

- 3.5 If the applicant requires condonation because he or she did not attend a conciliation meeting scheduled by the Council, the applicant must give reasons for failing to attend.
- 3.6 The other parties to the dispute must reply to the application within fourteen (14) calendar days of receiving it. This reply must also include a signed statement, which is to be served on the applicant and filed with the Council.
- 3.7 The applicant may reply to the other party's response within seven (7) calendar days of receiving it. The applicant must serve the reply on the other parties to the dispute and then file it with the Council.
- 3.8 The Conciliator must consider the application and any representations of the parties must grant condonation to the applicant if there are good grounds for doing so. The Conciliator must consider the following:
 - 3.8.1 The degree of lateness: If the referral is only a few days late, this may weigh in favour of condonation.
 - 3.8.2 The degree of fault of the referring party of his/her authorised representative. If the referral was late owing to a circumstance beyond the control of the applicant, this may weigh in favour of condonation.
 - 3.8.3 The reasonableness of the explanation: If the explanation is improbable, this should weigh against condonation.
 - 3.8.4 Prejudice to the other parties to the dispute.
 - 3.8.5 Prospects of success.

4. **Province in which dispute is conciliated:**

- 4.1 A dispute should be conciliated in the province in which the dispute arose.
- 4.2 The Council may arrange for conciliation to be held telephonically if in its opinion the circumstances justify this and it is practical to do so.