

Freedom of Information Act 1982 (Vic) - Part II Statement

In accordance with Part II of the *Freedom of Information Act 1982*, Peninsula Health is required to publish certain statements in respect of its functions and processes.

Statement 1: Organisation and functions

Peninsula Health is a Public Health Service established under section 65P of the *Health Services Act 1988 (Vic)*. The powers and duties of Peninsula Health are prescribed by the *Health Services Act 1988 (Vic)*. For information with respect to the structure and functions of Peninsula Health, please visit the Peninsula Health website at <https://www.peninsulahealth.org.au/> and refer to the following links:

[About us](#)
[Board Structure](#)
[Organisational structure](#)
[Services and Clinics](#)
[Our hospitals and locations](#)

Statement 2: Categories of documents held by Peninsula Health

Peninsula Health has a wide range of documents that are used by staff in the daily operations of the organisation and which assist with the administration of laws or schemes affecting the public. These include the following types of documents:

- Policies and guidelines
- Employee records
- Financial records
- Medical records
- Commercial documents
- Reports

Statement 3: Publications

The Peninsula Health's website contains a wide range of publications available to the public. Please refer to the [Publications](#) page on Peninsula Health's website to access these documents.

Statement 4: Subscriptions and mailing lists

Peninsula Health offers the community free access to our newsletter. To subscribe, please visit our Publications page on Peninsula Health's website to subscribe to our [newsletter](#).

Members of the public who would like to donate to Peninsula Health or subscribe to the donor mailing list will find additional information about supporting Peninsula Health on our website under the [Peninsula Health Donations](#) page.

Statement 5: Freedom of Information arrangements

The Privacy and Information Release Unit (PIRU) is responsible for processing Freedom of Information (FOI) requests at Peninsula Health. Contact details for this unit are listed under the *'All other information and privacy requests, including Freedom of Information requests'* within the [Information Release](#) section of Peninsula Health's website.

All requests for access to documents under the provisions of the Freedom of Information Act must be made in writing, including sufficient information about that document to enable it to be identified and be accompanied by the prescribed, non-refundable application fee. As of 1 July 2022 the FOI application fee is \$30.60 for all Freedom of Information requests. People suffering financial hardship may apply to have the application fee reduced or waived.

The Department of Treasury and Finance index fee units each year. The fee units and charges applied by Peninsula Health under the FOI Act and associated Regulations are set in line with these requirements. Further information about the current FOI costs charged by Peninsula Health are detailed on the [application form](#).

For additional information regarding accessing your medical records please see the *'How do I Access my Peninsula Health Medical Record'* under the My Health Information – Frequently Asked Questions (FAQ) within the Information Release section of Peninsula Health's website.

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