

PRACTICE DIRECTION NUMBER 5 OF 2023

INDUSTRIAL COURT OF QUEENSLAND QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

PRONUNCIATION OF NAMES AND PREFERRED FORMS OF ADDRESS

1. This Practice Direction applies to all proceedings in the Industrial Court of Queensland (Court) or Queensland Industrial Relations Commission (Commission).
2. Recognising that the correct pronunciation of names and use of preferred forms of address is a matter of respect, the Court or Commission seeks to facilitate a simple process by which representatives and self-represented litigants can provide, and the Court or Commission can seek, guidance and clarification of these matters.

Responsibility of Legal Practitioners

3. Where reasonably practicable prior to any hearing, a representative should consider whether any names associated with the matter may be difficult to pronounce and provide the Court or Commission with the correct phonetic pronunciation for those names. This includes, but is not limited to, the representative, parties, witnesses, interpreters, and entities.
4. Representatives may also wish to provide the Court or Commission with information as to the appropriate gender pronouns and title of any party, witness or other participant in the hearing who wants that information to be provided.
5. The preferred method for the provision of such information is by email from the representative to the Industrial Registry for the Member hearing the matter or provided in writing to the Industrial Registry prior to the commencement of the hearing or appeal. If a matter is before the Full Bench, then any email or written information should be provided to the Industrial Registry for the Associate to the presiding Member.
6. If appropriate, representatives may provide guidance as to these matters when announcing appearances at the commencement of a hearing or appeal.

Self-Represented Litigants

7. Prior to a hearing, a self-represented litigant should, where possible, provide the Court or Commission with the correct pronunciation of their name. They may, if they wish to do so, inform the Court or Commission of their preferred gender pronoun and title (Mr, Ms, Mrs, Mx etc). This may be done by email to the Industrial Registry for the Associate to the Member hearing the matter, in written submissions or provided in writing to the Industrial Registry for the Associate prior to the commencement of the hearing or appeal.

If a matter is before the Full Bench, then any email or written information should be provided to the Industrial Registry for the Associate to the presiding Member.

8. If appropriate, the self-represented litigant may provide guidance as to these matters when announcing appearances at the commencement of a hearing or appeal.

Clarification by the Court

9. Should the Court or Commission wish to clarify the correct pronunciation of any name or the appropriate form of address to be used before or during the proceedings, an Associate may contact the parties through their representatives, or directly if the party is self-represented. A Member may also seek clarification during the proceedings.
10. Recognising that the purpose of this Practice Direction is a matter of respect, representatives and parties should not expect the Court or Commission to adopt or use any form of address for a party that is not considered by the Court or Commission to be an appropriate form of address.

P. Davis
President
5 April 2023