



Appearing at the Commission: COVID-19 Information for Parties and Representatives

The Western Australian Industrial Relations Commission is closely monitoring the 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 Commissioners.

Subject to any directions by a Commissioner, hearings and conciliation conferences will be conducted in person and in accordance with COVID-19 public health measures issued by the Government.

General information

- **We ask that anyone who is feeling unwell or is at risk, according to official advice, does not attempt to attend our premises. They should follow health advice.**
- Please contact the Commission if you have any difficulty in attending in person. All requests will be considered on a case by case basis.

Collection of details for proof of vaccination status and contact tracing purposes

All persons entering the Commission's premises for a conciliation conference or a hearing will no longer be required to provide proof of vaccination status or to sign in using the QR code or paper-based system on entry.

Masks

Subject to the directions of a presiding Commissioner at a conciliation conference or a hearing, all persons attending the Commission's premises will no longer be required to wear masks. However, those persons who wish to continue to wear masks are free to do so.

Exchange of documents

Subject to any directions a presiding Commissioner may make in a particular case, any documents that you may want to tender as evidence or provide to the Commission, other parties or witnesses must be electronically provided to the Commission at least 48 hours prior to appearing at the Commission. If documentation is not provided in advance, the Commission may be unable to consider it and your matter may be adjourned to another date.

During a hearing or a conciliation conference, the Commission may permit parties to use their mobile telephone, tablet, or computer to send documents to the Commissioner's Associate who will then provide it to the Commissioner. The Commission may also permit parties to use their mobile telephone, tablet, or computer to view documents sent to them by the presiding Commissioner's Associate during a hearing or a conciliation conference. If permission is granted to a party to use a mobile telephone, tablet or computer during a hearing or a

conciliation conference, please ensure it is operated in silent mode. Please also see [Practice Note 11 of 2021 Electronic devices in hearing rooms](#).

Further information

- [Please see the Commission's website for more information.](#)