

# REAL ESTATE AGENTS DISCIPLINARY TRIBUNAL

## PRACTICE NOTE NO. 2

Effective: 15 February 2010

### 1. Issues and Setting-Down Conferences

1.1. Before the Tribunal hears and determines any matter, the Chairperson of the Tribunal may at his or her discretion convene a conference of the parties or counsel representing the parties, to discuss all or any of the following:

- Ensure that all issues to be considered relating to the proceeding are identified
- Ensure that the parties understand what they are required to do, in order for the matter to proceed to a hearing at the earliest possible time
- Confirm the parties' details, including those of their legal or other representatives
- Ensure the provision and exchange of relevant documents by the parties, where applicable
- Time-table the hearing and any procedural matters including discovery, witness statements, preparation of a chronology and trial bundle etc, as the case may require
- Ascertain who may be giving evidence and be available for cross-examination, and whether any witness summons may be sought
- Ascertain whether interpreters or other assistance may be required
- Deal with any other procedural issue identified at the conference

2. All parties to the matter are required to attend, either in person or by counsel, all conferences with the Chairperson of the Tribunal. Where this is not practicable, by teleconference or video link at the discretion of the Chairperson.

3. The Tribunal has a strict policy regarding adjourning Issues and Setting Down conferences. Whilst a party or their counsel may file a request for an adjournment, this will only be adjourned in special circumstances.

**Judge M F Hobbs**

Chairman Real Estate Agents Disciplinary Tribunals