

DRAFT SAMPLE DIRECTIONS

Case number: ABC-123
Applicant: Mr Thomas Smith
Respondent: XYZ Construction Pty Ltd

Before: Member XXXX
Date: 10 December 2021
Proceeding type: On papers hearing
Initiating document: Application to review a decision

THE TRIBUNAL DIRECTS THAT:

- Mr Thomas Smith must give a copy of the application to review a decision to XYZ Construction Pty Ltd; by:
4:00pm on XXXX
- XYZ Construction Pty Ltd must file in the Tribunal two (2) copies and give one (1) copy to Mr Thomas Smith:
An indexed and page numbered bundle in date or other logical order of the documents and other material in its possession or under its control that may be relevant to the Tribunal's review of the decision, by:
4:00pm on XXXX
- Mr Thomas Smith must file in the Tribunal two (2) copies and give to XYZ Construction Pty Ltd one (1) copy of all material upon which he intends to rely at the hearing. The material must:
 - contain statements of all witnesses;
 - each witness statement must have attached to it all relevant documents with an explanation in the statement as to how they are relevant; and
 - all attachments must be page numbered and must be referred to in the statements;
by:
4:00pm on XXXX
- The application is listed for a Compulsory Conference in **Brisbane** at **XXXX** on **XXXX**.
- The application is listed for a Directions Hearing in **Brisbane** at **XXXX** on **XXXX**.

Signed

Member XXXX
Queensland Civil and Administrative Tribunal