

Queensland Civil and Administrative Tribunal

Reserved Decisions Policy

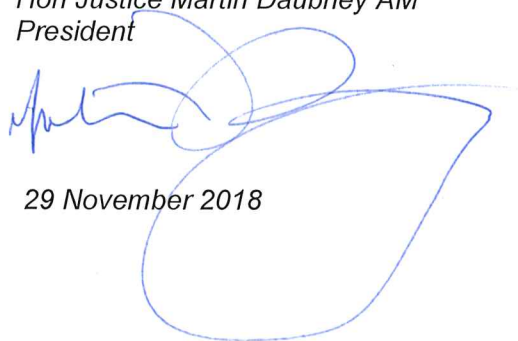
This is QCAT's policy concerning reserved decisions. This document also explains how a party may enquire about the progress of a reserved decision.

1. QCAT decision makers endeavour to deliver decisions (with reasons) within three (3) months of each decision being reserved.
2. A decision is taken to be reserved on the final day of hearing, unless any party is granted leave to provide written submissions, in which case the decision will be taken to be reserved upon receipt of the last of the written submissions.
3. However, each matter is different and needs to be considered on its own merits. Complex matters may require more than three months for the preparation of reasons and delivery of decisions. If, at the time of reserving a decision, a QCAT decision maker is aware that it is likely that the decision (with reasons) will not be delivered within three months, the decision maker should advise the parties of the likely date of delivery.
4. The President of QCAT monitors progress of reserved decisions.
5. A party, or the party's legal representative, is entitled to enquire about the progress of a reserved decision by the following processes:
 - a. **If a party is self-represented**, the party may make enquiry by email addressed to the President at QCAT.JudicialExecutiveAssistant@justice.qld.gov.au or by ordinary post addressed to the President of QCAT at 259 Queen Street, Brisbane 4000. The correspondence should identify the matter name, the file number, the identity of the decision maker and the date on which the decision was reserved. The President will make enquiries of the decision maker without disclosing the identity of the party making the enquiry, and will then provide a written response to the enquiry.
 - b. **A legal practitioner** may make enquiry on behalf of their client by addressing such enquiry to the President of the Bar Association of Queensland or the President of the Queensland Law Society (as appropriate), who will in turn make the relevant enquiries with the President of the Tribunal. The enquiry should identify the matter name, the file number, the identity of the decision maker and the date on which the decision was reserved. The decision maker will not be informed of the identity of the party making the enquiry, and the

Queensland Law Society and the Bar Association of Queensland should refrain from disclosing the particular party's identity when making the enquiry at the request of the legal practitioner.

Such an enquiry should normally not be made before the expiration of three months from the date of the decision being reserved or the date advised by the decision maker as the likely date of delivery under para 3 of this policy, as appropriate.

*Hon Justice Martin Daubney AM
President*



29 November 2018