



## Can a party have a representative at arbitration?

Yes. Parties can be represented by any person they wish. However, we need to give permission if a Worker, WorkSafe Agent or Self-insurer wants a lawyer to represent them at a hearing.

A representative can help guide a party through the arbitration process, as well as communicate with us and the other party.

Parties or their representatives should give us the representative's name and contact details as soon as possible.

An Employer can have any representative they wish at a hearing as an observer.

## How does a party ask permission to have a lawyer represent them at a hearing?

A Worker, WorkSafe Agent or Self-insurer or their lawyer can ask us in writing at any time before the hearing for permission. Only a party can ask for our permission at the hearing.

When making the request, we should be told why the party wants the lawyer to represent them.

A request can be made by the Worker in the *Referral for Arbitration Form* and the WorkSafe Agent or Self-Insurer can request permission in the *Reply to the Referral for Arbitration Form*.

## How do we decide if a lawyer can represent a party at a hearing?

We first ask the other party for their views. We then consider the following factors before making our decision:

- The fairness of allowing a lawyer to attend
- If being represented will help the party deal with the dispute efficiently
- The complexity of the dispute
- Any other relevant circumstances

We will confirm our decision in writing and explain why we made it.

## If we don't allow a lawyer to represent a party at the hearing, can they still help them outside the hearing?

Yes, a lawyer can still assist them with all other aspects of the arbitration, including:

- Giving advice
- Putting arguments in writing
- Communicating with us and the other party

## Can a Worker represent themselves at arbitration?

Yes. They may represent themselves at arbitration if they wish.

When deciding whether or not to represent themselves, they should be aware that if they don't have a representative they usually need to:

- Fill in multiple forms
- Present their case at a hearing
- Talk to the WorkSafe Agent or Self-insurer (or their representative) about their case
- Discuss offers to resolve the dispute directly with the WorkSafe Agent or Self-insurer
- Gather evidence



- Make requests for information or for witnesses to give evidence
- Give evidence at a hearing themselves
- Question witnesses at a hearing

We can provide Workers with information about the arbitration process but may not provide them with advice.

For more information, we have a *Self-represented Workers at Arbitration Fact Sheet*.

please visit our website at [www.wic.vic.gov.au/resources](http://www.wic.vic.gov.au/resources).

## Need help?

For more information or assistance, please:

- call **03 9940 1111** or **1800 635 960**
- email **info@wic.vic.gov.au**
- visit **wic.vic.gov.au**

## Can a party bring a support person to a hearing?

Yes. A support person can attend to give emotional support and reassurance but they can't speak for the party. If a party plans to bring a support person, they should let us know before the hearing.

## Can a support person interpret for a party?

No, a support person cannot interpret for a party. If the party needs an interpreter, they should let us know as soon as possible and we will arrange a professional interpreter for the hearing at no cost.

## How many representatives and support people can a party bring to a hearing?

We don't have a fixed number, but we may limit the number of attendees to keep the hearing informal and running smoothly.

For more information, see our *Representation at Arbitration Policy and Procedure*.

For more information and access to our policies, procedures and other fact sheets,



## Do you need an interpreter?



If you cannot understand this form please contact 131 450. Ask the interpreter to contact the Workplace Injury Commission on 1800 635 960 or 03 9940 1111 to explain this form.

على الرقم 1800635960 WIC إذا لم تستطع فهم هذا النموذج، فيرجى الاتصال بـ 131450 . اطلب من المترجم الاتصال بـ أو 03 99401111 لشرح هذا النموذج.

如果您看不懂这份表格，请拨打 131 450，要求口译员帮忙联系 WIC 来解释此表格，电话 1800 635 960 或 03 9940 1111。

Ako ne razumijete ovaj obrazac, kontaktirajte 131 450. Zamolite tumača da vam nazovu WIC na 1800 635 960 ili 03 9940 1111 kako bi vam se objasnilo za što služi ovaj obrazac.

Αν δεν μπορείτε να καταλάβετε αυτό το έντυπο παρακαλώ επικοινωνήστε με το 131 450. Ζητήστε από τον διερμηνέα να επικοινωνήσει με το WIC στο 1800 635 960 ή 03 9940 1111 για να εξηγήσει αυτό το έντυπο.

Se non riesci a capire questo modulo, contatta il 131 450. Chiedi all'interprete di contattare WIC al 1800 635 960 oppure al 03 9940 1111 per spiegarti questo modulo.

Ако не го разбирате овој формулар, ве молиме јавете се на 131 450. Побарајте од преведувачот да се јави на WIC на 1800 635 960 или на 03 9940 1111 за да ви го објаснат овој формулар.

Jeśli nie rozumiesz tego formularza, zadzwoń pod numer 131 450. Poproś tłumacza o skontaktowanie się z WIC pod numerem 1800 635 960 lub 03 9940 1111 w celu uzyskania wyjaśnienia.

Ако не разумеете овај образац, контактирајте 131 450. Замолиште преводиоца да вам назову WIC на 1800 635 960 или (03) 9940 1111 да би вам се објаснило за шта служи овај образац.

Si no puede comprender este formulario, comuníquese con el 131 450. Pida que el intérprete se ponga en contacto con WIC llamando al 1800 635 960 o al 03 9940 1111 para explicar este formulario

BU FORMU ANLAYAMAZSANIZ 131450 NUMARAYA TELEFON EDİN. BİR TERCÜMAN İSTEYİN VE TERCÜMANA YA 1800 635 960 NUMARAYA YA DA 03 9940 1111 NUMARAYLA TEMAS KURMASINI İSTEYİN BU FORMU SANA ALTMALARI ICIN

Nếu quý vị không hiểu mẫu này, xin gọi 131 450. Yêu cầu thông dịch viên liên lạc WIC qua số 1800 635 960 hoặc (03) 9940 1111 để giải thích về mẫu này.