

## Checklist – Request for Conciliation Form

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### 1. Filling out the form

*Make sure you have provided the following information:*

- Your full name, personal details and contact information
- Do you need an interpreter?  
*Your family and friends cannot interpret for you at the conference. We can arrange a free interpreter to assist you.*
- If so, what language and/or dialect do you need?
- Have you arranged to have an assistance provider at conciliation such as your union, WorkCover Assist or Union Assist?  
*Contact ACCS or see our website for further details.*
- Authorised agent/self-insurer's name (who is handling your claim?)
- Your claim number
- Employer details (name, address, contact number)
- The date of the decision made by the authorised agent/self-insurer (if applicable). This is likely to be the date on the letter.
- The date you received the decision (if applicable) Note: A 60 day time limit applies to lodgement
- Details about why you are applying for conciliation – what are you disputing and what outcome do you desire?

### 2. Attach these documents to the form:

- A copy of the original letter from the authorised agent/self-insurer advising you of the decision (if applicable) – include the entire letter, including “reasons for the decision”.  
*Internal Review and Senior Review notices are not sufficient.*
- If the dispute concerns a failure to respond to a request for compensation you must include a copy of the request that was made to the authorised agent/self-insurer.
- Other documents that may assist in resolving the dispute (medical reports, copies of accounts or receipts, payslips, certificates of capacity).
- Reasons for late lodgement if 60 days have passed since receipt of the authorised agent/self-insurer's decision letter.

### 3. Final step

The worker must personally sign and date the form.

*The worker must sign the request themselves. If the worker cannot personally sign the form, reasons explaining why they cannot sign must be attached.*