

PRACTICE DIRECTION NUMBER 3 OF 2021

INDUSTRIAL REGISTRAR

ELECTRONIC FILING AND HARD COPIES OF DOCUMENTS

1. This Practice Direction applies to all documents sought to be filed with the Industrial Registry.
2. This Practice Direction must be complied with. However, the Industrial Registrar may, in appropriate circumstances, waive compliance with this Practice Direction. The Industrial Registrar may also stipulate other requirements for the filing of documents in addition to those contained in the *Industrial Relations (Tribunals) Rules 2011*.

3. In this Practice Direction:

electronically file—means to file by electronic or computer-based means.

hard copy—means the original or printed version of a document.

hyperlink—means an icon, graphic or text that links to another file or object.

page—means a page conforming to rule 13 of the *Industrial Relations (Tribunal) Rules 2011*.

reported case—means a written decision or order of a court or tribunal.

soft copy—means a document in a non-printed format, electronic or computer-based format (e.g. word format, PDF format, Excel spreadsheet, image format).

4. A person may only electronically file a soft copy of a document with the Industrial Registry that is 30 pages or fewer in length.
5. If a soft copy of the document which a person seeks to electronically file is more than 30 pages, then the document will not be accepted for filing until a hard copy of the document is supplied to the Industrial Registry.
6. It is the responsibility of a party to ensure that any document filed with the Industrial Registry is collated correctly and in its final form.

7. Documents over 30 pages filed with the Industrial Registry will not be accepted for filing unless it is in the final, collated form.
8. If a person seeks to electronically file more than one document at a time, or within a short period of time, and the combined length of the documents is more than 30 pages, then the documents will not be accepted for filing until a hard copy of each document is supplied to the Industrial Registry.
9. If a person is required to file a hard copy of a document as a consequence of 2 or 3 above, then the document will only be filed upon receipt of the hard copy by the Industrial Registry.
10. An electronically filed document **must not** contain a hyperlink.
11. If a person wishes to file electronic copies of reported cases to which they refer to in written submissions that have been filed, then the reported cases can be included in an electronic file, filed separately with the soft or hard copy filed written submissions.
12. Such an electronic file containing reported cases must:
 - (a) include a contents page of the reported cases, with the citations of the reported cases in the form required by Practice Direction Number 6 of 2021; and
 - (b) include an electronic version of the authorised report of the reported cases or, at least, an electronic version of the medium neutral source of reported cases.
13. Hard copies of reported cases, to which a party refers to in written submissions, will not be accepted for filing, unless otherwise directed by the Court, Commission or Industrial Registrar.
14. A document will only form part of the file once it is accepted for filing.
15. This Practice Direction will commence operation immediately.

M.P. Shelley
Industrial Registrar
5 April 2023