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**INFORMATION SHEET 4 – Conduct of Parties**

* 1. The Tribunal has a range of requirements and expectations of parties who appear before the RPS of TASCAT.

**COMPLIANCE WITH PRACTICE DIRECTIONS AND PROCEDURAL REQUIREMENTS:**

* 1. The Tribunal will actively case manage its proceedings. The Tribunal has a statutory time frame of 90 days within which it must resolve proceedings (see Schedule 2, Part 8, Clause 9(1) of the Tasmanian Civil and Administrative Tribunal Act 2020). It will monitor compliance with directions it has issued and if a party fails to comply with directions then the Tribunal may have to issue orders or listings to address the failure. If a party cannot comply with a direction of the Tribunal they must notify the Tribunal and make the necessary application to seek a change to the direction.
	2. A failure to comply with directions of the Tribunal can have serious consequences including dismissal from proceedings or an order for costs if other parties have incurred costs due to the failure to comply by the relevant party.
	3. The Tribunal has issued Practice Directions regarding its case management procedures including how to make applications for a large range of purposes and requirements of parties in responding to applications during proceedings. It is important you read those Practice Directions and ensure you know what is required of you. See PD 2.

**CONDUCT IN AND OUT OF HEARINGS AND ENGAGING WITH THE TRIBUNAL AND OTHER PARTIES**

* 1. When appearing before the Tribunal you do not need to stand or bow to the President, Deputy Presidents or Members when they convene hearings.
	2. You should address the person convening the hearing in the following ways:
* “Deputy President (last name)” or “Member (last name)”
* “Sir” or “Madam”.

 You should address a Registrar as “Sir”, “Madam” or “Registrar”.

* 1. Visitors and parties must obey the instructions of all Tribunal staff while on Tribunal premises. Some proceedings are closed to the public, such as mediations. The Tribunal signs will indicate if the hearing is open or closed. Please do not enter closed proceedings and you should leave if directed to do so by staff.
	2. When in hearings please remember:
* Do not bring food and drink into the hearing room
* To turn off all communication and recording equipment (mobile phones, radio receivers and transmitters, pagers) etc. There are specific guidelines for the use of electronic equipment in hearing rooms and on Tribunal premises. (see the [Tribunal Media Policy](https://tascat.tas.gov.au/contact/media-inquiries-and-protocols))
* Do not leave the hearing room without permission of the presiding member while the hearing is taking place. The Tribunal cannot proceed without all parties present. An adjournment may be required if you need to leave the room
* If there is an adjournment, please remember the microphones at the Tribunal are always on and very sensitive. If you wish to have private conversations you should consider moving outside or to one of the conference rooms in the premises.
	1. Whether in hearings or in any interaction with the Tribunal and other parties, the Tribunal expects all parties to conduct themselves with politeness and professionalism. Rudeness and discourtesy are not acceptable, and parties are on notice that in some circumstances they may constitute an offence (see Section 128 of the Tasmanian Civil and Administrative Tribunal Act 2020).
	2. The expectations of conduct apply to all parties whether they are appearing in person, by telephone or video link. Please note that where a person appears remotely, the location from where they participate is considered court premises under Section (Court Security Act 2017).
	3. While waiting for hearings or during adjournments, please avoid causing disturbances in the Tribunal premises. Other hearings will be taking place and loud conversations may distract or affect hearings in other rooms.