



Fact Sheet – Representation

Information for Parties and Representatives

Should you be represented?

You do not need to be represented when appearing at the Commission. If you want to be represented, there are a number of options depending on your circumstances.

These include:

- employer and employee associations and unions;
- a lawyer;
- an industrial agent; and
- a relative or friend.

The Commission does not endorse or recommend the selection of any particular type of representation for parties.

You can choose to be represented at any stage of your application. **If you choose to be represented by any person or group who is not a lawyer** you must file a [Form 11 – Notification of Representative Commencing or Ceasing to Act](#) to confirm that another person is representing you. This form should also be completed if you choose to no longer be represented.

Representing yourself

When you represent yourself at the Commission, you are trying to persuade the Commission that you are right. The following are guidelines for representing yourself in the Commission, including tips for acting, dressing and speaking in a way that helps you with your case.

- When appearing before the Commission dress as neatly as possible.
- How you act is as important as how you look. You must be respectful to everyone in the Commission. This includes the Commission members, staff, the other party involved in your case, witnesses and people in the hallways.
- You must advise the Commission in writing if you change your contact details, to ensure you do not miss out on important communications from the Commission or other party.
- Please let the Commission know well before the date of the hearing or conference if you require any special assistance (such as an interpreter, hearing loop or wheelchair access).
- If your matter has been listed for hearing, you will be sent a Notice of Hearing stating the date and time you must attend. You will not receive any other notice to attend the hearing.
- The Commission has a very busy schedule, so you must be on time. If you are late, your hearing might be adjourned, or the matter might be heard without you there. Make sure you bring all the documents you need for your hearing and that you are fully prepared to present your case.

- Commissioners cannot speak to you about your case except when your case is being heard and when the other party is there. The Commission staff will help you in any way they can with questions such as date your hearing is listed or whether the Commissioner has determined your matter. Staff cannot give you legal advice or recommendations on what you should do. Always be polite to Commissioners and Commission staff and be prepared to provide any information they request.
- When you represent yourself in the Commission, you may like to obtain some legal advice ahead of time to make sure you are doing the right thing. Legal advice includes deciding which option is best for you. Some lawyers or agents provide advice on how to represent yourself and run your own matter.

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.