



Industrial Magistrates Court of Western Australia

COVID-19 Special Procedures Note – Update 29 June 2020

Introduction

1. The Industrial Magistrates Court is closely monitoring the ongoing advice provided by the Australian Department of Health regarding COVID-19. We are committed to providing a safe environment for those persons coming to our premises, staff and Industrial Magistrates.
2. In view of the easing of COVID-19 restrictions, from 1 July 2020 all trials and pre-trial conferences will proceed in hearing rooms and conference rooms with parties attending in person, subject to the direction of the presiding Industrial Magistrate. This applies to existing matters as well as future matters before the Commission. If you have a current matter before the Industrial Magistrates Court, you will be advised of any change to your listing as soon as practicable.
3. Trials and pre-trial conferences will be conducted in accordance with COVID-19 social distancing arrangements issued by the Government.
4. **We ask that anyone who is feeling unwell or is at risk, according to official advice, does not attempt to attend our premises.**

Registry operations

5. The Industrial Magistrates Court Registry counter will return to normal services from 1 July 2020. This means that public access will now be available, and applications, submissions and other documents will be received in person for filing.

Signing of documents, declarations and affidavits

6. Procedures for the signing of documents, and the making of declarations and affidavits under the *Industrial Magistrates Courts (General Jurisdiction) Regulations 2005* will return to normal from 1 July 2020.

Personal service of documents

7. Procedures for the personal service of a summons under the *Industrial Relations Commission Regulations 2005* will return to normal from 1 July 2020.

A handwritten signature in black ink, appearing to read 'D. J. Gashen'.

Clerk of the Court

29 June 2020