

**AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY
AND MEDICINE**

**RECONSIDERATION, REVIEW AND
APPEAL OF DECISION
POLICY AND GUIDELINE**

1. INTRODUCTION

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) was established to ensure the safe provision of cosmetic medical and cosmetic surgical procedures to the Australian community through the supply of appropriately trained and certified healthcare practitioners.

Cosmetic Physicians, Cosmetic Surgery practitioners, their patients and stakeholders rely on the policies and governance of the College with regard to training, certification and ongoing Continuing Professional Development for these professions.

Through this policy, the College is committed to providing clear advice to its members and stakeholders about its decisions that can be reconsidered, reviewed, and formally appealed under established mechanisms.

2. SCOPE AND OBJECTIVES

This Policy applies to all ACCSM stakeholders and members, including both cosmetic medicine and cosmetic surgery faculties.

This Policy documents the mechanisms for Reconsideration, Review and Appeal for any members or stakeholder affected by a decision of the ACCSM.

It provides a clear pathway to resolve concerns for those who have been subject to a College decision which they consider unsatisfactory.

In doing so, members or stakeholders can be assured that due processes were followed in reaching and reviewing those decisions, and that proper consideration was given to evidence presented and available to the ACCSM in relation to those decisions.

The Reconsideration, Review and Appeal of a decision also assists the College with continuous quality assurance by assessing the adequacy of decision-making processes.

3. GENERAL PRINCIPLES

3.1 Reconsideration, Review and Appeals are defined as three separate procedures:

1. **Reconsideration:** this occurs as a first step pertaining to the original decision made.

2. **Review:** if unsatisfied with a reconsideration outcome, a review of the original decision may be requested.

3. **Appeal:** a formal investigation conducted by an Appeals Committee.

3.2 Reconsideration and Review are processes that occur internally within the governance of the ACCSM. Either stage may resolve the matter.

3.3 A formal Appeal involves the establishment of an independent Appeals Committee. This Committee will not be exposed to the Reconsideration or Review findings. The Appeals process documented in this policy aims to ensure procedural fairness and transparency.

3.4 An Appeal cannot be instigated before a Reconsideration and Review process has occurred.

3.5 Outcomes of Reconsiderations, Reviews and Appeals will be used as a mechanism of evaluation and improvement for ACSSM.

4. DECISIONS ELIGIBLE TO BE RECONSIDERED, REVIEWED AND APPEALED

4.1 The following decisions of the ACSSM can be subject to a Reconsideration, Review or Appeal of decision under this Policy:

Decisions of:

- a. The Council (and its Executive)
- b. The Board of Censors
- c. The Faculty Deans
- d. The Censor in Chief
- e. Preceptors

in relation to

- a) Assessment of progress against training requirements including examination results
- b) Admission to the ACCSM as a Fellow, Associate or Affiliate
- c) Performance in the training program
- d) Completion of training requirements
- e) Dismissal from training
- f) Approval of breaks in training
- g) Approval of flexible training arrangements
- h) Recognition of prior learning outcomes
- i) Applications made under the *CPD Exemptions and Variations Policy*
- j) Decisions in relation to applications for admission to Fellowship
- k) Decisions made in relation to special considerations for trainees
- l) Decisions of assessments in relation to applications for entry into the training programs
- m) Decisions of accreditation for training sites
- n) Decisions of applications as a preceptor
- o) Decisions of Council members for the office bearing positions of the College
- p) Decisions of the CPD compliance and audit processes and the assessment of CPD participation
- q) Decisions of the Treasurer in relation to the financial status of Members

5. GROUNDS FOR RECONSIDERATION, REVIEW OR APPEAL

5.1 For an application to progress to Reconsideration, Review or Appeal under this Policy, they must provide demonstrable evidence of one or more of the following grounds relating to the decision in question:

1. An error in law or due process occurred during the formulation of the original decision.
2. The relevant approved regulation or policy was not correctly applied.
3. Procedures required by ACCSM policies or regulations were not observed during the making of the original decision.
4. Relevant and substantive information, existing at the time of the original decision and which should have been known to the original decision-maker, was not considered or not properly considered. Any further training or experience by the Applicant between the original decision and the date of hearing/consideration/assessment shall be considered as information that becomes available subsequent to the original decision.
5. Irrelevant information was considered during the original decision-making process.
6. The original decision was made for a purpose other than for which the power was conferred, or by a body that was not empowered to make the decision; or
7. The original decision was affected by actual or perceived conflict of interest or bias.

5.2 This Policy is not intended to provide an avenue for any person to contest assessment outcomes or results, based on allegations of poor training or supervision or general grievances.

5.3 This Policy is not intended to provide an avenue for person(s) or institution(s) to be exempted from any requirements or components of any training program or the accreditation standards based on ignorance of relevant published policies and or regulations/guidelines.

6. APPLICATION FOR RECONSIDERATION, REVIEW OR APPEAL

Any Applicant who believes their interests are directly and adversely affected by an original decision that is inconsistent with an approved ACCSM regulation or policy and who is dissatisfied with that original decision, may apply to the ACCSM to have the original decision Reconsidered, Reviewed and/or Appealed.

6.1 RECONSIDERATION, REVIEW OR APPEAL APPLICATIONS

The application:

- a) Must demonstrate the grounds as described in Section 4 of this Policy
- b) Will not be accepted where the Applicant states a belief that they should have passed an examination (or component thereof) or an assessment based on their recall of a response (written or oral) provided in the examination or assessment in question;
- c) Will not be accepted where the basis of the application is that the Applicant was, or was not, supplied with specific information in the course of the conduct of a component of an examination or assessment, unless verifiable evidence is supplied to support this claim in the application;
- d) Will not be accepted where the basis of the application relates to the receipt of feedback from the ACCSM on their performance in an examination or assessment;
- e) Will not be accepted where the time period in which the Applicant is eligible to apply for a Reconsideration, Review or Appeal has lapsed (see Section 7.1).

- f) Will not be accepted where the application relates to matters that should have originally been made under the remit of the 'Exemptions and Variations Policy'.

6.2 ACCEPTANCE OF APPLICATIONS

The ACCSM reserves the right to not accept an application for Reconsideration, Review or Appeal where the Applicant is unable to produce any reasonable or relevant evidence in support of the stated grounds on which the application is based. This assessment will be made by the ACCSM prior to the Reconsideration, Review or Appeal process commencing.

7. RECONSIDERATION PROCESS

7.1 TIMING

The completed application for Reconsideration of an original decision must be received by the College General Manager within 28 calendar days of the date the original decision was communicated to the Applicant.

7.2 INITIATION

To initiate the Reconsideration process, an application must:

- (a) be made in writing and be lodged with the General Manager
- (c) specify the particular original decision that is being contested, including a brief outline of the matter at issue
- (d) specify the relevant ground(s) for the application (see Section 4)
- (e) provide documented and verifiable evidence in support of the ground(s) specified by the Applicant.

7.3 RECONSIDERATION PROCEDURE

7.3.1 Where an original decision is referred to the original decision-maker by the General Manager for reconsideration, the original decision-maker shall conduct the reconsideration on the basis of:

- all the original material and documentation pertaining to the original decision

- all additional material and documentation supplied by the Applicant
- the process previously afforded to the applicant for the circumstances relevant to the ground(s) on which the application is made
- any additional material and documentation considered relevant by the original decision-maker.

7.3.2 The Applicant does not have the right to attend any meetings of the original decision-maker or to make any oral submissions to it, either personally or through any other party.

7.3.3 Applications for reconsideration of a decision will be considered by the original decision-making entity or a subgroup of that entity as deemed appropriate by the Chair of the entity in question and having regard to the circumstances of the matter at issue.

7.4 THE OUTCOME OF RECONSIDERATION

7.4.1 The original decision-maker may make any one of the following reconsideration decisions:

- a) affirm its original decision;
- b) vary its original decision; or
- c) set its original decision aside and make a new decision.

7.4.2 A record of the original decision-maker's reconsideration deliberations must be kept in accordance with the ordinary practices of that entity.

7.4.3 The original decision-maker must notify the General Manager in writing of the reconsideration decision, including reasons for the decision.

7.5 NOTIFICATION OF THE OUTCOME

7.5.1 The ACCSM aims to complete the relevant reconsideration process within six (6) weeks of acceptance of an application. Exceptional circumstances may require more time for proper consideration of the application.

7.5.2 The General Manager will notify the Applicant in writing of the reconsideration decision as soon as practicable. Subject to obligations of privacy and confidentiality that may apply, the notification of the outcome of the application should include the reason(s) for the reconsideration decision and advice about the opportunity for Review, should the applicant remain dissatisfied with the original decision and reconsideration decision.

7.5.3 On receipt of notification from the General Manager of the Reconsideration decision, the Applicant may:

- a. accept the original decision and the result of the Reconsideration; or
- b. within 14 calendar days, apply in writing so that the General Manager can convene a Review panel.

7.5.4 If no application for Review is received from the Applicant within 14 calendar days, they will be deemed to have accepted the Reconsideration decision and the case is closed.

8. REVIEW PROCESS

If an Applicant chooses to continue the process to a Review, the following steps will apply:

8.1 TIMING

The completed application for Review of a Reconsideration decision must be received by the General Manager within 14 calendar days from the date of notification of the Reconsideration decision.

8.2 COMMENCEMENT OF A REVIEW

8.2.1 Any person who remains dissatisfied with the original decision and/or the reconsideration decision may apply to the General Manager to have the original decision reviewed by a review panel.

8.2.2 A Review may only be sought in relation to the ground(s) considered in the original application for Reconsideration. New or additional grounds may not be raised.

8.2.3 The request for Review must:

- (a) be made in writing and be lodged with the General Manager;
- (b) include any additional material or documentation specific to the grounds that was not previously considered (if applicable);
and
- (c) include payment of the prescribed fee (Section 10)

8.3 REVIEW PANEL

8.3.1 The General Manager shall convene a Review Panel, which shall comprise three people chosen by the General Manager from a list of nominees approved by the entity which oversees the original decision-maker.

8.3.2 The Review Panel shall not include a member who participated in the original decision or the Reconsideration decision or who otherwise has, or is perceived to have, a conflict of interest.

8.4 PROCEDURE OF THE REVIEW

8.4.1 The Review Panel shall consider, and conduct the review on the basis of:

- (a) all the original material and documentation considered by the original decision-maker
- (b) all additional material and documentation supplied by the Applicant for the purposes of the Review (if any)
- (c) any additional material and documentation considered relevant by the Chair of the Review Panel
- (d) whether the principles of procedural fairness were followed when the original decision was made and (if relevant) when it was Reconsidered,
- (e) the process previously afforded to the Applicant for the circumstances relevant to the ground(s) on which the application is made

(f) any College regulations, policies and procedures relevant to the decision.

8.4.2 Where applicable, the Review Panel must not consider evidence of further training, supervised practice or experience by the applicant obtained during the period between the making of the original decision and the Review of that decision.

8.4.3 The Applicant does not have the right to attend any meetings of the Review Panel or to make any oral submissions to it, either personally or through any other party.

8.4.4 The Review Panel may exercise all of the powers and discretions that the original decision-maker was able to exercise, and is not subject to the rules of evidence. Subject to the rules of procedural fairness and except where otherwise provided by clause 6.5(2), it may inform itself as it sees fit.

8.5 THE OUTCOME OF THE REVIEW

8.5.1 The Review Panel may make any one of the following review decisions:

- a) affirm the original decision or Reconsideration decision
- b) vary the original decision or the Reconsideration decision
- c) set aside the original decision or Reconsideration decision and refer the matter to the original decision-maker for further consideration in accordance with any directions or recommendations it may make, or
- d) set aside the original decision or reconsideration decision and make any further decision it deems appropriate.

8.5.2 Minutes of the Review Panel shall be confined to a list of all persons present, a report listing the documentation presented and a report of the Review decision, including reasons for the decision, to the original decision-maker.

8.5.3 The Review panel must notify the General Manager in writing of its decision, including reasons for the decision.

8.6 NOTIFICATION OF OUTCOME

- 8.6.1 The ACCSM aims to complete the Review process within 12 weeks of acceptance of an application by the General Manager. Exceptional circumstances may require more time for proper consideration of the application.
- 8.6.2 The General Manager will notify the applicant in writing of the Review decision as soon as practicable. Such notification should include reasons for the Review decision. The applicant should also be advised of the opportunity to apply to formally Appeal the original decision or the Reconsideration decision, should they remain dissatisfied with the original decision and/or any Reconsideration and/or Review decision following the Reconsideration and Review processes.
- 8.6.3 The General Manager will notify the original decision-maker in writing of the Review decision, including the reasons for that decision, as soon as practicable. The Chair of the applicable governing body and other College entities considered relevant to the decision may, at the discretion of the General Manager, also be notified of the Review decision, including the reasons for the decision.
- 8.6.4 On receipt of notification from the General Manager of the Review decision, the applicant may:
- a. accept the original decision and the result of the Review,
or
 - b. within 14 calendar days of the date of notification, submit an application to Appeal the decision.
- 8.6.5 If no correspondence is received from the applicant within 14 calendar days, they will be deemed to have accepted the Review decision and the case is closed.

9. APPEAL PROCESS

9.1 TIMING

- 9.1.1 An Applicant must provide in writing to the General Manager their intention to Appeal a Review outcome within 14 days of receipt of the Review outcome notification.
- 9.1.2 A completed application for Appeal must be received by the General Manager within six (6) months of the date of notification of the original decision. This means no later than 6 months from the time the original decision was received by the applicant (prior to any Reconsideration or Review).
- 9.1.3 Special circumstance for timing may be granted at the sole discretion of the General Manager based on reasonable factors that may have influenced timing during the Reconsideration or Review process.

9.2 COMMENCEMENT OF AN APPEAL

- 9.2.1 Any person who remains dissatisfied with an original decision or decision of any Reconsideration or Review may apply to Appeal the decision.
- 9.2.2. The application for Appeal must:
- (a) be made in writing and be lodged with the General Manager
 - (b) include payment of the prescribed fee
 - (c) outline the decision in respect of which the Appeal is made, the grounds for the Appeal, a brief outline of the matters in issues, and the remedy sought.

9.3 APPEALS COMMITTEE

- 9.3.1 The Appeals Committee will be a constituted committee, convened by the General Manager as required to hear Appeals in accordance with the terms of this policy.
2. An Appeals Committee shall consist of five (5) members, comprising:

- a. A Chair who is considered an appropriately qualified person for the role and who is not a College member
 - b. Two other persons who are not College members
 - c. Two College members with knowledge and expertise relevant to the matter that is the subject of the Appeal none of whom participated in the original decision, the Reconsideration decision, or the Review decision, or who otherwise has, or is perceived to have, a conflict of interest.
- 9.3.3 A quorum for meetings of the Appeals Committee will be the Chair and two (2) other members, at least one of whom shall be a College member.
- 9.3.4 All members shall be entitled to vote on decisions, with decisions of the Committee being decided by a simple majority of those members present. In the event of an equality of votes, the Chair may exercise a casting vote.
- 9.3.5 Applicants will be advised in writing of the composition of the Appeals Committee. Should they believe any member to have a conflict of interest that may impair that individual's ability to impartially consider the matter, they have the right to have the matter considered by the Chair of the Appeals Committee, or the College General Manager where the conflict is believed to be associated with the Chair. Any such request by the Applicant, including any relevant supporting documentation or other material(s) should be provided at least 14 calendar days prior to the scheduled date of the Appeal hearing.
- 9.3.6. Should the Chair or General Manager agree that such a conflict does exist, depending on the availability of a suitable replacement, the Appeal hearing may need to be delayed or rescheduled in order to obtain a suitable replacement member, or that the Appeal may proceed with a reduced membership of the Appeals Committee. Such decision being at the discretion of the Chair or General Manager as applicable.

9.3.7. Pursuant to Section 9, any costs incurred by the Applicant because of any delay(s) or changes to previously advised arrangements will be borne by the Applicant.

9.3.8 Non-member attendees:

- a. The General Manager will attend meetings of the Appeals Committee but is not a member of the Committee.
- b. The Chair of the Appeals Committee may request that a representative of the original decision-maker be asked to attend and address the Appeals Committee on matters relevant to the appeal. The representative will be given opportunity to comment on submissions of the applicant and the original decision-maker.

9.4 NOTIFICATION OF HEARING AND SUBMISSIONS

9.4.1 At least 28 calendar days prior to a hearing of the Appeals Committee, the General Manager will notify the Applicant and the original decision-maker in writing of:

- a. the date, time and place of the hearing;
- b. the right of the Applicant to appear before the Appeals Committee;
- c. the right of the Applicant to have a support person present;
- d. the right of the Applicant to submit a request that they be accompanied by a legal representative to act as an advisor, and the timeframe for submitting such a request; and
- e. all relevant documentation held by the College.

9.4.2 At least 21 calendar days prior to hearing of the Appeal, the Applicant and original decision-maker will provide the General Manager with written submissions and copies of any documents and records relevant to the original decision, upon which the Applicant or original decision-maker wish to rely.

9.4.3 Additional information provided after a submission under 9.4.2 will only be considered if the Chair of the Appeals Committee considers that the material is substantive to the matter. A copy of these submissions will be made available to the Applicant and any representative of the original decision-maker who has been nominated to attend the meeting of the Appeals Committee.

9.4.4 The Applicant's submissions and the original decision-maker's submissions will be provided to the Appeals Committee.

9.4.5 Should the Applicant have late documentation that they wish to present to the Appeals Committee but is prohibited by clause 9.4.2, the request will be considered by the Chair of the Appeals Committee, whose decision will be final.

9.5 ATTENDANCE OF APPLICANT

9.5.1 The Applicant has the right to appear before the Appeals Committee and to advocate the merits of the Appeal themselves as set out in their written submissions.

2. The Applicant has a right to be accompanied by a support person, who may not act as an advocate for the applicant.

9.5.3 The Applicant is not entitled to be accompanied by a legal representative (or any other person who shall act as an advocate) before the Appeals Committee unless the Committee Chair has given prior consent where it is felt that an applicant could not present, or would be disadvantaged in their Appeal if required to present in person. Any request for such representation:

- a. must be made by the Applicant
- b. specify the reasons on which the request is made, and
- c. be received by the General Manager at least 14 calendar days prior to the date of the relevant Appeals Committee hearing.

3. In those cases where an Applicant has been given leave to be accompanied by an advocate, the Appeals Committee may appoint a person to act as counsel assisting in the hearing of the Appeal.

9.6 PROCEDURE OF APPEAL

9.6.1 The Appeals Committee must decide each appeal on its merits.

9.6.2 The Appeals Committee shall conduct its affairs with as little formality as possible. It is not bound by the rules of evidence and, subject to this policy and the rules of procedural fairness, may regulate its conduct and operation as it sees fit. In particular, the Appeals Committee may:

- a. inform itself on any matter and in such manner as it sees fit;
- b. consider all relevant information which it sees fit; and
- c. invite any person to appear before it or to provide information.

3. The Applicant's support person and, if the Applicant has approval, legal advisor may not act as an advocate for the Applicant, but the legal advisor (if any) may be invited to address the Appeals Committee regarding any particular legal issue that the Appeals Committee believes cannot adequately be addressed by the Applicant.

9.6.4 In such cases ACSSM legal representative may be invited to attend meetings of the Appeals Committee to assist the committee in the hearing of the Appeal.

9.7 OUTCOME OF APPEAL

9.7.1 In all cases, the decision of the Appeals Committee is final.

9.7.2 The Appeals Committee may, upon considering all submissions

- a. confirm the original decision which is the subject of the Appeal; or
- b. revoke the original decision and refer the original decision to an appropriate College body for further consideration.

9.7.3 Appeals Committee may not:

- a. revoke the original decision and refer the original decision to an appropriate external body or authority; or

b. revoke the original decision and make an alternative decision, including:

I. make any decision that the original decision maker could not have made, or was not empowered to make;

II. revoke any clinical or examination assessment of any Applicant and replace the assessment with an assessment of its own;

III. elevate an Applicant above others in a competitive assessment or selection process; or

IV. award Fellowship or other College membership to any Applicant.

9.8 NOTIFICATION OF OUTCOME

9.8.1 The College aims to complete the Appeals Committee process within 12 weeks of acceptance of an application. Exceptional circumstances may require more time for proper consideration of the Appeal.

9.8.2 The Appeals Committee shall issue a written decision, with reason(s) for the decision ('a report of the decision'), as soon as practicable after the completion of the Appeal hearing to enable communication of the decision to the Applicant and to other relevant parties within three (3) weeks of the meeting of the Appeals Committee. The report of the decision shall be submitted to the next meeting of the Council scheduled to occur after communication of the decision to the Applicant.

9.8.2 The report of the decision of the Appeals Committee will be conveyed to the Chair of the governing body that oversees the entity responsible for the original decision, as well as the Management of the College unit responsible for the coordination of that governing body, and the Chair of such other entity(ies) as the Council or relevant governing body may determine, to enable facilitation of any further processes required as a result of the decision, as well as review of processes surrounding the original decision. The Chair may choose to share the report of the decision with members of the governing body and/or entity(ies) identified.

9.8.4 Where an Appeal decision is determined by the College President and/or General Manager to have direct relevance and ramifications beyond the entity that made the original decision, and where it is considered necessary in order for College process to be altered as a result of the decision of an Appeal, and with the agreement of the Chair of the Appeals Committee, the decision of the Appeals Committee, along with information relating to the summary of the reason(s) for the decision that is considered to be of direct relevance, may be conveyed to such other bodies or staff as is considered necessary, provided that the information conveyed is first de-identified to protect the confidentiality of the Appeal proceedings.

9.8.5 Except where otherwise required by law, or otherwise determined by the Appeals Committee, any transcript of the hearing of the Appeals Committee and other information provided to the Appeals Committee shall be kept confidential (with the exception that information may be released with the consent of the Appellant).

9.8.6 Minutes of hearings of the Appeals Committee shall be confined to a report of the decision forwarded to the Council.

10. FEES

10.1 The ACCSM will not apply a fee for applications for the Reconsideration process.

10.2. The ACCSM will apply a fee for the Review and Appeal processes. The fee amount will be the amount applicable at the time of submitting an application of a Review or Appeal. The Schedule of Fees is published on the ACCSM website.

10.3. Application fees are a contribution to the cost of facilitating a Review or Appeal.

10.4 If additional information is supplied or changes due to real or perceived conflicts of interest are requested outside of the timing restrictions indicated in this policy, the Applicant may be required to cover reasonable costs associated with these requests.

10.5. The ACCSM will provide an invoice within seven (7) calendar days of an application for Review and Appeal. Applications will not be considered until the relevant fee has been paid. Failure to pay the relevant fee will result in the application not being actioned. Delays in the payment of the relevant fee may result in a subsequent delay in the release of an outcome for a Review or Appeal.

10.6. Members will be reimbursed the full application fee if the original decision for Review or Appeal is changed or varied.

10.7 If an application for Review is deemed to not have sufficient grounds, the Applicant will not be refunded the fee.

10.8 At its absolute discretion, the Board may waive all or part of the formal Appeal application fees and costs.

11. WITHDRAWAL OF APPLICATIONS

11.1 Applicants may withdraw a Reconsideration application at any time.

11.2. Applicants may withdraw a Review application at any time. The Review fee is not refundable.

11.3. Applicants may withdraw their application for an Appeal at any time prior to the scheduled Appeals Committee hearing. The Applicant will be refunded the Appeal fee minus the administrative fee. Other costs may not be refundable, any irrecoverable and otherwise committed costs for the conduct of the Appeals Committee

12. DEFINITIONS

<i>Accreditation</i>	Means the accreditation of training practices
<i>Appeals Committee</i>	Means a Committee convened pursuant to Section 9.3 of this Policy
<i>Applicant</i>	means a person who has formally requested a Reconsideration, Review or Appeal of a decision (as the case may be). In the case of an examination result, this refers to the Candidate. In other cases, it may refer to an individual, or a hospital/site/department or private practice in respect of which a decision has been made
<i>Board of Censors</i>	Means the members of the Board of Censors and its Terms of Reference
<i>Censor in Chief</i>	Means the appointed Censor in Chief
<i>General Manager</i>	Means the General Manager appointed by the Council of the ACCSM. This definition also includes an interim or acting General Manager
<i>Deans</i>	Means the Dean of the Faculty of Cosmetic Medicine and Cosmetic Surgery
<i>Preceptors</i>	Are the College appointed supervisors/mentors of trainees
<i>Conflict of Interest</i>	Arises when a person decides or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations, as defined by the ACCSM Conflict of Interest Policy.
<i>Decision</i>	Means a decision subject of this Policy
<i>Examinations</i>	Means a form of assessment as defined in the College's Examination Policies
<i>Fellow</i>	Means a member admitted to Fellowship of the ACCSM
<i>Original decision</i>	Means a decision made by an Original Decision-Maker which is capable of being Reconsidered, Reviewed or Appealed under this Policy
<i>Original Decision-Maker</i>	Means an individual or governing body who has made the original decision that is being contested by the Applicant

<i>Reviewing Body</i>	Is the committee of the ACCSM responsible for the Review of decisions under this Policy. The appropriate Reviewing Body is determined by the General Manager and may be the relevant Board of Censors, a Review Panel (specifically constituted for that purpose) or another senior committee of the ACCSM relevant to the substance of the Review application.
<i>Review Panel</i>	Means a Panel formed pursuant to this Policy whose purpose is to facilitate the Review stage process.
<i>Staff Member</i>	Means any person appointed by the General Manager or delegate who is working in a permanent, temporary, casual, termed appointment or honorary capacity for the ACCSM and for the avoidance of doubt includes contractors, consultants, and other workers.

13. CONTACT

For further information and advice about this policy please contact the ACCSM office.

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