



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 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. Замолисте 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.