



NSWERA Governance Manual

SMC Position Description - Document No. 7.4.14

Position Title

Independent Disciplinary Panel

Position Purpose

Ensure all SMC referred disciplinary matters are promptly and objectively dealt with by the management of an Independent Disciplinary Panel (IDP).

Principle Accountabilities & Performance Indicators.

Standing Panel

From membership volunteers maintain a standing panel of at least 5. No individual is to serve more than one year on the panel. Each member is to be rotated out of the standing panel on the anniversary of being appointed.

KPI – Standing panel of at least 5 available.

Adjudication Panel

When a matter is referred to the IDP by the SMC the SMC shall ballot an adjudication panel of 3 from the standing panel to deal with the matter in accordance with sections 13 and 14 of the associations constitution.

The adjudication panel shall report its findings, in writing, to the Secretary of the association.

Briefing

It is the duty of the IDP Portfolio to ensure any adjudicating panel convened is fully briefed on its responsibilities and powers under sections 13 and 14 of the constitution.