



Can I represent myself at arbitration?

Yes. As a Worker, you may represent yourself at arbitration if you wish.

When deciding whether or not to represent yourself, be aware that if you don't have a representative you will usually need to:

- Fill in multiple forms
- Present your case at a hearing
- Talk to the WorkSafe Agent or Self-insurer (or their representative) about your 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 yourself
- Question witnesses at a hearing

Does the Workplace Injury Commission help me if I represent myself?

While we are impartial, we provide information to help you understand the arbitration process, such as explaining:

- How to lodge a *Referral for Arbitration Form*
- What information we need in the *Pre-hearing Information Form*
- When you need to provide information
- The types of evidence that may be provided
- How to request information
- How a witness gives evidence
- What may happen at a hearing
- The possible outcomes of arbitration

If you represent yourself, a Hearing Support Officer will contact you soon after we receive your *Referral for Arbitration Form* to explain how arbitration works.

What can the Workplace Injury Commission *not* do?

We cannot:

- Give legal or other advice
- Help you to argue your case
- Write a statement for you
- Provide an opinion about the likely outcome of a hearing

Can I change my mind about being represented after arbitration has started?

Yes. You can choose to be represented, change your representative or decide to represent yourself at any time. You need to let us know if there is any change.

If you want a lawyer to represent you at a hearing, you need to ask our permission and explain why you want them to represent you.

For more information, see our *Representation at Arbitration Fact Sheet* on our website www.wic.vic.gov.au/resources.

Will I get a fair hearing if I represent myself at arbitration?

Yes. We must give you and the other parties a fair hearing. This means that everyone must be given enough time to prepare for the hearing and to be heard. This rule applies equally to parties who have a representative and parties who represent themselves.



Can I bring a support person to a hearing?

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

Can my support person interpret for me?

No, a support person cannot interpret for you. If you need an interpreter, please let us know and we will arrange a professional interpreter for the hearing at no cost to you.

Will there be costs involved if I represent myself?

It doesn't cost you anything to lodge a *Referral for Arbitration Form*. You may need to pay some costs during arbitration, such as:

- To obtain the information and documents you need to support your case
- Your expenses to attend the hearing (for example, for travel and lost wages)
- Witness expenses to attend the hearing

You may be able to claim these costs from the WorkSafe Agent or Self-insurer if our final decision is in your favour.

For more information, see our *Costs Fact Sheet*, *Costs Policy and Procedure* and the *Costs Schedule* on our website www.wic.vic.gov.au/resources.

Where can I find more information about arbitration?

For more information and access to our policies, procedures and other fact sheets, please visit our website at www.wic.vic.gov.au.

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

Do you need an interpreter?



If you have trouble understanding any of the information outlined please contact 131 450 and ask for the interpreter to contact the Workplace Injury Commission on 1800 635 960 or 9940 1111 to explain further.

إذا كنت تواجه مشكلة في فهم أي من المعلومات الموضحة، فيرجى الاتصال بالرقم 131 450 واطلب من المترجم الاتصال بلجنة الإصابات في مكان العمل لمزيد من المعلومات اتصل على الرقم 1800 635 960 أو 9940 1111

如果您对上述信息有疑问，请拨打 131 450，通过口译员联系工伤赔偿委员会，电话 1800 635 960 或 9940 1111，进行进一步咨询。

Ako ne razumijete ove informacije, nazovite 131 450 i zamolite tumača da vam nazovu Workplace Injury Commission (Komisiju za ozljede na radu) na 1800 635 960 ili 9940 1111 za objašnjenja.

Εάν δυσκολεύεστε να κατανοήσετε οποιαδήποτε από τις πληροφορίες που περιγράφονται, επικοινωνήστε με τον αριθμό 131 450 και ζητήστε από τον διερμηνέα να επικοινωνήσει με την Επιτροπή Τραυματισμών στο Χώρο Εργασίας (Workplace Injury Commission) στον αριθμό 1800 635 960 ή 9940 1111 για περαιτέρω διευκρινήσεις.

Se hai difficoltà a comprendere queste informazioni chiama il 131 450 e chiedi all'interprete di contattare la Workplace Injury Commission al 1800 635 960 o al 9940 1111 per una spiegazione più approfondita.

Ако имате тешкотии да разберете која било од наведените информации, ве молиме јавете се на 131 450 и побарајте преведувач да контактира со Workplace Injury Commission (Комисија за повреди на работното место) на 1800 635 960 или 9940 1111 заради натамошни објаснувања.

'Jeśli masz problemy ze zrozumieniem którejkolwiek z podanych informacji, zadzwoń pod numer 131 450 i poproś o tłumacza, aby skontaktował się z Workplace Injury Commission pod numerem 1800 635 960 lub 9940 1111 pod dalsze wyjaśnienia'.

Ако не разумете ове информације, назовите 131 450 и замолиште преводиоца да вам назову Workplace Injury Commission (Комисију за повреде на раду) на 1800 635 960 или 9940 1111 да бисте добили објашњења.

"Si usted tiene dificultades para entender cualquier información expuesta, póngase en contacto con el 131 450 y pida que el intérprete contacte a la Workplace Injury Commission (Comision de Accidentes de Trabajo) llamando al 1800 635 960, a fin de obtener una explicación más detallada "