



Convenor of Medical Panels

Level 6, 485 La Trobe St, Melbourne 3000
GPO Box 2709 Melbourne 3001
DX 116 Melbourne
telephone: (03) 8256 1555
fax: (03) 8256 1550
toll free: 1800 061 715
email: info@medicalpanels.vic.gov.au
website: www.medicalpanels.vic.gov.au

Freedom of Information

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

How to make a request

FOI requests must be in writing. You can complete the FOI request form available on the Victorian government freedom of information website:

foi.vic.gov.au/home/how+to+apply/making+a+request/foi+request+form

Print and mail it with a cheque or money order for \$28.40 to:

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

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

An FOI request must be specific enough to allow Medical Panels to identify documents that are relevant to the request. If your request is vague, we will assist you to help determine the type of documents being sought. The application fee must be sent with the request when it is lodged, otherwise the request will be invalid. For further information on how to make a freedom of information request and the costs involved, you can visit the Victorian government FOI website **www.foi.vic.gov.au**

If payment of the application fee would cause you hardship, you can ask for it to be waived by providing evidence, such as a photocopy of your current health care card.

The office of the Convenor of Medical Panels will respond to all FOI requests at the earliest possible time.

Part II Information Statement

Statement 1: Organisation and Functions

For information about Medical Panels, their functions and organisational structure refer to our website www.medicalpanels.vic.gov.au/about-us

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, procedures and templates
- Administrative records
- Meeting records
- Financial records
- Correspondence

Statement 3: Freedom of Information arrangements

A freedom of information request needs to be made in writing. Please send your request to:

**Freedom of Information
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Category/topic	Resource location
Information on how to make a freedom of information request	www.foi.vic.gov.au
General information and assistance with freedom of information issues that are specific to Medical Panels	Medical Panels website Medicalpanels.vic.gov.au
Reviews or complaints about FOI decisions	Freedom of Information Commissioner's website Foicommissioner.vic.gov.au



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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 publically available in the Government Gazette 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 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 www.medicalpanels.vic.gov.au/about-us