of alcohol, other drugs and gambling with a main office in Fitzroy
- Wantirna Health in Wantirna
- Yarra Ranges Health in Lilydale, and
- Yarra Valley Community Health Service in Healesville and Yarra Junction

Eastern Health delivers clinical services to more than 750,000 people through eight clinical programs which include:

- Emergency and General Medicine
- Women and Children's Services
- Speciality Medicine
- Surgery
- Continuing Care - this includes Residential Aged Care, Rehabilitation, Palliative Care, and Geriatric Evaluation and Management
- Mental Health - this includes hospital-based, community, and specialty services for children, youth, adults and aged people
- Statewide Services - this includes Turning Point Alcohol & Drug Centre, Spectrum Personality Disorder Service, and Wellington House, and
- Ambulatory and Community Health – which provides nursing, medical, allied health, and community care services to support patients and clients in their transition from hospital to home

The Eastern Health Service Directory is accessible at: <https://www.easternhealth.org.au/services>

Eastern Health is a Public Health Service established under the *Health Services Act 1988* (Vic).

The Eastern Health Board of Directors is responsible for maintaining and monitoring the performance of systems to ensure that services meet the needs of the community. The Board ensures that Eastern Health achieves its objectives and meets its statutory obligations, and it encourages accountability, integration and collaboration across all levels of the organisation.

The Community Advisory Committee (CAC) is a sub-committee of the Eastern Health Board and serves as a key means of ensuring community participation occurs at Eastern Health. Established in 2001, it provides valuable insights and advice about the community's needs and expectations.

## Statement 2: Categories of documents

The FOI Act allows individuals to seek access to documents held by Eastern Health. This includes paper and electronic documents.

Eastern Health creates and maintains a large number of documents and records in the course of its activities and services, including:

- Medical records
- Employee records
- Occupational health and safety reports
- Policies, procedures and standards
- Financial records

## Statement 3: FOI Arrangements

Eastern Health publishes a range of documents that are accessible via its website at [www.easternhealth.org.au/about-us/publications](http://www.easternhealth.org.au/about-us/publications).

To access other documents held by Eastern Health, an application should be made for access under the FOI Act.

FOI applications must be in writing, in either the form of a letter or a completed FOI application form. Requests for personal information (for example, medical records or employee records) should be accompanied by a valid form of identification.

Application forms and more details about how to make an FOI request including the scheduled fees are available from the Eastern Health website at [www.easternhealth.org.au/about-us/freedom-of-information](http://www.easternhealth.org.au/about-us/freedom-of-information). Requests must clearly describe the documents that the applicant is seeking to access.

All requests should be addressed to:

Eastern Health Freedom of Information Service  
Health Information Services  
Maroondah Hospital  
PO Box 135  
Ringwood East VIC 3135

## Statement 4: Publications

The Eastern Health website has links to a wide range of publications available, including:

- Annual Reports from 2012-13 to present
- Turning Point Annual Reports
- Quality of Care Reports
- Sustainability Reports
- Strategic Plan 2010-15
- Eastern Health Quarterly
- Research Reports
- Archived Research Reports
- Eastern Health Foundation Newsletter
- Eastern Health 2022
- Cancer Services Plan 2015-2020

These links can be accessed at [www.easternhealth.org.au/about-us/publications](http://www.easternhealth.org.au/about-us/publications)

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

### **Statement 5: Rules, policies and procedures**

To govern and support the operation and administration of Eastern Health, a range of internal policy and procedural documents are maintained.

Requests for copies of Eastern Health rules, policies and procedures should be submitted through the Freedom of Information Service.

### **Statement 6: Report literature**

Eastern Health completes a range of reports and maintains records of decisions relating to policy and the administration of policy and makes them available for inspection or purchase. Please refer to Statement 4: Publications for further information.