

Northern Health

Northern Health – Freedom of Information Part II Statements

Part II, Section 7 of the *Freedom of Information Act 2011* (VIC) requires agencies to publish statements for the public relating to the agencies process, function and documents.

Statements including;

1. Organisation and Functions
2. Categorise of Documents
3. Freedom of Information Arrangements
4. Publications
5. Rules, Policies and Procedures
6. Reports

Organisation and functions

Northern Health is a public health service pursuant to the *Health Services Act 1988* (VIC). Northern Health is the major provider of acute, maternity, sub-acute and specialist services in Melbourne's rapidly growing outer north.

The Northern Health Board of Directors, provide effective governance in the achievement of Northern Health's stated objectives. Ensuring compliance and achievement of the objectives are facilitated through the number of established Sub-Board Committees whom report directly to the Board.

Information regarding the Board, Sub-Board Committees and Northern Health is available at www.nh.org.au.

Services are provided through four main campuses:

Northern Hospital, Epping
Broadmeadows Hospital
Bundoora Centre
Craigieburn Centre.

Categories of Documents

Northern Health holds documents in paper and electronic forms.

To perform the operational and administrative processes, Northern Health creates, maintains and stores documents which may include both personal and health information, some examples of these are, including but not limited to;

- Medical Records
- Employee Records
- Policies and Procedures
- Reports
- Financial Records
- Committees Documentation (Agenda and Minutes)

Northern Hospital
185 Cooper Street
Epping Vic 3076

Broadmeadows Hospital
35 Johnstone Street
Broadmeadows Vic 3047

Bundoora Centre
1231 Plenty Road
Bundoora Vic 3083

Craigieburn Centre
274-304 Craigieburn Road
Craigieburn Vic 3064

Freedom of Information Arrangements

Northern Health complies with the Freedom of Information Act 1982(VIC) “the Act” and handles all requests accordingly.

The Act allows the public to request access to any document held by Northern Health, or to request their information to be amended if they feel the information is out of date, inaccurate, incomplete or where it would give a misleading impression.

The public who wish to request any document(s) from Northern Health have a number of ways in which the application can be placed; in writing, via post or email, online via the website, or by speaking with the treating clinical team.

Further information is available to the public on how to request documents/information from Northern Health on its website – www.nh.org.au under the Freedom of Information (FOI) page.

All applications, or questions regarding the Freedom of Information Act can be addressed to;

Freedom of Information
Northern Health
185 Cooper St,
Epping VIC 3076

E: foi@nh.org.au

P: 8405 8258

Publications

There are a number of publicly available documents on the Northern Health website, including;

- Annual Report
- Strategic Plan
- Quality Account
- Education and Research Plan
- Research Abstract
- Northern Health Foundation News

Rules, Policies and Procedures

To ensure Northern Health can perform the operational and administrative duties of the organisations functions a wide range of policies and procedures are maintained to ensure effective governance.

Northern Health and its officers who administer the Act processes all requests using resources available.

Request to access any Policy or Procedure can be addressed to the Freedom of Information team

Reports

Northern Health publishes an annual report, as well as a number of other publicly available documents.

Refer to the Northern Health website for further resources – www.nh.org.au

Prepared by;

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