

Fair Work Australia

In order to make the employment dispute process more efficient, clients should provide the documents below to the VMIA or their solicitors as soon as possible. All of the documents below should relate to the employee(s) and other parties involved in the dispute.

Supporting documents

Please indicate which of the following documents you are providing.

If you have received any employment documentation or correspondence relating to your claim, please attach when you submit your claim.

Employment contract
Any applicable letters of offer or other changes in positions
Instructions on applicable Certified Agreements or Modern Award
Relevant position descriptions
Human Resources policies applicable to the dispute
Fair Work Australia correspondence in relation to the dispute
Applicable correspondence in relation to the dispute
Chronology of events leading up to and concerning the dispute
File notes of meetings held with the employee concerned
Documents relating to any previous disciplinary action involving the employee
The file of any solicitor or workplace representative previously engaged in the matter
Other relevant documents (please list below)

Please note: All information provided by you on this form is for the purpose of the VMIA obtaining legal advice and in anticipation of litigation.

Electronic Funds Transfer Details

Following VMIA approval of your claim, should you wish to have your claim benefits transferred directly into your bank account, please provide the following details:

Name of financial institution			
Account name			
BSB number		Account number	

1. General

Name of employee	
What is/was the employee's position?	
What duties did the employee perform?	
What is/was the employee's base salary (excluding super)?	
What is/was the employee's total remuneration package?	
Does the employee have a written contract of employment or letter of appointment?	No Yes – Please attach a copy
Is/was the employee subject to a Federal or State Award?	No Yes – Please provide the name of the Award below
Is the employee covered by an Enterprise Agreement?	No Yes – Please attach a copy of the Agreement or provide the name of the Agreement below
Does the employee have a personnel file?	No Yes – Please attach a copy of all documents relevant to the dismissal

2. Unlawful termination of employment

Has termination of employment occurred?	No Yes – Date of termination (dd/mm/yyyy) / /
Did the employee resign?	No Yes – Date of resignation (dd/mm/yyyy) / /
When did the employee's employment commence? (dd/mm/yyyy)	/ /
How old was the employee at termination? (years)	
Are there any other action(s) that the employee disputes or is challenging ?	No Yes – Please provide details below
(Attach a separate sheet if more space is required)	

2. Unlawful termination of employment

In what tribunal, if any, has the employee commenced proceedings? (e.g. Fair Work Australia, Magistrates Court, Victorian Human Rights and Equal Opportunity Commission, Australian Human Rights Commission)		
	(Please attach a copy of the application or tribunal or court documents)	
If the employee has not commenced proceedings, what is the nature of the employee's complaint?		
Was the employee's employment subject to a probationary or qualifying period?	No	Yes – Please provide details below
Why was the employee's employment terminated?		
Why is the employee challenging the termination?		
What was the employee paid on termination?		
Does your organisation have less than 15 employees?	No	Yes

Any personal information you provide (or provided by a third-party such as a government body) in this Form is being collected by the VMIA for the purpose of administering VMIA's functions, under s6 of the Victorian Managed Insurance Authority Act 1996 (Vic), namely to provide insurance, risk advisory and claims handling services. Any personal information you provide will be treated according to the requirements of the Privacy and Data Protection Act 2014 (Vic), the Information Privacy Principles and the Victorian Protective Data Security Standards. VMIA will not act or engage in any practice that contravenes these provisions. Information will be handled in line with VMIA's Privacy Policy. You have the right to access and correct your personal information. Requests for access should be sent to the Privacy Officer, VMIA, PO Box 18409, Collins Street East, VIC 8003 or privacy@vmia.vic.gov.au.