



Rules & Protocols for a Virtual Court Hearing

Pre-Hearing

- Prior to the hearing, please ensure that you have received an email invite to join the hearing from the relevant Court Secretary directly or via your representative so that you are ready to join the hearing in good time on the appointed day.
- Please ensure that you have familiarised yourself with the technical functionality of the Virtual Court Hearing platform and can operate the basic functions such as ‘muting’ and ‘unmuting’ your microphone.
- Ensure that you have access to all written submissions and other written documentation (appendices, copies of legal authorities, etc.) for use during the hearing.
- Please join the hearing **at least 15 minutes** prior to the scheduled start time. When you join the hearing, the Court Secretary will be available to liaise with you and assist with regard to Virtual Court Hearing protocols and basic technical matters, such as the operation of the microphone and camera.
- At the scheduled start time, the Court Secretary will bring the Members of the Court in to the Virtual Court Hearing.

At the Commencement of the Hearing

- The Court Secretary will announce the hearing and confirm the attendees for the Worker side and the Employer side.
- The Chairman will speak next and will ask parties to state their name and position, and role at the hearing.
- The Chairman will confirm with both sides that they have access to all written submissions and documentation required for the hearing;
- The Chairman will outline the rules and protocols to be followed during the Virtual Court Hearing.
- The Chairman will confirm that recording facilities or recording devices for the purpose of recording or making a transcript of the hearing is prohibited.
- The Chairman will announce the commencement of the hearing proper at that point.

During the Hearing

- The Chairman will control the verbal contributions of the participants during the hearing, such that any and all verbal contributions and interjections are subject to the invitation of the Chairman at all times.
- Participants must refrain from speaking uninvited and avoid speaking over each other so as to ensure the efficient and smooth running of the Virtual Court Hearing.
- Should you wish to speak uninvited you should use the ‘raise hand’ function on Webex to signal to the Chairman that you wish to interject and then wait for the Chairman to invite your contribution.
- Microphones of all participants must remain on ‘mute’ at all times and should only be unmuted when invited to speak by the Chairman.
- The Chairman may invite the reading of submissions or submissions may be taken as read and will then invite the relevant participants to comment on each other’s submissions in turn. The Chairman will then invite questions from each Court Member.
- The use of the ‘share content’ function on Webex for displaying a document on screen, viewable by all participants at the hearing, is only to be used at the instigation of the Chairman, who will invite the Court Secretary to operate and control that document-sharing function. Uninvited sharing of documents is strictly prohibited.

- During a hearing, private communications on a discreet basis is permitted between a participant and their representative or attending/accompanying party. This is permitted at a participant's discretion provided such communication does not interfere with the smooth operation of the hearing. The method of private off-line communication during a hearing is the responsibility of the party but may include the Webex individual chat facility or other text messaging methods.
- The Chairman will reasonably permit requests for short adjournments to facilitate a participant in consulting with their representative or attending/accompanying party via an appropriate off-line communications method of their choosing including by telephone.

Closure of the Hearing

- The Chairman may invite final comments/contributions/sum-ups from participants/representatives.
- The Chairman will announce the formal closure of the hearing, at which point the Virtual Court Hearing will end and the Court Members will exit from the Virtual Courtroom.
- Participants will then have a final opportunity to liaise with the Court Secretary on any outstanding administrative matters arising from the hearing before exiting from the Virtual Courtroom.