

Supreme Court of Queensland
Protocol
Applications for Judicial Review – Parole Board Queensland

1. This Protocol applies to any application made by a prisoner under s 22(2) of the *Judicial Review Act 1991* for a statutory order of review of a failure by the Parole Board Queensland (the Parole Board) to decide a prisoner’s parole application within the period fixed by s 193(3) of the *Corrective Services Act 2006* (the application). The Protocol applies to applications filed in the Brisbane Registry only.

2. The Protocol is as follows:
 - (a) On filing, the application will be given an appointment for an initial directions hearing before a Judge¹ on the earliest practicable date which is not less than seven (7) business days from when it is filed.
 - (b) Within one (1) business day of the application being filed (together with payment of the filing fee) and given a date for an initial directions hearing the Registry will provide a copy of the application, and any supporting material filed with it, to the Parole Board, by email sent to PBQLegalServices@pbq.qld.gov.au.
 - (c) Within three (3) business days of receiving the email attaching a copy of the application and any supporting material the Parole Board will:
 - (i) inform the prisoner of the date by which the Parole Board expects to consider the prisoner’s application for parole; and
 - (ii) provide to the prisoner and the Registry a proposal for orders or directions to be made at the initial directions hearing.
 - (d) At the initial directions hearing or any adjourned date for the directions hearing, the prisoner is to appear by video-link, unless otherwise ordered by a Judge or a consent order is made before the hearing.
 - (e) Subject to any contrary order of a Judge, the initial directions hearing and any adjourned directions hearing will be listed for 15 minutes.
 - (f) Any request for a consent order, consent adjournment or notice of discontinuance to be filed must be provided to the Registry by no later than 4.00 pm the day before the directions hearing, failing which the application will remain listed unless otherwise ordered by a Judge.
 - (g) Any notification to the Registry is to be made by email to ApnManager@justice.qld.gov.au.
 - (h) To assist with the efficient management of directions hearings set down under this Protocol, pro forma drafts of orders that might be made are attached.

3. This Protocol will apply from 5 October 2021 until further notice.

Justice Bowskill
Senior Judge Administrator
24 September 2021

¹ See *Uniform Civil Procedure Rules 1999*, rr 566 and 571 and Form 56.

SUPREME COURT OF QUEENSLAND

REGISTRY:

NUMBER:

Applicant *(insert name)*

AND

Respondent PAROLE BOARD QUEENSLAND

ORDER

Before: Justice

Date: [date of initial directions hearing]

Basis of judgment: Judgment at directions hearing of application for a statutory order of review

THE JUDGMENT OF THE COURT IS THAT:

1. The respondent meet and consider the applicant's application for parole on [meeting date].
2. The respondent must notify the applicant and the Registry of the respondent's decision upon the application for parole (including any preliminary decision) by [within 5 days of the meeting date].
3. This directions hearing is adjourned to [7 days after the meeting date or as soon thereafter when a 15 minute slot is available in accordance with the protocol].
4. The respondent pay the applicant's costs of the proceeding to date fixed at [\$ amount].

Signed: *(Registrar to sign and seal)*

ORDER

Name:
Address:

Phone No:
Fax No:
Email:

SUPREME COURT OF QUEENSLAND

REGISTRY:

NUMBER:

Applicant *(insert name)*

AND

Respondent PAROLE BOARD QUEENSLAND

ORDER

Before: Justice

Date: [date]

Basis of order: Order at directions hearing of application for a statutory order of review

THE ORDER OF THE COURT IS THAT:

1. This directions hearing is adjourned to [date] (adjourned date).
2. At least [number] days before the adjourned date the respondent must provide the following information to the applicant in writing:
 - (a) [identify information]
3. The respondent pay the applicant's costs of the proceeding to date fixed at [\$ amount].

Signed: *(Registrar to sign and seal)*

ORDER

Name:
Address:

Phone No:
Fax No:
Email: