

## Freedom of Information Policy

The Victorian *Freedom of Information Act 1982* ('FOI Act') gives you the right to request documents held by Medical Panels.

The FOI Act gives you the right to:

- request documents about your personal affairs and the activities of Medical Panels; and
- request that incorrect or misleading information we hold about you be amended or removed.

### How to make a request

Under the FOI Act, a request for documents must meet three requirements to be valid:

1. the request must be in writing;
2. the request must include sufficient information about the documents that are requested so Medical Panels can locate relevant documents; and
3. An application fee must be paid, or Medical Panels may waive the fee due to hardship.

#### ***Request in writing***

There are different ways to submit a request in writing to Medical Panels, for example by email or letter.

When completing the request for information, the FOI request form available on the Office of the Victorian Information Commissioner website can be used and submitted to Medical Panels:

<https://ovic.vic.gov.au/freedom-of-information/for-the-public/make-a-freedom-of-information-request/>

#### ***Sufficient information***

We recommend that requests are as clear and specific and possible in relation to the documents that are being sought. This may allow Medical Panels to process the request more quickly.

If the request is not clear enough, Medical Panels will contact the requester and take reasonable steps to help clarify which documents you want to access.

#### ***Application Fee***

The current application fee is **\$30.10**. The application fee can be waived by providing proof of financial hardship, such as a photocopy of your healthcare card. Please contact Medical Panels to discuss this option if it applies to you.

#### ***Sending the request***

Please send your request via either of the following options.

Email: [info@medicalpanels.vic.gov.au](mailto:info@medicalpanels.vic.gov.au)

Mail:

Freedom of Information  
Convenor of Medical Panels  
Level 6, North Tower  
485 La Trobe St  
Melbourne VIC 3000

Please make cheque or money order payable to "Convenor of Medical Panels".

### Further information

For further information on how to make a freedom of information request, you can visit the Office of the Victorian Information Commissioner website [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au).

## Part II Information Statements

These information statements show how Medical Panels make information available to the public and make it easier for people to find the information they need about key services, functions and outputs.

### Statement 1: Organisation and Functions

Medical Panels answer medical questions relating to workers' compensation and Wrongs Act claims. Our website has more information about us, our functions and our organisational structure.

### Statement 2: Categories of documents

Medical Panels uses electronic and hard copy filing systems to classify, store, access and manage a broad range of electronic and hard copy documents. This section provides a snapshot of the types of documents held by Medical Panels.

#### Document types

The types of documents that Medical Panels handles include:

- Referral material including medical records and submissions
- Decisions of Medical Panels and reasons for those decisions
- Convenor's Directions
- Information for prospective Panel Members
- Policies and procedures
- Administrative records
- Meeting records
- Financial records
- Correspondence.

### Statement 3: Freedom of Information

Please refer to the Medical Panels Freedom of Information Policy available on our website for details on how to request information from Medical Panels.

For further information, we recommend the following resources:

| Category/topic  | Resource location   |
|---|---|
| General information on how to make a freedom of information request                                       | <a href="http://www.ovic.vic.gov.au">www.ovic.vic.gov.au</a>  |
| General information and assistance with freedom of information issues that are specific to Medical Panels | Medical Panels website:<br><a href="http://medicalpanels.vic.gov.au">medicalpanels.vic.gov.au</a>                       |
| Reviews or complaints about FOI decisions   | Freedom of Information Commissioner's website: <a href="http://foicommisioner.vic.gov.au">foicommisioner.vic.gov.au</a> |

#### **Statement 4: Publications**

Medical Panels publishes documents such as Convenor's Directions, annual reports (end of year results) and various policies and guides on the Medical Panels website.

The names of appointed Panel Members are available on the Medical Panels' website, and are also publically available in the Government Gazette:

[www.gazette.vic.gov.au](http://www.gazette.vic.gov.au)

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

This section highlights some areas in which Medical Panels publishes rules, policies and procedures online.

Information that can be found on the Medical Panels' website includes:

- Guide to examinations for workers (workers compensation legislation)
- Guide for personal injury claimants (Wrongs Act)
- Convenors Directions – WorkCover
- Convenors Directions – Wrongs Act
- Policy and procedures for managing conflicts of interest
- Information on Feedback/Complaints
- End of year results.

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

Medical Panels has not published any final reports or records of decisions in relation to policy to date.

The end of year results are available on our website.