



Fact Sheet – Conciliation Conferences

Information for Parties and Representatives

Critical information

- The purpose of a conciliation conference is not to decide who is right and who is wrong, but to explore whether the parties can reach an agreement.
- Conciliation conferences usually run for 1.5 to 2 hours. Please arrive at the Commission at least 10 minutes before the start of the conference.
- If you have any accessibility or language needs, advise the Commissioner's Associate well before the conference so that arrangements can be made in advance to address your needs, such as booking an interpreter. These services are provided at no cost to you.
- If you cannot attend a conciliation conference in person, you can ask to attend by telephone or video-link. You must provide good reasons why you cannot physically attend. All requests are considered on a case by case basis.

Preparing for a conciliation conference

Before the conciliation conference, you should review what happened and think about what result you would be happy with. If you think it would assist you, write a summary of the key events and dates to take with you. You should also bring any relevant documents to the conference, including documents such as employment contracts, correspondence or medical certificates. Please note that witnesses do not usually attend conferences and evidence is not taken.

The day before the conference, you should check the hearings and conferences list. This list is available on [the Commission's website](#) and on the screens outside the hearing and conference rooms on the day of the conference. This will tell you which room your conference will be in.

You may represent yourself or have someone represent you. Please refer to the Representation Fact Sheet for more information. You may also bring a support person with you.

At the conference

Although proceedings before the Commission are reasonably informal, there is some formality. Make sure that you dress, act and speak in a way that helps you with your case. Wear smart clothes with proper footwear and address the Commissioner by their title.

The room where the conference is held is not a court room, the Commissioner and the parties sit together at a table. The conference is not recorded except for any notes that the parties and the Commissioner may make.

At the conference the applicant is asked to speak first. The applicant should talk about their recollection of events and, if they wish, comment on anything raised by the respondent in their answer to the application. The respondent is then asked to do the same. The Commissioner will attempt to assist the parties to reach an agreement and may divide the conference and speak separately to each party for that purpose.

Conclusion of the conciliation conference

The Commissioner will not reach any conclusions or decide who is right or wrong at a conciliation conference and will try to assist the parties to come to an agreement. The Commission can hold several conferences if the parties need time to think about the information presented to them.

If an agreement is reached it will be on terms that are mutually agreed between the parties. The parties may choose to write down the terms of their agreement. An agreement may be reached during or after the conference. If an agreement is reached before the hearing stage, it is generally a requirement that the applicant discontinue their application before the Commission. You can discontinue an application by filing a [Form 1A – Multipurpose Form](#).

If no agreement is reached the application will usually proceed to a hearing and determination in a formal hearing room setting. This will occur at a later date. The date of the hearing may be discussed at the conclusion of the conference.

Need more information?

Commission staff cannot give legal advice or advice on how to best make your case. However, they can give information on:

- the processes of the Commission;
- how to fill out forms; and
- other organisations that may be able to assist you.

The Commission's Registry can be contacted on 08 9420 4444 or Registry@wairc.wa.gov.au

[The Commission's website \(www.wairc.wa.gov.au\)](http://www.wairc.wa.gov.au) has other information that may assist you.