



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 conferences will be conducted in person and in accordance with COVID-19 social distancing arrangements issued by the Government. This document prescribes instructions for appearing before the Commission to ensure appropriate social distancing.

General information

- While the Commission is open to the public, it is recommended that only representatives, parties, their support person (if applicable) and witnesses attend the Commission. Other members of the public are requested not to attend.
- **We ask that anyone who is feeling unwell or is at risk, according to official advice, does not attempt to attend our premises.**
- Please contact the Commission if you have any difficulty in attending in person, all requests will be considered on a case by case basis.

Exchange of documents

Subject to any directions a 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 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 Commissioner's Associate during a hearing or a conference. If permission is granted to a party to use a mobile telephone, tablet or computer during a hearing or a conference, please ensure it is operated in silent mode.

Collection of details for contact tracing purposes

The *Emergency Management Act 2005* (WA), requires that the Commission maintain a contact register. When attending the Commission's premises, you will be required to check-in using the [SafeWA app](#) or a paper-based register. QR codes are located on level 17 in the Commission's Registry and on level 18 in the lift lobby and outside each hearing and conference room.

Conference rooms

The Commission's conference rooms have a maximum capacity of between 6 and 8 people to ensure appropriate social distancing. This means there may be limitations on how many people you can bring to your conference. **Please contact the Commission as a matter of urgency if you require more than 2 people to represent your party at a conference.**

Further information

- [The COVID-19 Special Procedures Note - 7 February 2021 can be read here.](#)
- [The COVID-19 Special Procedures Note - Update 14 February 2021 can be read here.](#)