

## **DISCIPLINARY APPEAL PROCEDURE**

### **1. INTRODUCTION**

- a. The Disciplinary Appeal Committee will hear appeals from the decisions of the Disciplinary Committee. The person bring the appeal is known as the appellant. The other party shall be known as the appeal respondent.
- b. An appeal will have been lodged within 7 days of the decision, giving reasons for the basis of the appeal, being the only matters that the Disciplinary Appeal Committee will consider.
- c. The Disciplinary Appeals Committee will have copies of the case papers including the notes from the Disciplinary Hearing and the notice of appeal.
- d. The appeal will not be a rehearing but a review of the decision of the Disciplinary Committee.

### **2. PROCEDURE**

- a. The Chair will open the meeting and introduce the members of the Disciplinary Appeal Committee.
- b. The appellant will be given the opportunity to address the committee and make submissions regarding the decision and/or penalty that was imposed.
- c. The appeal respondent will be invited to make any submissions in support of the decision and/or penalty.
- d. Members of the Disciplinary Appeal Committee may ask questions during the submissions.
- d. On conclusion of the submissions, the appellant and the appeal respondent will be asked to leave the hearing and the Disciplinary Appeal Committee will then consider its decision.
- e. The appellant and the appeal respondent will be invited back into the appeal to hear the decision.