



Workplace Injury Commission

Request for documents under Section 17 – Freedom of Information Act 1982 (Vic)

The *Freedom of Information Act 1982* (Vic) (**FOI Act**) gives you the right to request access to documents held by Victorian public sector agencies and Ministers, including the Workplace Injury Commission (WIC).

Certain information may be exempt from disclosure. This means you may not be able to access all of the information you would like.

You can use this form to help you to make a Freedom of Information (FOI) request to WIC.

If you use this form, your personal information will be used by WIC for the purpose of processing your request. This may include disclosing your name and the terms of your request to third parties. Your request may also be transferred to another agency or Minister who is better placed to handle it.

Once you have completed the form, you should submit it to:

Workplace Injury Commission
Att: Freedom of Information Officer
PO Box 251
Melbourne, Vic 3000

Or via email: foi@wic.vic.gov.au

Enquiries can be made to the FOI Officer on 03 9940 1111 or via email foi@wic.vic.gov.au

FOI Request Form

1. Are you making this request on someone's behalf or as a representative?



For example, you are someone's lawyer or advocate.

☐ No – Skip to question 3.

☐ Yes – Continue to question 2.

2. Who do you represent?



These are the details of the person you are acting for or represent.

Title: [Click or tap here to enter text.](#)

First Name: [Click or tap here to enter text.](#)

Last Name: [Click or tap here to enter text.](#)

Organisation (if applicable) [Click or tap here to enter text.](#)

Your Relationship [Click or tap here to enter text.](#)



3. What is your name?

Title: [Click or tap here to enter text.](#)

First Name: [Click or tap here to enter text.](#)

Last Name: [Click or tap here to enter text.](#)

Organisation
(if applicable) [Click or tap here to enter text.](#)

4. How can we contact you?



Please provide a phone number and either an email or postal address.

Phone: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

Post: [Click or tap here to enter text.](#)

5. If you are requesting personal information, can you provide proof of identity or authorisation?



Your identity may need to be verified before personal information can be released to you.

- ☐ Yes – I have attached a copy of an identity document like a driver's licence, or if acting on someone's behalf, I have attached an Authority to Act and a copy of their identity documents.
- ☐ No – Contact me if this is required.

6. Are you required to pay WIC statutory fees, prescribed under the FOI Act; or apply for the application fee to be waived or reduced due to financial hardship?



The Application Fee is set under the FOI Act. The fee as at July 2024 is currently \$32.70 and is indexed annually. In addition to the Application Fee, other fees, prescribed under the FOI Act may be payable.

- ☐ I want WIC to contact me and let me know how to pay the application fee.
- ☐ I am applying for a waiver of the fee due to financial hardship. I have attached evidence of financial hardship, for example a copy of a Centrelink or Healthcare card.



7. How would you prefer to receive any documents that are located?



Your preference will be considered but access may be provided in another way.

- ☐ Send a digital copy of the documents to the email address I have listed.
- ☐ Send a hard copy of the documents to the postal address I have listed.
- ☐ I want to inspect the documents at WIC's office.
- ☐ Contact me to discuss other options.

8. Can information or documents be excluded if it isn't needed?



Excluding information you don't need may assist with your request being processed more efficiently.

- ☐ Personal information of other people can be excluded from the documents.
- ☐ Duplicate documents can be excluded.
- ☐ Draft documents can be excluded.

9. Can the documents be edited to remove exempt and irrelevant information?



Under section 25 of the FOI Act, to access documents with exempt and irrelevant information edited out you must indicate if you will accept edited copies of the documents. If you don't agree to receive edited copies, the agency can exempt and refuse access to the documents in full, even if there is some information that could be released to you.

- ☐ I agree to receiving edited documents.
- ☐ I don't not agree to receiving edited documents.

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What are the documents you are requesting?



Identify or describe the documents you want. You need to provide enough information for the agency to identify and locate the documents. You should try to be specific about the documents you want and include as much information as possible. Contact the agency and ask for help if you are unsure.

Try to include information like:

- What is the name of the document?
- What do the documents relate to (for example, a complaint you made, an interaction you had with an agency, or a decision that an agency made about a project or issue)?
- When were the documents created (for example, is there a specific day or date range)?
- Do you know where the documents might be located (for example, in a particular email account, with a specific person, or held by a business or work unit)?
- What format are the documents in, or what types of documents are you requesting (for example, an email, report, CCTV footage)?

[Click or tap here to enter text.](#)

11. Is there any additional information you can provide?



Providing background or contextual information might assist the agency in processing your request. This could include your reasons for requesting the documents and what you intend to do with them. Providing additional information may assist the agency to identify and locate documents relevant to your request.

[Click or tap here to enter text.](#)