



# *Government Gazette*

of the State of

New South Wales

**Number 175 - Parliament, Ministerial, Courts and Police**

**Friday, 02 May 2025**

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## ACTS OF PARLIAMENT ASSENTED TO

**Legislative Council Office Sydney 9 April 2025**

IT is hereby notified, for general information, that Her Excellency the Governor has, in the name and on behalf of His Majesty, this day assented to the undermentioned Acts passed by the Legislative Council and Legislative Assembly of New South Wales in Parliament assembled, viz.:

Act No. 21, 2025 – An Act to amend the Gas Supply Act 1996 and the Pipelines Act 1967 to further provide for the regulation of pipelines and gas supply and to increase penalties for offences; and to amend the Criminal Procedure Act 1986 for related purposes. **[Energy Amendment (Pipelines and Gas Safety) Bill 2025]**

Act No. 22, 2025 – An Act to establish a product stewardship framework for brand owners of certain products; and for related purposes. **[Product Lifecycle Responsibility Bill 2025]**

Steven Reynolds  
Clerk of the Parliaments

# DISTRICT COURT ACT 1973

## District Court of New South Wales

### Direction

Pursuant to section 32 of the District Court Act 1973, I direct that the District Court shall sit in its Civil jurisdiction at the place and time shown as follows: -

Orange	10 am	8 September 2025 – 12 September 2025
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**Civil – one week – Special fixture**

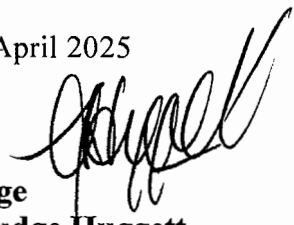
Sydney	10am	24 Nov 2025 – 28 Nov 2025
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**MNG – one week – sittings cancelled**

Sydney	10am	1 <sup>st</sup> Dec 2025 - 5 Dec 2025
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**MNG – one week**

Dated this 16 April 2025

  
Chief Judge  
Her Honour Judge Huggett

## Subordinate Legislation Act 1989

### Proposed Births, Deaths and Marriages Registration Regulation 2025

Notice is hereby given, under section 5 of the *Subordinate Legislation Act 1989*, that the Births, Deaths and Marriages Registration Regulation 2017 is proposed to be remade.

The proposed Regulation will remake the Births, Deaths and Marriages Registration Regulation 2017, which is due for automatic repeal on 1 September 2025, with amendments.

The proposed Regulation aims to give full and proper effect to the *Births, Deaths and Marriages Registration Act 1995* and will make minor changes to provisions relating to the collection of information, provisions relating to indexation of fees and specific fee units and will insert new provisions to implement the new scheme for registering a change of sex under the *Equality Legislation Amendment (LGBTIQA+) Act 2024*.

A Regulatory Impact Statement (**RIS**) has been prepared which sets out the objectives, costs and benefits of the proposed Regulation. The RIS and a draft of the proposed Regulation are available for public comment on the NSW Government's 'Have Your Say' website.

Interested agencies and individuals are invited to make a submission on the proposed Regulation. Submissions can be made via the Have Your Say website or by sending a written submission to:

Email: [policy@dcj.nsw.gov.au](mailto:policy@dcj.nsw.gov.au)  
Mail: Director, Civil Justice, Vulnerable Communities and Inclusion  
Policy Reform and Legislation Branch  
NSW Department of Communities and Justice  
Locked Bag 5000  
Parramatta NSW 2124

The closing date for submissions is Friday 23 May 2025.

Dated 29 April 2025

Francesca Di Benedetto  
A/Director  
Civil Justice, Vulnerable Communities and Inclusion  
Policy, Reform and Legislation Branch

## **Management of Criminal Proceedings listed at Circuit Courts (being Courts without a Resident Judge)**

1. This Practice Note replaces District Court Criminal Practice Note 30.<sup>1</sup>

### **Commencement**

2. This Practice Note commences on 5 May 2025.

### **Application**

3. This Practice Note applies to all proceedings on Indictment committed to the District Court for trial on or after the commencement date at all venues where there is no resident Judge but where a Judge on circuit presides.
4. These venues are as follows: Albury, Armidale, Bega, Bourke, Broken Hill, Coonamble, Goulburn, Grafton, Griffith, Moree, Nowra, Port Macquarie, Queanbeyan, Tamworth and Taree.
5. The management of Criminal Proceedings listed at courts outside of the Downing Centre, which have a resident Judge and/or a permanent list Judge, will be left to the discretion of those Judges and in accordance with any local arrangements they may choose to implement.

### **Circuit Court Callover**

6. Parties should expect that when committing an accused person for trial, the Local Court Magistrate will list the matter in a Circuit Court Callover in Court 3.1 at the Downing Centre each **Wednesday** at **9:00am** no less than 4 weeks from the date of committal.

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<sup>1</sup> This Practice Note replaces District Court Criminal Practice Note 30 but only in the following respects:

1. The addition of para [5] to clarify the application of this Practice Note.
2. The addition of paras [14]-[15] to address the statutory disclosure requirements on the prosecution.

7. The Circuit Court Callover will be conducted via AVL. Parties must be connected via AVL by **8:50am** and must mute their microphone until their matter is called. Parties connecting through the telephone must not place the AVL on hold. If a party must disconnect for any reason, they are to notify the Court.
8. Parties are to contact the District Court Country Callover email address [DCCountryCallover@courts.nsw.gov.au](mailto:DCCountryCallover@courts.nsw.gov.au) to request the connection details for Court 3.1.
9. The Crown Prosecutor or Solicitor Advocate briefed to appear at the trial and the Barrister or Solicitor Advocate briefed to appear for the accused person, or the accused person if not legally represented, are to appear. The accused is excused from appearing if legally represented.
10. The Prosecution is to file and serve on each accused person the following material no later than 10 days prior to the date fixed for the Circuit Court Callover:
  - a) the Crown Case Statement
  - b) an Index to the Brief
  - c) a copy of the Indictment intended to be presented at trial
11. These documents must also be provided to the District Court Country Callover email address [DCCountryCallover@courts.nsw.gov.au](mailto:DCCountryCallover@courts.nsw.gov.au) at least 3 days prior to the date fixed for the Circuit Court Callover.
12. The Barrister or Solicitor Advocate briefed to appear for the accused person at the trial is to file and serve a Notice of Appearance on the Crown Prosecutor or Solicitor Advocate no later than 5 days prior to the date fixed for the Circuit Court Callover. This document must also be emailed to the District Court Country Callover email address [DCCountryCallover@courts.nsw.gov.au](mailto:DCCountryCallover@courts.nsw.gov.au).

## Trial Management

13. At the Circuit Court Callover, the Crown Prosecutor or Solicitor Advocate briefed to appear at the trial and the Barrister or Solicitor Advocate briefed to appear for the accused person at the trial are to provide the following information:

Party	Information
Prosecution & Accused Person	<u>Issues in dispute and outstanding items</u> <ul style="list-style-type: none"><li>- an outline of issues in dispute, including any anticipated pre-trial issues or legal argument</li><li>- any agreed facts</li><li>- any outstanding items yet to be served and an estimate as to when they will be available to be served</li></ul>
	<u>Trial estimate and available dates</u> <ul style="list-style-type: none"><li>- an estimate of the length of the trial (which is to include time for any pre-trial issues, including legal argument, counsels' addresses, the summing up and a reasonable period for jury deliberations)</li><li>- available dates for witnesses and counsel (and solicitors) briefed to appear</li></ul>
	<u>Witness requirements</u> <ul style="list-style-type: none"><li>- any requirement for remote witness facilities</li><li>- any requirement for AVL facilities</li><li>- any requirement for interpreters, including the language and precise dialect, the number of and identification of which witness/es require interpreters</li></ul>
Accused Person	<u>Sexual Assault Communication Privilege</u> <ul style="list-style-type: none"><li>- whether a question may arise under Chapter 6, Part 5, Division 2 of the <i>Criminal Procedure Act 1986</i> (NSW) for determination by the Court and whether leave may be required for the issue of subpoena or for evidence to be adduced regarding protected confidences</li></ul>

14. For trials prosecuted by the State DPP, the prosecution is to file and serve on the accused person, no later than 8 weeks prior to the date fixed for the Readiness Hearing, an affidavit by the police officer or law enforcement officer in charge of the case which:
- a) confirms compliance with the duty of disclosure as set out in s 15A of the *Director of Public Prosecutions Act 1986* (NSW); and
  - b) details any further evidence the police are yet to obtain.
15. For trials prosecuted by the Commonwealth DPP, the prosecution is to file and serve on the accused person, no later than 8 weeks prior to the date fixed for the Readiness Hearing, an affidavit by an appropriate officer of the relevant investigating agency which:
- a) confirms compliance with the duty of disclosure as set out in paragraph 3 of the Commonwealth Director of Public Prosecutions “Statement on Disclosure in Prosecutions conducted by the Commonwealth” and in s 36B of the *Criminal Procedure Act 1986* (NSW); and
  - b) details any further evidence the police are yet to obtain.

### **Circuit Court Readiness Hearings**

16. If the accused person pleads or intends to plead not guilty to any count, the Court will fix a date for trial and for a Circuit Court Readiness Hearing.
17. Circuit Court Readiness Hearings will be listed in Court 3.1 at the Downing Centre each **Wednesday** at **9:00am** at least 8 weeks before the date fixed for trial (unless ordered otherwise).
18. Circuit Court Readiness Hearings will be conducted via AVL. Parties must be connected via AVL by **8:50am** and must mute their microphone until their matter is called. Parties connecting through the telephone must not place the AVL on hold. If a party must disconnect for any reason, they are to notify the Court.
19. The Court will impose case management measures available under Division 3 of the *Criminal Procedure Act 1986* (NSW) as appropriate for the efficient management and conduct of the trial.
20. The Court may fix as many Circuit Court Readiness Hearings and may set a timetable for the filing of Notice of Motions and submissions as are required.
21. The following persons must attend the Circuit Court Readiness Hearing and are expected to have full knowledge as to the state of the proceedings:



- a) the Crown Prosecutor or Solicitor Advocate briefed to appear at the trial.
- b) the Barrister or Solicitor Advocate briefed to appear at the trial for the accused person, or the accused person if not legally represented.

### **Circuit Court Trials**

- 22. The Court expects that trials listed in Circuit Court sittings will be ready to commence on the date listed for trial. The first day of trial is not to be considered as a preparation day.
- 23. Any application to vacate a trial date is to be made by way of filing and serving a Notice of Motion with a supporting affidavit setting out the grounds for the application and it will be listed in Court 3.1 for hearing (unless ordered otherwise).

### **Circuit Court Trial Callover**

- 24. At least 3 weeks prior to the commencement of the sittings of the Circuit Court, the Judge presiding at the sittings will conduct a telephone callover of each matter listed for trial during the sittings.
- 25. The following persons must attend the Circuit Court Trial Callover and are expected to have full knowledge as to the state of the proceedings:
  - a) the Crown Prosecutor or Solicitor Advocate briefed to appear at the trial;
  - b) the Barrister or Solicitor Advocate briefed to appear at the trial for the accused person, or the accused person if not legally represented.
- 26. Parties will be notified of the date, time and AVL/telephone details for the Circuit Court Trial Callover by the Presiding Judge's chambers no later than 4 weeks prior to the commencement of the sittings (unless ordered otherwise).
- 27. During the Circuit Court Trial Callover, the Court may make any such orders, determinations or findings, or give such directions or rulings, as it considers appropriate to identify the issues in dispute to ensure the efficient management and conduct of the trial.

## Circuit Court CSOEP Matters

28. All proceedings that are committed for trial involving one or more prescribed sexual offences pursuant to s 3 of the *Criminal Procedure Act 1986* (NSW) where the complainant is under the age of 18 at the time of committal will be listed in a CSOEP Callover list on a **Monday** no later than 14 days after committal at Central District Court (unless ordered otherwise). At that time the Court will set a ground rules hearing date and a pre-recorded evidence date.
29. A date for the hearing of the balance of the trial will be fixed in the Circuit Court Trial Callover in Court 3.1 at the Downing Centre at **9:00am** on the **Wednesday** immediately following the Monday.
30. Note that this Practice Note is to be read in conjunction with District Court Criminal Practice Note 31, which provides further guidance in relation to CSOEP matters.

## Non-Compliance

31. If it appears to the Court that a party has not complied with any part of this Practice Note or with any other Court direction, the Court may contact that party directly or list the matter for Mention, either on the Court's own initiative or at the request of another party.
32. Without limiting the Court's power otherwise to deal with an inexcusable failure to comply with a direction, the Court may order the non-compliant party to attend all future callovers unless excused by the Court.



The Hon. Justice S Huggett  
Chief Judge of the District Court of New South Wales  
29 April 2025

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# Management of Criminal Proceedings listed in the Downing Centre

1. This Practice Note replaces District Court Criminal Practice Note 29.<sup>1</sup>

## Commencement

2. This Practice Note commences at Sydney District Court on 5 May 2025.

## Application

3. This Practice Note applies to the case management of proceedings in the Downing Centre, excluding proceedings in the Walama List and proceedings listed where the District Court sits on a circuit basis.
4. The management of Criminal Proceedings listed at courts outside of the Downing Centre, which have a resident Judge and/or a permanent list Judge will be left to the discretion of those Judges and in accordance with any local arrangements they may choose to implement.

## Arraignment

5. The Local Court Magistrate will commit an accused person for trial to appear for arraignment at the Downing Centre on a date no more than 4 weeks after committal (unless ordered otherwise).
6. Parties should expect that arraignments for trials prosecuted by the Commonwealth DPP (whether conducted in-person or via AVL) will be listed in Court 3.1 at the Downing Centre each **Monday** at **9:00am**.

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<sup>1</sup> This Practice Note replaces District Court Criminal Practice Note 29 but only in the following respects:

1. The addition of para [4] to clarify the application of this Practice Note.
2. The addition of paras [13]-[14] to address the statutory disclosure requirements on the prosecution.
3. Changes to paras [6], [23] and [31] to facilitate listing changes as agreed with the Commonwealth DPP.

7. Parties should expect that arraignments for trials prosecuted by the State DPP (whether conducted in-person or via AVL) will be listed in Court 3.1 at the Downing Centre each **Friday at 10:00am**.
8. The accused person is to file and serve a Notice of Appearance by the Friday (7 days) before arraignment.
9. The Prosecution is to file and serve the Indictment, the Crown Case Statement and the Brief Index by the Monday (5 days) before arraignment.
10. At the arraignment, the Prosecution shall present the Indictment. The accused person must be present either in-person or via AVL to be arraigned and to be ready to enter their plea.
11. If the accused person is not legally represented at arraignment, the Court will make orders for case management to ensure that representation is obtained at the earliest opportunity.
12. At the arraignment, the parties are to provide the Court with a completed **Arraignment Form – Sydney District Court (Annexure 1)** and have sufficient knowledge of the matter to provide the following information:

Party	Information
Prosecution & Accused Person	<u>Issues in dispute and outstanding items</u> <ul style="list-style-type: none"> <li>- an outline of issues in dispute, including any anticipated pre-trial issues or legal argument</li> <li>- any agreed facts</li> <li>- any outstanding items yet to be served and an estimate as to when they will be available to be served</li> </ul>
	<u>Trial estimate and available dates</u> <ul style="list-style-type: none"> <li>- an estimate of the length of the trial (which is to include time for any pre-trial issues, including legal argument, counsels' addresses, the summing up and a reasonable period for jury deliberations)</li> <li>- available dates for witnesses and counsel (and solicitors) briefed to appear</li> </ul>

	<u>Witness requirements</u> <ul style="list-style-type: none"> <li>- any requirement for remote witness facilities</li> <li>- any requirement for AVL facilities</li> <li>- any requirement for interpreters, including the language and precise dialect, the number of and identification of which witness/es require interpreters</li> </ul>
Accused Person	<u>Sexual Assault Communication Privilege</u> <ul style="list-style-type: none"> <li>- whether a question may arise under Chapter 6, Part 5, Division 2 of the <i>Criminal Procedure Act 1986</i> (NSW) for determination by the Court and whether leave may be required for the issue of subpoena or for evidence to be adduced regarding protected confidences</li> </ul>

13. For trials prosecuted by the State DPP, the prosecution is to file and serve on the accused person, no later than 8 weeks prior to the date fixed for the Readiness Hearing, an affidavit by the police officer or law enforcement officer in charge of the case which:

- a) confirms compliance with the duty of disclosure as set out in s 15A of the *Director of Public Prosecutions Act 1986* (NSW); and
- b) details any further evidence the police are yet to obtain.

14. For trials prosecuted by the Commonwealth DPP, the prosecution is to file and serve on the accused person, no later than 8 weeks prior to the date fixed for the Readiness Hearing, an affidavit by an appropriate officer of the relevant investigating agency which:

- a) confirms compliance with the duty of disclosure as set out in paragraph 3 of the Commonwealth Director of Public Prosecutions "Statement on Disclosure in Prosecutions conducted by the Commonwealth" and in s 36B of the *Criminal Procedure Act 1986* (NSW); and
- b) details any further evidence the police are yet to obtain.

## Readiness Hearings

15. If the accused person pleads, or intends to plead, not guilty to any count, the Court will fix a date for trial and for a Readiness Hearing.

16. The Readiness Hearing is to be listed at least 8 weeks before the date fixed for trial (unless ordered otherwise).
17. Parties should expect that Readiness Hearings will be listed in Court 3.1 at the Downing Centre each **Friday at 2:00pm**.
18. Readiness Hearings may be conducted in-person or via AVL. The accused person is excused from appearing if legally represented.
19. The Court will impose case management measures available under Division 3 of the *Criminal Procedure Act 1986* (NSW) as appropriate for the efficient management and conduct of the trial. The Court will exercise its discretion in determining which of those measures, including any orders, determinations, findings, further directions or rulings are necessary.
20. The Court may fix as many Readiness Hearings as the Court considers necessary and may set a timetable for the filing of Notice of Motions and submissions as required.
21. At the Readiness Hearing, the Crown Prosecutor or Solicitor Advocate, and the Barrister or Solicitor Advocate briefed to appear for the accused person at the trial, are to appear and are to provide the Court with the following information:
  - a) confirmation of any pre-trial issues, including legal argument
  - b) confirmation of the trial estimate
  - c) any agreed facts
  - d) confirmation that all witnesses required for trial have been served with a subpoena
  - e) whether any updated disclosure affidavits have been filed and served
  - f) whether a timetable is required for the service of any further material
  - g) whether an order is sought pursuant to s 19 of the *Jury Act 1977* (NSW) for alternate jurors
  - h) whether a grant of legal aid is sought and/or has been refused and is under appeal

## **Trial Callover**

22. Parties in trials prosecuted by the State DPP should expect the trial will be called over in Court 3.1 at the Downing Centre on the **Thursday** before the date fixed for trial at **9:00am**.

23. Parties in trials prosecuted by the Commonwealth DPP (or any other agency) should expect that the trial will be called over in Court 3.1 at the Downing Centre on the **Monday** before the date fixed for trial at **9:00am**.
24. Trial callovers may be conducted in-person or via AVL. The accused person is excused from appearing if legally represented.
25. At the trial callover, the Crown Prosecutor or Solicitor Advocate, and the Barrister or Solicitor Advocate briefed to appear for the accused person at the trial, are to appear.
26. At the trial callover, the Court expects to be advised of the anticipated day of jury empanelment and whether any alternate jurors are required.
27. At the trial callover, the Court expects confirmation to be provided of the day/s any interpreter will be required, the language and precise dialect and for which witness/es.

## **Trial**

28. The Court expects that trials will be ready to commence on the date listed for trial. The first day of trial is not to be considered as a preparation day.
29. Any application to vacate a trial date is to be made by way of filing and serving a Notice of Motion with a supporting affidavit setting out the grounds for the application and it will be listed in Court 3.1 for hearing (unless ordered otherwise).

## **Committals for Sentence**

30. The Local Court Magistrate will commit an offender for sentence to the Downing Centre no more than 4 weeks after committal (unless ordered otherwise).
31. Parties in sentence proceedings prosecuted by the Commonwealth DPP (or any other agency) should expect that the sentence will be listed for callover in Court 3.1 at the Downing Centre on a **Monday** at **9:00am**. The offender is excused from appearing if legally represented.
32. Parties in sentence proceedings prosecuted by the State DPP should expect that the sentence will be listed for callover in Court 3.1 at the Downing Centre on a **Friday** at **9:30am**. The offender is excused from appearing if legally represented.

33. The offender is to file a Notice of Appearance with the District Court Registry no later than 7 days prior to the sentence hearing.

Sentence proceedings where the facts are agreed:

34. At the sentence callover, the parties are to provide the Court with a completed **Sentence Hearing Order Form – Sydney District Court (Annexure 2)** and be in a position to provide the following information:

Party	Information
Prosecution & Offender	<u>Sentence estimate and available dates</u> <ul style="list-style-type: none"><li>- an estimate of the length of the sentencing hearing</li><li>- available dates for counsel (and solicitors) briefed to appear and for any witnesses required to give evidence, including witnesses required by the Prosecution (inclusive of expert witnesses)</li></ul>
	<u>Witness requirements</u> <ul style="list-style-type: none"><li>- any requirement for remote witness facilities</li><li>- any requirement for AVL facilities</li><li>- any requirement for interpreters, including the language and precise dialect, the number of and identification of which witness/es require interpreters</li></ul>
	<u>Sentencing Assessment report (SAR)</u> <ul style="list-style-type: none"><li>- any requirement for a SAR and the address of the nearest community corrections office to the offender</li></ul>

Sentence proceedings where the facts are not agreed:

35. If the facts upon which the offender is to be sentenced are not agreed, the offender is to advise the Court at the sentence callover as to the areas of dispute and the names of any witnesses required for cross-examination.

## Sentence Hearings

36. Unless otherwise directed, the parties are to file material in accordance with the following timetable:



Party	Requirement
Prosecution	<u>14 days</u> prior to the sentence hearing, file and serve the Crown Sentence Bundle
Offender	<u>7 days</u> prior to the sentence hearing, file and serve any documentary material, including expert reports, to be relied upon at sentence
Prosecution & Offender	<u>3 days</u> prior to the sentence hearing, file and serve an outline of submissions

37. By the date fixed for the sentence hearing, the matter must be ready to proceed.

### Conviction Appeals

38. Parties in conviction appeals should expect that the appeal will be listed for callover before the Registrar on a **Thursday at 9:00am**.

39. Callovers may be conducted in-person or via AVL. The appellant is excused from appearing if legally represented.

40. At the Registrar's callover, the parties are to indicate what transcript will be required for the hearing of the appeal and the Registrar will order such transcript.

41. At the Registrar's callover, the parties are to provide the Court with an estimate of the length of the hearing.

42. At the Registrar's callover, the parties are to inform the Registrar whether an application for leave to adduce fresh evidence will be made pursuant to s 18 of the *Crimes (Appeal and Review) Act 2001* (NSW). Any such application is to be made by way of Notice of Motion with a supporting affidavit.

43. Once the transcript has been provided, the parties should expect to receive a hearing date from the Registrar.

44. Unless otherwise directed, the parties are to file material for the hearing in accordance with the following timetable:

Party	Requirement
Respondent	<u>21 days</u> prior to the conviction appeal, file and serve the Appeal Bundle
Appellant	<u>14 days</u> prior to the conviction appeal, file and serve an outline of written submissions in support of the appeal with references to citations of authorities and the transcript pages to be relied upon. The outline of written submissions must clearly identify the issues in the appeal (and should not normally exceed 10 pages)
Respondent	<u>7 days</u> prior to the conviction appeal, file and serve an outline of written submissions (which should not normally exceed 10 pages)

45. Other directions may be made at the discretion of the Court when the appellant is not legally represented or where otherwise required.

46. Parties in conviction appeals should expect that the appeal will be called over in Court 3.1 at the Downing Centre on the **Thursday** before the date fixed for the hearing of the appeal at **9:30am**. The appellant is excused from appearing if legally represented.

47. Appeal hearing callovers may be conducted in-person or via AVL.

48. At the appeal hearing callover, the Court expects to be advised of any anticipated issues that might affect the hearing of the appeal.

49. At the appeal hearing callover, the parties briefed to appear at the appeal are to appear.

50. By the date fixed for the hearing of the appeal, the matter must be ready to proceed.

## Non-Compliance

51. If it appears to the Court that a party has not complied with any part of this Practice Note or with any other Court direction, the Court may contact that party directly or list the matter for Mention, either on the Court's own initiative or at the request of another party.
52. Without limiting the Court's power otherwise to deal with an inexcusable failure to comply with a direction, the Court may order the non-compliant party to attend all future callovers unless excused by the Court.



The Hon. Justice S Huggett  
Chief Judge of the District Court of New South Wales  
29 April 2025

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## **ANNEXURE 1**

### **ARRAIGNMENT FORM – SYDNEY DISTRICT COURT**

Matter name:

Matter number:

Date:

DPP representative:

Defence representative:

#### **Orders:**

1. Trial date:
2. Trial estimate:
3. Readiness Hearing date:
4. Callover date:
5. The accused person is excused from attending both the Readiness Hearing and the callover if legally represented.
6. The Defence is to advise the DPP in writing of any edits required to the ERISP/JIRT (7 days before first callover).
7. The Crown is to serve the s 142 notice (6 weeks before Readiness Hearing).
8. The Defence is to serve the s 143 response (3 weeks before Readiness Hearing).
9. The parties are to attend a s 140 conference by (2 weeks before Readiness Hearing).
10. The Crown is to serve the s 144 notice by (1 week before Readiness Hearing).
11. The parties are to file the Key Issues Statement (1 week before Readiness Hearing).
12. DPP to serve Notices and/or any reports (date set by Court).
13. Defence to serve any reports (date set by Court).
14. Interpreter required?
15. Remote room required?
16. In custody – s 77 order for accused person to appear at trial or BTC – accused person to appear at trial.

## **ANNEXURE 2**

### **SENTENCE HEARING ORDER FORM – SYDNEY DISTRICT COURT**

Matter name:

Matter number:

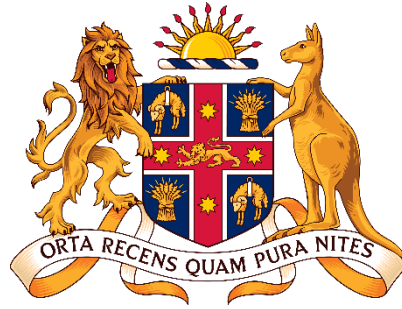
Hearing date:

DPP representative:

Defence representative:

#### **Orders**

1. Estimate for hearing:
2. A SAR is ordered/not ordered. If ordered, the offender must attend the Community Corrections Office at (X) within 5 days from this date.
3. The SAR is to be prepared and forwarded to the Sydney Criminal Registry by (3 weeks before hearing date).
4. The DPP is to serve on the Defence and file the Crown Sentence Bundle in the Sydney Criminal Registry no later than (2 weeks before hearing date).
5. The Defence is to serve on the DPP and file in the Sydney Criminal Registry all reports, references, any other subjective material, and written submissions no later than (1 week before hearing date).
6. The DPP is to file and serve written submissions in response to Defence submissions no later than (3 days before hearing date).
7. The offender's bail is continued – to appear or a s 77 order is made for their appearance:
  - a. In-person or
  - b. Via AVL.
8. Interpreters required:
9. Other orders:



## Local Court of New South Wales

### Practice Note – Coronial Practice Note No. 3 of 2021

Issued: 24 August 2021

Commences: 21 September 2021

Amended: 2 May 2025

## Coronial Practice Note No. 3 of 2021

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## Part A

### 1. Commencement and Application of Practice Note

- 1.1 This Practice Note applies to application proceedings pursuant to the Coroners Act 2009 ('the Act') in the Local Court and is issued in accordance with s 52 of the Act.
- 1.2 This Practice Note applies to all deaths or suspected deaths reported to a Coroner which fall within the scope of section 23 of the Act, being where it appears the person died:
- (a) While in the custody of a police officer or in other lawful custody,
  - (b) While escaping, or attempting to escape, from the custody of a police officer or other lawful custody,
  - (c) As a result of police operations,
  - (d) While in, or temporarily absent from, any of the following institutions or places of which the person was an inmate:
    - i. A detention centre within the meaning of the *Children (Detention Centres) Act 1987*,
    - ii. A correctional centre within the meaning of the *Crimes (Administration of Sentences) Act 1999*,
    - iii. A lock-up,
    - iv. While proceeding to any of the above institutions or places for the purpose of being admitted as an inmate and while in the company of a police officer or other official charged with the person's care or custody.

### 2. The First Nations Protocol

- 2.1 State Coroner's Protocol: 'Supplementary arrangements applicable to section 23 deaths involving First Nations Peoples' (the First Nations Protocol) is to be read in conjunction with this Practice Note and sets out supplementary arrangements which apply where the deceased is a First Nations person.
- 2.2 Through this Protocol, the Court is committed to maintaining cultural appropriateness at each stage of an investigation into the death of a First Nations person, particularly in ensuring that the impact of the work of the coronial jurisdiction on First Nations families does not perpetuate cycles of grief and loss.

### 3. Purpose of Coronial Investigation

- 3.1 When a death or suspected deaths falls within the scope of section 23 of the Act, the purposes of the coronial investigation are to:
- (a) Signify respect for life,
  - (b) Ensure, as far as possible, that the full facts are brought to light,
  - (c) Ensure accountability by identifying any systems failures or conduct warranting criticism and recommend remedial action for any such matters, and
  - (d) Reassure the family and friends of the deceased that lessons learned from these deaths may save lives in the future.

### 4. Objects

- 4.1 This Practice Note sets out the procedural requirements for the listing and case management of deaths which fall within the scope of section 23 of the Act.

- 4.2 In setting out these requirements, the objects of this Practice Note are to ensure:
- (a) All coronial investigations and inquests into reported deaths which fall within its scope are conducted in a timely and proper manner.
  - (b) The families of the deceased are provided with appropriate information and material on the status of the investigation and the coronial process in a timely and proper manner, including advice in relation to delay and the reason(s) for the delay.
  - (c) Together with the First Nations Protocol, all coronial investigations and mandatory inquests into deaths of First Nations Peoples are conducted in a culturally sensitive and appropriate manner which is respectful of the needs of First Nations Peoples.

## **5. Commencement**

- 5.1 This Practice Note commences on 24 September 2021 and applies to deaths which fall within the scope of section 23 which occur on or after this date.

## **6. Previous Arrangements under Practice Note 2 of 2018**

- 6.1 Practice Note 2 of 2018: Case management of Mandatory Inquests Involving Critical Incident Investigations will continue to apply to those deaths which occurred prior to 24 September 2021 where the person died in any of the following circumstances:
- (a) While in custody of a police officer (section 23(1)(a)),
  - (b) While escaping or attempting to escape from the custody of a police officer (section 23(1)(b)),
  - (c) As a result of police operations (section 23(1)(c)).

## **7. Definitions**

- 7.1 Determination of jurisdiction refers to the point at which a Senior Coroner makes a post-mortem direction pursuant to section 89 of the Act.
- 7.2 Coronial advocate refers to the advocate from the NSW Police Force who assists the Senior Coroner in relation to the coronial proceedings where no 'solicitor assisting' is instructed.
- 7.3 Solicitor assisting refers to the solicitor from the Crown Solicitor's Office (CSO) or DCJ Legal who is instructed by the Senior Coroner to assist in relation to the coronial proceedings.
- 7.4 Officer in Charge refers to a member of the NSW Police Force nominated by the Chief Commissioner of Police or any other person nominated by the Senior Coroner to assist with his or her investigation into a reportable death.
- 7.5 Family legal representative refers to the solicitor with carriage from the Aboriginal Legal Service NSW/ACT (ALS), Legal Aid NSW (Legal Aid) or other legal representative(s) nominated by the family of the deceased person who advises the senior next of kin.
- 7.6 First Nations Peoples refers to all Aboriginal and Torres Strait Islander peoples in Australia.

## **8. Interests of Justice**

- 8.1 Adjournments and other variations to the below timetable will not be granted unless the Senior Coroner is satisfied that departure is in the interests of justice.

## **9. Recognition of First Nations Family Structures**

- 9.1 First Nations Peoples have an extended family structure and a complex and dynamic kinship system which defines where a person fits into their family and community. These family structures and kinship systems are a cohesive force which binds First Nations Peoples



together, providing support which is essential to their wellbeing. This support is critical throughout the coronial process.

- 9.2 In recognition of the above, references to ‘family’ throughout this Practice Note should be interpreted flexibly and with respect for these structures and systems. So far as is possible, arrangements should be made to accommodate the deceased’s extended family and community, as is appropriate in the circumstances of each case.

## **Part B - Procedure**

### **10. Stage One: Jurisdiction and Instructions**

- 10.1 Upon the report of a death, a Senior Coroner will make a determination of jurisdiction under section 23 of the Act.
- 10.2 Following a determination of jurisdiction, a Senior Coroner will ensure the Crown Solicitor’s Office or DCJ Legal is instructed to assist in relation to the conduct of the coronial proceedings if the Senior Coroner considers it necessary and appropriate to do so.
- 10.3 Following a determination of jurisdiction, the Officer in Charge must contact persons identified as involved officers or employees to ascertain:
- 10.4 Whether the agency will represent the person(s) or whether they are otherwise represented, and if so, by whom, and
- 10.5 Whether voluntary accounts have been provided by the person(s), and if not, whether they are willing to provide statements voluntarily.
- 10.6 The Officer in Charge must advise the Senior Coroner of the outcome of these inquiries in the preliminary report to be provided at Stage Two (in accordance with [11.2.e]).
- 10.7 Throughout the coronial investigation, the Officer in Charge, or if instructed, the solicitor assisting must ensure that the senior next of kin (and any other family member as appropriate in the circumstances), or if applicable their legal representative, are kept informed of the progress of the coronial investigation, including:
- (a) Providing updates following completion of each of Stage Two to Stage Five below, and
  - (b) Any delays arising in the completion of any of the abovementioned Stages and the reason for those delays.

### **11. Stage Two: Preliminary Report and Early Provision of Guidelines and Policies**

- 11.1 Within 8 weeks of a determination of jurisdiction, the Officer in Charge must provide a preliminary report of no more than five pages to the Senior Coroner and the solicitor assisting or coronial advocate.
- 11.2 The report should contain the following information:
- (a) The background of the reported death (the known circumstances based on information currently available at the time of the report),
  - (b) The current status of the investigation,
  - (c) Identified issues arising from the investigation, including matters which are likely to delay the timely conduct of the investigation,
  - (d) The names of any doctors/ clinicians who treated the person while in custody (immediately before their death) and details of the role they played in treating the person,

- (e) The names of any persons identified as officers or employees involved in the death, details of their legal representative(s), and advice as to whether they have provided (or will provide) witness statements voluntarily,
  - (f) In the case of a death that has occurred in a correctional centre, the names of any officers or employees on duty at the correctional centre, or at the relevant area of the correctional centre, at the time of the death of the person,
  - (g) Identified NSW Police Force, Corrective Services NSW, Youth Justice NSW or Justice Health and Forensic Mental Health Network NSW policies or operational guidelines relating to the investigation and/or circumstances of death,
  - (h) The status of the brief of evidence, including any outstanding items, and whether the brief of evidence will be provided in compliance with the timetable set out at [13.1.a] below,
  - (i) In the case of a death that has occurred in a correctional centre, the status of any investigation being conducted by Corrective Services NSW and whether the investigation report will be provided in compliance with the timetable set out at [13.1.c] below (following consultation with the Corrective Services investigator),
  - (j) Advice as to whether the senior next of kin (or any other family members as appropriate in the circumstances) has been contacted and if so, any issues which they have raised and, if not, the reason why this has not occurred and when contact is proposed to be made.
- 11.3 Upon assessing the advice provided at [11.2.e], the Senior Coroner may call an early directions hearing to obtain accounts from any involved officer or employee who does not wish to provide a statement voluntarily.
- 11.4 Upon receipt of the preliminary report, the solicitor assisting or coronial advocate:
- a. Will provide to the relevant agency a list of its policies or operational guidelines that are identified in accordance with [11.2.g] above.
  - b. May request from the relevant agency copies of any policies or operational guidelines listed in accordance with [11.4.a].
  - c. May request the relevant agency to identify, and provide copies of, any policies or operational guidelines in addition to those listed in accordance with [11.4.a] which are of relevance, or potential relevance, to the circumstances of the death.
  - d. Will confer with the agency, or their representatives if applicable, in relation to any potential protective orders proposed to be made or sought, or public interest immunity claims proposed to be made, over such policies or guidelines.
- 11.5 Upon receipt of a request for copies of any policies or operational guidelines under [11.4.b] and/or [11.4.c], the agency must produce the copies requested to the Senior Coroner within 10 business days.
- 11.6 At the time of production of the policies or operational guidelines, an agency may provide notice to the Senior Coroner of an intention to make an application for protective orders or a claim for public interest immunity over particular material or parts of material should the Senior Coroner wish to serve that material on any other interested party. If such notice is provided, the identified material will only be accessed by the Senior Coroner and the solicitor and counsel assisting or coronial advocate, until such time as the foreshadowed application or claim is determined in accordance with any timetable set under [14.2.f], or is otherwise resolved by agreement.

- 11.7 A Senior Coroner may extend the timeframe set out in [11.5] on application by the agency where reasonable grounds are established.

## **12. Stage Three: Senior Coroner's Conference**

- 12.1 If the Senior Coroner considers it necessary and appropriate, upon receipt of the preliminary report a conference will be conducted to discuss the matters in the report with the Officer in Charge and the solicitor assisting or coronial advocate.

## **13. Stage Four: Brief of Evidence, Investigation Report and Post-Mortem Report**

- 13.1 Within 12 weeks of a determination of jurisdiction:

- (a) The Officer in Charge must provide a partial brief of evidence to the Senior Coroner, consisting of the material available at that time.

- 13.2 Within 16 weeks of a determination of jurisdiction:

- (a) The Officer in Charge must provide the brief of evidence to the Senior Coroner,
- (b) The Forensic Pathologist who conducted any post-mortem must provide the final post-mortem report to the Senior Coroner,
- (c) In the case of a death that has occurred in a correctional centre, the Corrective Services investigator must provide their report to the Senior Coroner.

- 13.3 A Senior Coroner may extend the timetable set out at [13.1] (and where necessary, the timeframe for the Directions Hearing below in Stage Five) on application where reasonable grounds for a longer period are established. Any such application must be made in writing no less than 14 days prior to the date on which the relevant material is due, and should set out the reasons for delay, as well as the date on which the material will be complete.

- 13.4 Following receipt of such application in respect of the brief of evidence, the Senior Coroner may request, and the Officer in Charge must provide, a partial brief of evidence consisting of the material available at that time.

- 13.5 Following receipt of such application in respect of the Corrective Services investigation report, the Senior Coroner may request, and the Corrective Services investigator must provide, any investigation material available at that time, including any witness statements, accounts or incident reports.

- 13.6 Following receipt of the material referred to in [13.1], [13.3] or [13.4], the solicitor assisting or coronial advocate is to notify any persons who, in the opinion of the Senior Coroner, have a sufficient interest in the subject-matter of the proceedings.

## **14. Stage Five: Directions Hearing**

- 14.1 Within 20 weeks of a determination of jurisdiction, the matter will be listed for a directions hearing before the Senior Coroner to facilitate case management in accordance with section 49 of the Act.

- 14.2 The Senior Coroner will set a timetable for:

- (a) The provision of a list of proposed witnesses and proposed issues to be raised in the inquest.
- (b) The provision of comments by interested parties regarding the proposed witnesses and proposed issues to be raised in the inquest.
- (c) The provision of any statements including from involved police officers, correctional officers, juvenile justice officers and/ or treating clinicians (as appropriate).

- (d) The provision of the final post mortem report, if it has not yet been made available.
  - (e) The provision of any other material sought from any parties, including pursuant to a notice to produce or subpoena issued under sections 53 or 66 of the Act.
  - (f) The service of the brief of evidence on the interested parties.
  - (g) Consideration of any protective orders sought or claims for public interest immunity or other objections to material being included in the brief.
  - (h) Any other matters with respect to the conduct of the proceedings as the Senior Coroner considers appropriate.
- 14.3 If a hearing date cannot be allocated at the directions hearing, the matter will be called over every 12 weeks until a hearing date for the inquest has been allocated.


## **Part C - Specific Proceedings**

### **15. NSW Police Force Critical Incident Investigations**

- 15.1 This Part applies to a death or suspected death reported to a Senior Coroner where NSW Police Force has declared a Critical Incident in accordance with the NSW Police Force Critical Incident Guidelines (the Guidelines).
- 15.2 Upon declaration of a Critical Incident by the NSW Police Force, a Senior Critical Incident Investigator is to be assigned to the case without delay in accordance with the Guidelines.
- 15.3 The matter is to proceed in accordance with Stages One to Five above, with the Senior Critical Incident Investigator responsible for those obligations which are placed on the Officer in Charge.

  
Judge Michael Allen  
Chief Magistrate of the Local Court



  
Magistrate Teresa O'Sullivan  
State Coroner

## Annexure A

### PRACTICE NOTE 3 of 2021 - TIMELINE AND OBLIGATIONS

	TIMELINE	OBLIGATION
STAGE 1 – JURISDICTION AND INSTRUCTIONS	Following a determination of jurisdiction	<ul style="list-style-type: none"> <li>Senior Coroner to <b>instruct CSO or DCJ Legal</b> ('solicitor assisting')</li> <li>OIC to contact persons identified as involved officers/ employees</li> </ul>
STAGE 2 – PRELIMINARY REPORT & EARLY PROVISION OF POLICIES/GUIDELINES	Within 8 weeks of s 23 determination	<ul style="list-style-type: none"> <li><b>OIC preliminary report</b> provided to Senior Coroner and solicitor assisting/ coronial advocate</li> <li>Upon receipt of preliminary report, solicitor assisting/ coronial advocate to liaise with agency regarding provision of <b>relevant policies/ operational guidelines</b> and potential protective orders/ public interest immunity claims over this material</li> </ul>
STAGE 3 – SENIOR CORONERS CONFERENCE	Upon receipt of preliminary report	<ul style="list-style-type: none"> <li><b>Senior Coroner's conference</b> with OIC and, if appointed, solicitor assisting/ coronial advocate (discretionary)</li> </ul>
STAGE 4 – BRIEF AND PM REPORT	Within 16 weeks of s 23 determination	<ul style="list-style-type: none"> <li><b>OIC brief of evidence, final PM report and CSNSW investigation report</b> provided to Senior Coroner</li> <li>If OIC/ CSNSW unable to comply, Senior Coroner may request partial brief/ report</li> </ul>


STAGE 5 – DIRECTIONS HEARING	Within 20 weeks of s 23 determination	<ul style="list-style-type: none"> <li>• <b>Directions hearing:</b> Senior Coroner to set procedural timetable and list matter for hearing</li> <li>• If cannot list hearing, call over every 12 weeks thereafter until hearing date allocated</li> </ul>
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## Motor Dealers and Repairers (Declaration of Declared Trade Show – Norco Primex Field Days) Order 2025

under the

### Motor Dealers and Repairers Regulation 2014

I, Anoulack Chanthivong, Minister for Better Regulation and Fair Trading, pursuant to Clause 5A of the Motor Dealers and Repairers Regulation 2014, (NSW) make the following Order.



Date: 10-4-25

Anoulack Chanthivong  
Minister for Better Regulation and Fair Trading

### Explanatory note

Under Clause 5A of the Motor Dealers and Repairers Regulation 2014, the Minister for Better Regulation and Fair Trading, may, by order published in the Gazette, declare that a specified event, held at a place where a number of motor dealers, motor vehicle manufacturers or other industry participants display motor vehicles, is a declared trade show.

The object of this Order is to declare the Norco Primex Field Days to be held at the Richmond Valley Events Centre, Rous Lane (off Cassino Drive), Casino, NSW 2470 to be a declared trade show for the period starting 12.01am on 15 May 2025 and ending at 11.59pm on 17 May 2025.

The effect of the Order is to exempt motor dealers whose ordinary place of business is outside NSW from the need to hold a NSW motor dealer's licence in order to offer or display a motor vehicle for sale at the Norco Primex Field Days. To receive the benefit of the exemption, eligible persons will need to satisfy the conditions of this Order and the Regulation.

The exemption will have effect only for the duration of the trade show and applies to participation in the Norco Primex Field Days only to the extent that it involves advising persons with respect to the quality, performance and characteristics of motor vehicles and making offers to, or receiving offers from, persons to enter into agreements for the sale of motor vehicles (other than second-hand motor vehicles).

### 1 Name of Order

This Order is the Motor Dealers and Repairers (Declaration of Declared Trade Show - Norco Primex Field Days) Order 2025.

### 2 Commencement

This Order commences on the day on which it is published in the NSW Government Gazette.

### 3 Definitions

In this Order:

**Eligible person** has the same meaning given to it in Clause 5A of the Regulation.

The **Norco Primex Field Days** means the Norco Primex Field Days held at Richmond Valley Events Centre, Rous Lane (off Cassino Drive), Casino, NSW 2470.

**Second-hand motor vehicle** has the same meaning given to it in the *Act*.

**The Act** means the *Motor Dealers and Repairers Act 2013 (NSW)*.

**The Regulation** means the Motor Dealers and Repairers Regulation 2014 (*NSW*).

#### 4 Declaration of Declared Trade Show

The Norco Primex Field Days is declared to be a declared trade show for the period beginning at 12:01am on 15 May 2025 and ending at 11:59pm on 17 May 2025.

#### 5 Conditions

An eligible person must comply with the following conditions and the Regulation in order to receive the benefit of the exemption conferred by this Order:

- a) when making offers to, or receiving offers from, persons to enter into agreements for the sale of motor vehicles (other than second-hand motor vehicles) an eligible person must advise those persons in writing:
  - i. that the sale will be effected in the jurisdiction where the eligible person's ordinary place of business is;
  - ii. that the sale will not be subject to the dealer obligations or consumer protections provided under the Act or the Regulation;
  - iii. that the sale will be subject to the relevant dealer obligations, if any, or consumer protections that apply in the jurisdiction where the eligible person's ordinary place of business is;
  - iv. consumer protection under the Australian Consumer Law extends across all state and territory boundaries;
  - v. where the pick-up location would be for the vehicle if a sale is effected; and
  - vi. where the location would be for servicing and repair work for the vehicle if a sale is effected;
  - vii. of information regarding extended warranties including matters such as the location of servicing and repair work for these warranties.
- b) display a sign at the stall or other place of business operated by the eligible person at the declared trade show that:
  - i. uses language and a format, and is in a position, that makes the sign easy to read by any person approaching the stall or place, and
  - ii. includes the registered business name, or company name, address and inter-State or Territory licence name or number (if applicable) of the business ordinarily operated by the eligible person, and
  - iii. identifies the eligible person as a person who ordinarily operates an interstate or Territory business, and
  - iv. states that the contract of sale must be signed outside of New South Wales.





*Children's Court of New South Wales*

## **Practice Note 19**

# **Support Plan Conference Pilot**

Issued 2 May 2024

Amended 15 November 2024 and 2 May 2025

### **1. Commencement**

1.1. This Practice Note commences on 2 May 2024.

### **2. Application**

2.1. Subject to any direction made by the Court, this Practice Note applies to all new s 61 Applications for care orders filed at Surry Hills Children's Court between 2 May 2024 and 31 October 2025.

### **3. Purpose**

3.1. The purpose of this Practice Note is to make provision for the conduct of an Alternative Dispute Resolution Conference (the 'Support Plan Conference') by a Children's Registrar. A Support Plan Conference is an early Dispute Resolution Conference as per Practice Note 3, paragraph 3.

3.2. The Children's Registrar will conduct the Support Plan Conference to assist parties to reach agreements on:

- a) the specific risk and safety concerns for the child;
- b) actions a parent or carer<sup>1</sup> can take to reduce the risk and safety concerns for the child;
- c) the support that will be provided to the parent or carer to address the risk and safety concerns;
- d) the person or agency that will fund or provide any programs and / or services;
- e) the level of engagement or achievement by the parent or carer that would demonstrate a reduction in risk;

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<sup>1</sup> This excludes an 'authorised carer' as defined in s 137 of the *Children and Young Person (Care and Protection) Act 1998* (NSW).

- f) the most appropriate short-term and proposed long-term placement for the child, if identified;
- g) contact arrangements between the child, parents, carers, siblings and significant people during court proceedings;
- h) cultural planning.

3.3. The pilot model will be guided by the following principles outlined in the *Children and Young Persons (Care and Protection) Act 1998* (NSW):

- a) the paramouncy principle (s 9);
- b) the first preference for the permanent placement of a child is restoration to a parent (s 10A(3)(a));
- c) Children's Court cases are not to be conducted in an adversarial manner (s 93(1)); and
- d) Children's Court cases are to be conducted with as little formality and legal technicality and form as the circumstances permit (s 93(2)).

#### **4. Attendees**

- 4.1. Attendees of the Support Plan Conference will be as per Practice Note 3, paragraph 4 and Practice Note 17, paragraphs 5.3 and 5.4.
- 4.2. Subject to the discretion of the Children's Registrar, Aboriginal Community Controlled Organisations and other support services are encouraged to attend the Support Plan Conference.

#### **5. First court date**

5.1. At the first mention, the Court will:

- a) decide any application for an interim order;
- b) direct the Secretary to file a draft Summary of Proposed Plan within 14 days;
- c) direct the Secretary to file a brief affidavit within 21 days. The affidavit will include:
  - i. updated information since the filing of the care application;
  - ii. information about the placement of the child;
  - iii. information about contact between the child, parents, siblings, and significant people;
  - iv. paternity and family finding;
  - v. availability of relevant programs and services to support the parents, carers and child;
- d) make directions for parents or carers to file as requested; and

- e) adjourn the matter to a Support Plan Conference which should be held within 6 weeks of the first mention (allowing time for parties to organise legal representation).

5.2 The Court may decline to set a Support Plan Conference date if all parties determine there is no prospect that a Support Plan Conference would reduce or resolve issues in proceedings.

## **6. The Support Plan Conference**

- 6.1. Participation in a Support Plan Conference does not require a parent to make a concession that a child is in need of care and protection under s 71.
- 6.2. At the Support Plan Conference, the parties should agree on a [Support Plan \(form 43\)](#) that addresses each of the criteria in paragraph 3.2 - 'Purpose'. The Support Plan is to be filed within 7 days of the Support Plan Conference. The Children's Registrar will prepare the Support Plan at the Conference.
- 6.3. If the parties do not agree to a Support Plan, the Department is to file a Summary of Proposed Plan prior to the next listing.
- 6.4. At the conclusion of the Conference, the Children's Registrar will return the matter to the general care list for a finding that the child is in need of care and protection and/ or further orders and directions.
- 6.5. Once the Court has made a finding that the child is in need of care and protection, the parties may ask the Children's Magistrate to list the matter in the Registrar's call-over list for a review of the progress of the Support Plan.

## **7. Other matters**

- 7.1. All discussions or documents considered in the Support Plan Conference, except for the signed Support Plan, are confidential unless the disclosure is permitted by law.
- 7.2. The procedures set out in sections 65, 91D, 244B and 244C of the *Children and Young Persons (Care and Protection) Act 1988* apply to the Support Plan Conference.