

CITATION: *Digitally Recorded Proceedings: Means of identifying proceeding, those appearing and witnesses - (PN2 of 2014) - Practice Note*
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QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

DIGITALLY RECORDED PROCEEDINGS: MEANS OF IDENTIFYING PROCEEDING, THOSE APPEARING AND WITNESSES

(No. PN2 of 2014)

PRACTICE NOTE

Digital recording of Queensland Industrial Relations Commission proceedings is now being undertaken by Auscript Australasia Pty Limited (Auscript).

The system being used does not require the physical presence within the hearing room of any Auscript personnel and so measures must be taken to ensure the sufficient identification of:

- (a) the proceeding being recorded;
- (b) the legal representatives appearing, the representatives of industrial organisations appearing, agents appearing or parties appearing in person; and
- (c) the names of the witnesses giving evidence.

To that end, the following requirements must now be met.

List of Witnesses

1. When a party (or a person given leave to appear and be heard) intends to call one or more witnesses to give oral evidence at a hearing, that party (or the person given leave to appear and be heard) must deliver to Auscript a list of those witnesses (witness list), in accordance with paragraph 2, by 4.30 pm on the day before the commencement of the hearing. Where a party (or a person given leave to appear and be heard) becomes aware that persons in addition to those on the witness list may need to be called, then an amended witness list must be sent in accordance with paragraph 2 as soon as possible.
2. The witness list must contain the following information:
 - (a) the full title of the hearing;
 - (b) the case number of the hearing;
 - (c) the commencement date of the hearing and the time of the hearing;
 - (d) the name of the presiding Member; and
 - (e) the full names of the witnesses intended to be called.

3. The witness list must be delivered to Auscript by e-mailing the list to monitoring@auscript.com.au. The message line in the e-mail must contain the name of the hearing.

Announcing a proceeding

4. In all proceedings (except Callover) the Associate to the Member will announce the title of the proceeding in sufficient detail to identify the proceeding - by naming the parties and specifying the file number.

Announcing appearances

5. Except at Callover, a party (or a person given leave to appear and be heard) appearing in a proceeding, whether a legal representative, a representative or an industrial organisation, an agent or a person appearing without representation, will at the outset state:
 - (a) his or her surname and initials (spelling the surname);
 - (b) the professional capacity, if any, in which he or she appears;
 - (c) the party or parties (or a person given leave to appear and be heard) whom he or she represents, if that be the case. The name should be the full correct legal entity or the registered name of the industrial organisation; and
 - (d) the name of the instructing solicitor, or the solicitor with whom the person is connected, or the name of the person who is directly instructing as the case may be.

Calling witnesses

6. When a witness is called to give evidence, the person calling the witness will spell the given name and surname of the witness.

Commencement

7. This Practice Note takes effect from 3 March 2014

Dated this third day of March 2014

D.M. LINNANE
Vice President

Operative Date: 3 March 2014

Practice Note – Digitally Recorded Proceedings in the Queensland Industrial Relations Commission: Means of identifying proceeding, those appearing and witnesses