

ALTERNATIVE DISPUTE RESOLUTION CONFERENCE PRACTICES

(from 30 March 2020)

The Planning and Environment Court wishes to ensure that ADR conferences take place in a manner protective of the health and safety of all participants.

These new practices are designed to assist in the management of risks associated with COVID-19, in particular to avoid the need for any physical attendance at an ADR conference.

The following will apply from Monday 30 March 2020, until further notice:

1. All ADR conferences, including case management conferences and chaired joint expert meetings, should be conducted by teleconference or video conference, except in exceptional circumstances in which attendance in person has been authorised in advance by the ADR Registrar.
2. The parties must confirm as early as possible, but no less than three business days prior to the scheduled conference, how many people will be participating in the conference and whether they wish to attend by telephone or video conference.

The ADR Registrar will contact the parties regarding the arrangements required to appear by telephone or video conference.

3. Submissions to appear in person must be sent to the ADR Registrar as early as possible, but no later than three business days prior to the date of the scheduled conference. Late submissions will not be considered.

The submission should explain in sufficient detail why the ADR conference cannot practicably be dealt with by telephone or video conference. The decision to allow attendance in person is at the discretion of the ADR Registrar.

4. In the exceptional circumstance in which personal appearance has been authorised, that person shall, before being admitted to the conference room, provide full written details of their name, address, and contact telephone number and written confirmation that the person:
 - a. has not been diagnosed with COVID-19;
 - b. is not presently awaiting the results of a COVID-19 test;
 - c. has not been in close contact with another who has COVID-19 such as to require the person to self-quarantine (in accordance with Queensland Government guidelines and recommendations);
 - d. is not suffering of any of the symptoms of COVID-19; and

- e. has not returned from overseas or interstate, or been in contact with someone who has returned from overseas or interstate, within the preceding 14 days.

Recommended social distancing practices will be employed in the conference room and attendees will be required to bring their own water.

- 5. All ADR conference briefs are to be sent to the ADR Registrar by email as a pdf, zip file or external download link. A paper or usb brief will no longer be accepted.

Parties are reminded that if they cancel or delay conferences that have been booked in accordance with a court order that they will need to make an application to vary that order.

The Planning and Environment Court will continue to adapt to the changing circumstances and thanks all parties and practitioners for their cooperation.

Steve Adams

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