

PRACTICE NOTE NUMBER 1 OF 2017

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

GENERAL PROTECTIONS

This Practice Note applies where an application is made under section 309 of the *Industrial Relations Act 2016*.

This Practice Note must be complied with prior to the holding of a section 312 conciliation conference. However, the Member of the Queensland Industrial Relations Commission to whom the matter is allocated may dispense with the requirement that the parties comply with this Practice Note if the Member deems it appropriate.

1. An application under section 309 is made using Form 2. Form 2 is filed with the Industrial Registry. The completed and filed Form 2 becomes 'the Application.'
2. The Application is forwarded to the respondent along with this Practice Note by the Industrial Registry.
3. Upon receipt of the Application the respondent must, within three (3) business days, file with the Industrial Registry and provide to the applicant a response to the Application which details:
 - a. whether the remedy sought is opposed; and
 - b. whether the material facts relied upon in the Application are accepted.
4. If the remedy sought in the Application is opposed, or a material fact is not accepted, then the respondent must also state in their response, as appropriate:
 - a. why the remedy sought is opposed; and
 - b. the material facts on which the respondent relies.

D. L. O'Connor
Deputy President
24 March 2017