

# PROTOCOL FOR SCHEDULING CONFERENCES 2012

From 5 March, 2012, a conferencing schedule/calendar program will be in place.

Conferences will not be listed on Fridays, without prior arrangement.

Two conferences will be listed per day per convenor:

10:00am

1:30pm

(If multiple parties exist, times will be adjusted accordingly)

Convenors will visit the following courts in person:

<b>Fortnightly / Monthly</b>	<b>Brisbane Courts (see calendar)</b>
Ipswich Magistrates Court	Richlands Magistrates Court
Beenleigh Magistrates Court	Holland Park Magistrates Court
Brisbane Childrens Court	Wynnum Magistrates Court
Southport Magistrates Court	Cleveland Magistrates Court
Toowoomba Magistrates Court	Beaudesert Magistrates Court
	Redcliffe Magistrates Court
	Pine Rivers Magistrates Court
	Caboolture Magistrates Court

If a convenor is unable to attend in person, when a Court Ordered Conference (COC) is scheduled for the courthouses listed below, the Registry is to scan and email a copy of the Application and the most recent Case Plan (and Social Assessment Report – if applicable) to the Child Protection Conference Unit Mailbox - CPCU Mailbox.

A convenor will travel in person to Cairns, Townsville or Rockhampton, unless there are less than 4 conferences scheduled. In that case, the convenor will organise either videolink or telephone conferencing.

Convenors will visit the following regions (to conduct the conference at the major court in that region) in person or video link (where available):

<b>Every 6 weeks</b>
Cairns Magistrates Court – Far North Qld
Townsville Magistrates Court – North Qld
Rockhampton Magistrates Court – Central Qld

**Other centres:** Of those centres which are visited on an ad-hoc basis, a convenor will be made available to conference when a request is made. In these cases, the conference will be via telephone or videolink.

<b>"Other" – when requested, on an ad-hoc basis</b>
Sunshine Coast
Wide Bay – Burnett
Western Queensland
Far Western Queensland

**Legend:**

**Cairns Magistrates Court – includes but is not limited to, the following cities or towns:**

Cooktown  
The Cape  
Torres Strait  
Atherton  
Mareeba  
Cairns  
Innisfail  
Weipa

**Townsville Magistrates Court – includes but is not limited to, the following cities or towns:**

Ingham  
Townsville  
Ayr  
Charters Towers

**Rockhampton Magistrates Court – includes, but is not limited to, the following cities or towns:**

Mackay  
Emerald  
Rockhampton  
Biloela  
Gladstone  
Bowen

**Wide Bay – Burnett Region – ("Other" in the Calendar) – includes, but is not limited to, the following cities or towns:**

Maryborough  
Bundaberg  
Hervey Bay  
Kingaroy  
Murgon  
Nanango  
Gympie

Sunshine Coast Region – (“Other” in the Calendar) – includes, but is not limited to, the following cities or towns:

Nambour  
Caloundra  
Maroochydore  
Noosa

Western Queensland – (“Other” in the Calendar) - includes, but is not limited to, the following cities or towns:

Miles  
Roma  
St George  
Cunnamulla  
Longreach  
Roma

Toowoomba Magistrates Court – includes, but is not limited to, the following cities or towns:

Toowoomba  
Warwick  
Stanthorpe  
Chinchilla  
Dalby  
Goondiwindi

Far Western Queensland - (“Other” in the Calendar) – includes, but is not limited to, the following cities or towns:

Mt Isa  
Gulf

#### **PROTOCOL TO SCHEDULE A MATTER FOR The Department of Child Safety:**

The Department of Child Safety (the Department) may make a request for a date **PRIOR** to a matter being mentioned through the CPCU mailbox. The Court Coordinator **MUST** include the legal parties (separate representative (if any) and any other legal representative) for the matter in the email. Those parties must use the **REPLY ALL** function to advise their availability. A convenor will reply to all parties as to that request by close of business on the day of request.

The Department will be provided with a copy of the calendar, via the Internet, in order to assist with scheduling COC's.

If a request is made for a conference **WITHOUT** a future date (for example: on the first mention date), the Court Coordinator is to again email **ALL** parties with a request, the Conferencing Unit will reply to **ALL** parties the date and time of the proposed conference. Once confirmation is received by all parties, the Conference Convenor will email the Registry to send notices. To minimise delay, parties must respond to the request by Child Safety within 2 working days.

The Unit is presently undertaking a project to improve the COC model. While in transition, it is the intention of the CPCU to maintain a high standard of scheduling of Child Protection Conference matters.

#### **PROTOCOL TO SCHEDULE A MATTER FOR Magistrates Court Staff:**

All registries will receive a copy of the COC Scheduling Calendar for 2012.

The major registries will receive 'read only' access to the Calendar. The access to the Calendar will be given to the Registrar (or designated officer). The Registrar will then know when a Convenor is visiting their region. To that end, no other region will be able to schedule matters.

The major registries are:

Brisbane  
Ipswich  
Southport  
Beenleigh  
Toowoomba  
Cairns  
Townsville  
Rockhampton

Once a date has been confirmed via the COC Scheduling Calendar, an email is to be sent to the CPCU mailbox to confirm the COC. A convenor will endeavour to reply to that email within 1 (ONE) hour of request, otherwise the reply will be by close of business on that date.

Once confirmation is received, the Depositions Clerk should email the Notice of Court Ordered Conference to the CPCU mailbox and send to the parties.

Each Friday before, a member of the Conference Team will email the calendar for the next week to those registries where a conference is scheduled. The calendar will be emailed to the Courthouse Generic email address. Registrars (or the designated officer who has access to the COC Calendar) should then supply a copy of the email to the resident security officer (if applicable).

#### **PROTOCOL TO SCHEDULE A MATTER FOR Separate Representatives / Legal Practitioners**

See the Protocol for the Department of Child Safety.