APPEAL

Australian **COLLEGE OF** PHYSIOTHERAPISTS

RECEIVE APPEAL

APPEAL RECEIVED
Acknowledge receipt
(College Manager)
<5 days from receipt
On correct form? Fee paid?

YES

NO

Not correct form or incomplete – return to sender

Does appeal fall within 20 day limit?

YES

NO

Notify CEO if appeal does not fall within requirements to appeal

Not correct form or incomplete – return to sender

COI for Chair ACGSC – NO.

If YES, Chair nominates another member of ACGSC without COI.

Chair or nominee identifies two panel members without COI.

Any possible liability for APA? If YES, notify CEO.

Appellant notified of panel members for COI purpose. 5 days to respond.

College Manager identifies meeting date and confirms details with panel. Seeks information from other party(s) involved on material pertinent to the Appeal. Appeal documentation distributed to panel minimum 2 weeks before panel to convene.

Panel has option for material to be clarified or additional information to be sought by the College Manager.

Chair has discretion to seek verbal presentation if required.

Any additional information circulated to all panel members.

Panel convened. Decision made. Record of meeting completed by the College Manager.

If original decision is set aside and the appeal successful, recommended action is provided to the CEO with the panel outcome.

DECISION UPHELD

DECISION SET ASIDE

Record of meeting and decision to CEO for confirmation by College Manager within 2 days of meeting. Communication to appellant and parties to the appeal by office of CEO.

Original decision set aside. Appeal Fee refund initiated by office of CEO.