

Representation or Assistance at Conciliation



Can I get help with my conciliation?

Yes. You can have an assistant or representative to help you with conciliation.

They can guide you through the conciliation process, help you prepare for the conference and communicate with us and the other parties on your behalf.

Who can represent or assist me?

You can ask your lawyer or another person to help you during the conciliation process.

Employers can be helped by their WorkSafe Agent or an employer association.

For workers, free services available in conciliation include:

- Union Assist (current and former union members may be eligible) unionassist.org.au;
- WorkCover Assist www.workcoverassist.vic.gov.au

Other Union or support services may also be available to assist.

If you are a worker and would like assistance with conciliation, complete section 2 of the *Application for Conciliation Form*, or contact us on 03 9940 1111 or 1800 635 960 for more information.

You do not need our agreement for a non-legal assistant or representative to assist you with conciliation.

If you want a lawyer to help you at a conciliation conference, you or your lawyer will need to ask for agreement from the Conciliation Officer.

How can I seek approval for legal representation at a conference?

You or your legal practitioner will need to request our agreement and provide reasons for the request.

It is best to send us this request in writing within 7 days from when we inform you of the conference date, but the request can be made at any time up to and during a conference.

What will we consider when deciding whether or not to approve legal representation at a conference?

We will consider each request on its merits and consider:

- The fairness of allowing a party to be legally represented
- If legal representation will assist in dealing with the dispute efficiently
- The complexity of the dispute
- Any other relevant circumstances

If my request is refused, can my lawyer still assist me outside the conference?

Yes, your lawyer can still assist you with all other aspects of the conciliation process, including giving advice and making written submissions on your behalf.

Do I need approval to have someone who is not a lawyer assist me at a conference?

No. However, please let us know if you want to have someone who is not a lawyer assist or support you at a conference.



Do I need to be represented or assisted at conciliation?

No. You can participate in conciliation without an assistant or representative. When you are deciding whether or not you need help with conciliation, please consider that you may need to:

- Fill in forms
- Talk to the other party or their representative about your dispute
- Make decisions including whether to make or accept an offer to resolve the dispute
- Prepare for a conciliation conference, including submitting information, documents and requests for medical or other reports

We can provide you with information about the conciliation process but we can't give you advice.

Can I bring a support person to a conference?

Yes. A support person can provide emotional support and reassurance, but they can't speak on your behalf unless the Conciliation Officer agrees. If you are going to bring a support person to the conference, please let us know.

Can my support person interpret for me at a conference?

No. If you need an interpreter, please let us know. We will arrange a professional interpreter for the conference at no cost to you.

How many representatives and/or support persons can I have at a

conference?

To manage the conference, we may limit the number of people that attend, including support people.

Where can I get more information?

For more information:

- See our *Representation and Assistance at Conciliation Policy and Procedure*
- Visit our website www.wic.vic.gov.au
- Call us on (03) 9940 1111 or 1800 635 960

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 أو WIC إذا لم تستطع فهم هذا النموذج، فيرجى الاتصال بـ 131450. اطلب من المترجم الاتصال بـ 99401111 03 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 разумете овај образац, контактирајте 131 450. Замолиште 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.