



QIRC Matter No:	/	/
Industrial Magistrates Court Matter No:	/	/
Industrial Magistrates Court Location:		

Form 96 – Memorandum of Agreement of Settlement Conference



*Industrial Relations Act 2016, sections 506 and 989
Fair Work Act 2009 (C'wlth), Chapter 4, Part 4-1
Industrial Relations (Tribunals) Rules 2011, Part 3B, Division 5, r 123X*

Applicant/Claimant:	
v	
Respondent/Defendant:	

I, _____, Industrial Commissioner/Industrial Magistrate/Registrar, certify that:
[insert full name]

1. _____ and _____ have participated in a settlement conference before me on _____ and the matter has settled.

The terms of their agreement are as follows:

OR

_____ and _____ have participated in a settlement conference before me on _____

The _____ are as follows:

2. The following Orders have been made:

3. A copy of this Memorandum will be attached to the file.

Signature of Industrial Commissioner/Industrial Magistrate/Registrar	
Signature:	
Name:	
Title:	
Date:	

Signature of Applicant/Complainant or representative	
Signature:	
Name:	
Date:	

Signature of Respondent/Defendant or representative	
Signature:	
Name:	
Date:	

This Memorandum of Agreement is to be attached to the file in the way
the Commission/Industrial Magistrates Court directs