



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2020-081

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	6
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

**From:** [REDACTED]  
**To:** [CMTEDD FOI](#)  
**Cc:** [REDACTED]  
**Subject:** [REDACTED]  
**Date:** Tuesday, 21 April 2020 10:27:05 AM  
**Attachments:** [image003.png](#)  
[Request for ACT Worksafe Investigation Report \[REDACTED\].pdf](#)

---

Good morning,

Please see attached letter request for the Investigation report regarding [REDACTED] accident.

Regards,

**My work hours from Monday-Friday are 8:10am – 4:10pm**

**Contacting**

Any correspondence you send us must include our reference number.

You can scan and attach your correspondence to an email and send to:

[REDACTED]

Please ensure our reference number is included in the subject line of your email.

Alternatively, you can use free postage within Australia (no stamp required) by addressing your envelope to:



---

The information transmitted in this message and its attachments (if any) is intended only for the person or entity to which it is addressed.

The message may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information, by persons or entities other than the intended recipient is prohibited.

If you have received this in error, please contact the sender and delete this e-mail

and associated material from any computer.

The intended recipient of this e-mail may only use, reproduce, disclose or distribute the information contained in this e-mail and any attached files, with the permission of the sender.

This message has been scanned for viruses.

---



21 April 2020




Chief Minister, Treasury and Economic Development Directorate  
GPO Box 158  
CANBERRA ACT 2601

To whom it may concern,

**Claim Number**  
**Injured Person**  
**Insured**  
**Date of Injury**  
**Injury**



### Request for Investigation Report

We are the  for the above-named employer and are managing this claim.


To assist with the management of this claim, please provide a copy of the ACT Worksafe Investigations Report into the accident on this claim.

Relevant details of this accident are as follows:

**Worker's Name**  
**Worker's address**  
**Date of birth**  
**Injuries/Accident details**



### Contacting us

Any correspondence you send us must include our reference number. You can scan and attach your correspondence to an email and send to .

If you have any queries or wish to discuss this claim further, please contact our office.

Yours sincerely



---

**From:** CMTEDD FOI  
**Subject:** RE: [REDACTED] - Signed Letter of Authority Required

---

**From:** Yule, Kelly-Jane **On Behalf Of** CMTEDD FOI  
**Sent:** Friday, 24 April 2020 10:09 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** [REDACTED] - Signed Letter of Authority Required

UNCLASSIFIED

Good morning all,

Just a reminder to the below email. I further note that your application is not deemed filed until the signed letter of authority is received.

Kind regards,

Kelly

**Kelly-Jane Yule | Freedom of Information Coordinator | Information Access Team**  
Ph: 02 620 77461  
**Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government**  
Level 2, Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

*Please consider the environment before printing this email*

*This email, and any attachments, may contain confidential information. If you are not the intended recipient please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.*

---

**From:** Yule, Kelly-Jane **On Behalf Of** CMTEDD FOI  
**Sent:** Tuesday, 21 April 2020 11:53 AM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: [REDACTED] - Signed Letter of Authority Required

UNCLASSIFIED

Good morning,

In order to proceed with your request for information under the *Freedom of Information Act 2016* we require a signed letter of authority from your client confirming that you are acting on his behalf. Once this is received your access application will be proceed.

If you have any questions please do not hesitate to contact me.

Kind regards,

Kelly

**Kelly-Jane Yule | Freedom of Information Coordinator | Information Access Team**

Ph: 02 620 77461

**Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government**

Level 2, Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

*Please consider the environment before printing this email*

*This email, and any attachments, may contain confidential information. If you are not the intended recipient please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.*

---

**From:** [REDACTED]  
**Sent:** Tuesday, 21 April 2020 10:26 AM  
**To:** CMTEDD FOI <[CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au)>  
**Cc:** [REDACTED]  
**Subject:** [REDACTED]

Good morning,

Please see attached letter request for the Investigation report regarding [REDACTED] accident.

Regards,

**My work hours from Monday-Friday are 8:10am – 4:10pm**

**Contacting**

Any correspondence you send us must include our reference number.

You can scan and attach your correspondence to an email and send to: [REDACTED]  
Please ensure our reference number is included in the subject line of your email.

Alternatively, you can use free postage within Australia (no stamp required) by addressing your envelope to:

[REDACTED]

[REDACTED]

---

The information transmitted in this message and its attachments (if any) is intended only for the person or entity to which it is addressed.

The message may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information, by persons or entities other than the intended recipient is prohibited.

If you have received this in error, please contact the sender and delete this e-mail and associated material from any computer.

The intended recipient of this e-mail may only use, reproduce, disclose or distribute the information contained in this e-mail and any attached files, with the permission of the sender.

This message has been scanned for viruses.

---

**From:** [REDACTED]  
**To:** [Yule, Kelly-Jane](#)  
**Subject:** [REDACTED]  
**Date:** Friday, 24 April 2020 2:11:42 PM  
**Attachments:** [REDACTED]

---

Good afternoon Kelly

Attached [REDACTED] signed declaration form as requested.

Regards,

**My work hours from Monday-Friday are 8:10am – 4:10pm**

**Contacting**

Any correspondence you send us must include our reference number.

You can scan and attach your correspondence to an email and send to:

[REDACTED]

Please ensure our reference number is included in the subject line of your email.

Alternatively, you can use free postage within Australia (no stamp required) by addressing your envelope to:



---

The information transmitted in this message and its attachments (if any) is intended only for the person or entity to which it is addressed.

The message may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information, by persons or entities other than the intended recipient is prohibited.

If you have received this in error, please contact the sender and delete this e-mail and associated material from any computer.



The intended recipient of this e-mail may only use, reproduce, disclose or distribute the information contained in this e-mail and any attached files, with the permission of the sender.

This message has been scanned for viruses.

---

### 8. Journey injury (cont'd)

Were you under the influence of alcohol or other drugs?

No  Yes  Provide details

Was the injury sustained outside the boundary of the land on which your workplace/home is situated?

No  Yes

### 9. Vehicle accident details

Driver  Passenger  Pedestrian  Other

Please provide details of vehicles involved including registration number, name and address of driver


If a motor vehicle accident, has a Compulsory Third Party claim been made?

No  Yes

Was the accident reported to the police?

No  Yes  Name and police station of police officer or name of person reported to

Diagram of accident

### 10. Employee declaration

I

declare the above statements and particulars are true and correct and that whilst I am in receipt of weekly payments of compensation I am obliged to notify the insurer immediately if I commence employment with some other person, commence my own business or incur any change in my employment that effects my earnings or earning capacity. I am aware that it is an offence to do so.

I have read the "Collection, use and disclosure of personal information" section of this form and I consent to CGU Workers Compensation handling my personal information in the manner described in that section.

I hereby authorise any medical practitioner, rehabilitation provider or other authority to provide the insurer with any and all information regarding my medical and or factual history in respect of the injury sustained.

A photocopy of this authority shall be as valid as the original.

**Please forward completed form to your employer.**

Have you attached your medical certificate?

No  We cannot process your Claim without the medical certificate.





Yes

Signature of Employer

Date

Date employer received claim

Our Privacy Charter

- 
- 
1. We can collect and use your personal information for the following purposes: To assess your current and any subsequent claim; underwrite and price any policy issued by any company in the Insurance Australia Group; and to investigate, assess and pay any claim.
  2. For these purposes we can collect your personal information from, and disclose it on a confidential basis to the following: our related entities; your employer; our distributors and agents; other insurers; government departments and agencies; law enforcement agencies; investigators; lawyers; assessors; medical providers; advisers; and any other party providing services to us; and the agent of any of these.
  3. You represent that: Where you provide personal information to us about another person, you are authorised to provide that information to us, and that you will inform that person who we are, how we use and disclose their information, and that they can gain access to that information (unless doing so would pose a serious threat to the life or health of any individual).
- 
- 



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2020-081

Your ref: [REDACTED]

[REDACTED]

via email: [REDACTED]

Dear [REDACTED]

### **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 21 April 2020, in which you sought access to an investigation report.

Specifically, you are seeking: *“To assist with the management of this claim, please provide a copy of the ACT Worksafe Investigations Report into the accident of this claim.”*

#### **Authority**

As an appointed Information Officer under section 18 of the Act, I am authorised to make a decision on access or amendment to government information in the possession or control of CMTEDD.

#### **Timeframes**

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application by 25 May 2020.

#### **Decision on access**

A search of CMTEDD records has failed to identify any documentation in relation to your request. The search was conducted using the information you provided.

I am satisfied that appropriate searches were completed and that no documents relevant to your request are held by CMTEDD.

#### **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because there are no documents available to be processed.

#### **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. A description of the access application and my decision will be

published in the CMTEDD disclosure log after 3 days after the date of my decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log-2020>.

### **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

### **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely



Philip Dachs  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate

5 May 2020