

PROCEDURE FOR DEALING WITH INFORMATION OR ALLEGATIONS OF BOARD MEMBER MISCONDUCT

Stage	Process	Actions
1	Receipt of information or allegation of misconduct	<ol style="list-style-type: none"> 1. Advise the Board member/s concerned within 5 days and send details of the process 2. Advise Chair of Audit Committee 3. Assemble a meeting of the Conduct Panel
2	Conduct Panel meets to consider the matter	<ol style="list-style-type: none"> 1. May invite the source of the information or allegation. 2. Board member invited to attend to explain or submit a written explanation. 3. Panel may commission investigators if they cannot determine the matter at the meeting. 4. Panel concludes on the matter and makes recommendation to the Board on the matter 5. Board member advised of Conduct Panel's decision and right to appeal
3	Appeal / Board decision	<ol style="list-style-type: none"> 1. Board receives Panels written report and recommendations 2. Where no appeal has been submitted the Board will make a decision on the matter 3. Where an appeal has been submitted, the Board will review the process carried out by the Conduct Panel and make a decision on the matter 4. Board member informed of Boards decision

KEY PRINCIPLES

1. **Audit Committee has delegated authority from the Board to consider matters relating to the Board Members Code of Conduct.**
2. **Conduct Panel is an investigating panel commissioned by the Audit Committee. It draws conclusions on the allegations of misconduct and makes recommendations to the Board. The panel has the power to conduct an investigation and to commission independent assistance. The membership of the Panel is drawn from the Audit Committee membership (unless the allegation relates to a member of the Audit Committee in which case the Board Chair shall determine the Panel membership in accordance with the Urgency Procedure within Standing Orders).**
3. **Board reserves the power to remove a Board Member from the Board**
4. **Board Member has the right to address the Conduct Panel in respect of allegations made, and to appeal to the Board in respect of any recommendation made by the Conduct Panel**