

The Conference Process
協商會議流程
This video gives you some information about the conference process at the ACT Civil and Administrative Tribunal, known as the ACAT (ACT Civil and Administrative Tribunal).
本視頻向你介紹 ACT 民事與行政審裁處 (ACT Civil and Administrative Tribunal · 或稱 ACAT) 的協商會議流程。
A preliminary conference is a private meeting where the parties discuss how to resolve their dispute with the assistance of an ACAT Member or Registrar.
協商會議是為各方當事人召開的一次非公開初期討論會，目的是在 ACAT 裁判官或常務司法官的協助下，嘗試達成一個解決糾紛的方案。
If your case has been scheduled for a conference, you will receive a written notice from the ACAT. It tells you the date and time of the conference, as well as how you should attend (for example, by telephone).
若案件已在排期等候召開協商會議，你會收到 ACAT 的書面通知。通知信件列明了會議召開的時間與日期，以及你參加會議的方式（如電話等）。
A Member or Registrar of ACAT will convene the conference which usually takes about one hour.
會議將由 ACAT 裁判官或司法常務官主持，通常需要進行約一個小時。
The convenor does not make a decision in the case. Their role is to help you and the other party agree on an outcome.
會議主持人在此階段不會對糾紛案件作出任何結論。他們的職責是協助你與其他當事人就解決問題達成一致意見。
The convenor will explain the process, guide discussions and help the parties identify issues that are in dispute.
主持人會解釋流程並指導討論，協助當事人識別並分清導致糾紛的問題。
The aim of a conference is for the parties to reach an agreement, instead of the ACAT deciding the case at a hearing.

Conference process: video script

Translation into Chinese Traditional

協商會議旨在促成當事人自願達成協定，而不是經過聽證聆訊後由 ACAT 裁判官作出裁決。

If you and the other party reach an agreement, it will be recorded. Orders that give effect to the agreement are enforceable.

若你與對方能夠達成協議，這將正式記錄在案。根據協議作出的各項命令具有法律可執行效力。

Before the conference you should read the paperwork sent to you by the ACAT and anything sent to you by any other parties.

在參加協商會議之前，你應該閱讀 ACAT 以及其他當事人送達給你的所有文件和材料。

Before the conference, you may like to write a summary of what you want to say, so you can refer back to it, if you need to. You could also write a list of the main issues in the dispute.

你或許希望在會議開始之前準備一份書面講話提要，以便需要時參考。此外，你也可以把與糾紛有關的主要問題列出一份清單。

Before the conference, you should think about what outcome you want and your options for resolving the dispute.

你還應該在協商會議之前思考自己期望最後得到什麼結果，以及可以解決糾紛的不同方案。

Remember, the conference is a chance for you and the other party to reach an agreement, instead of the ACAT deciding the case at a hearing.

不要忘記，會議是你與另一方當事人試圖自願達成協議的機會，從而避免由 ACAT 裁判官在聆訊後作出強制裁決。

It is important that you attend the conference. If you do not, orders may be made against you, or your application may be dismissed.

你一定要出席協商會議，這非常重要。你若缺席，裁判官可能作出對你不利的命令，或駁回你的申請。

You can have a support person or a representative at the conference. Your representative may be a lawyer, an agent, a family member or a friend.

你可以有一名支持人員陪同或委任一名代表人共同出席協商會議。律師、代理人、家庭成員或朋友都可以是你的代表人。

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If your case does not resolve at a conference, then the case will be scheduled for a hearing. The conference convener will make orders setting out what each party has to do to prepare their case for the hearing.

若協商無法解決糾紛，則你的案件將擇日聆訊審理。協商會議主持人屆時會發佈命令，規定各方當事人必須完成的事務，準備進入聆訊環節。

If you need legal assistance prior to your conference there is a list of providers on our website which may be able to assist you - www.acat.act.gov.au.

你在協商會議前若需要法律指導，我們的網站上有法律服務人員名單，查詢可訪問 www.acat.act.gov.au

Every situation is different, and what happens may not occur exactly as shown in the video.

沒有兩個案件是一模一樣的。視頻中描述的情景可能與實際情況有所不同。