

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
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- Statement 6: Report literature

Statement 1: Organisation and functions

We have more than 60 locations including some of the following major campuses:

- Eastern Health Box Hill
- Eastern Health Peter James
- Eastern Health Wantirna
- Eastern Health Angliss
- Eastern Health Distribution Centre
- Eastern Health Healesville
- Eastern Health Maroondah
- Eastern Health Richmond
- Eastern Health Yarra Junction
- Eastern Health Yarra Ranges
- Eastern Health Blackburn

We deliver more than 1.3 million episodes of patient care annually through the following clinical services:

- Acute and Aged Medicine
- Women, Children's and Acute Specialist Clinics
- Speciality Medicine and Ambulatory Care
- Surgery
- Mental Health
- Statewide Services, including Turning Point, Spectrum,

See our [service directory](#) for details.

Eastern Health is a Public Health Service as defined by the Health Services Act (1988). Our Board of Directors is responsible for maintaining and monitoring the performance of systems to ensure that our services meet the needs of the community.

The board ensures that we achieve our objectives, meet our statutory obligations, and encourage accountability, integration and collaboration across all levels of the organisation.

Our [Consumer 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.

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.

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.

<https://www.easternhealth.org.au/site/item/4-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

E: foi@easternhealth.org.au

Statement 4: Publications

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

- Annual Reports from 2012-13 to present
- Archived Research Reports
- Cancer Services Plan 2015-2020
- Connect with Respect Issues
- Gender Equality Action Plan
- Eastern Health 2022 – The Strategic Clinical Service Plan
- Eastern Health Insight
- Highlights 2019-2021
- Mental Health Royal Commission Submissions
- Quality of Care Reports
- Research Reports
- Sustainability Reports

- Strategic Plan 2023-2025
- Turning Point Annual Reports

These links can be accessed at 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.