



## **PRACTICE DIRECTION 1 OF 2009**

### **DISCIPLINARY COMMITTEE HEARINGS**

#### **WRITTEN SUBMISSIONS**

When the Board conducts disciplinary committee hearings, it seeks to do so, in accordance with its legislative obligation, with as little formality as possible. From time to time, the Board/Committee is provided with written submissions which have been prepared by the Registrant and/or the Complainant at a time after the Notice of Hearing has been sent out. There is no requirement for the Registrant and/or the Complainant to do that, but equally, nor is there any problem with that occurring.

The experience of the Board/Committee over the last couple of years has been that written submissions have been provided at a time very close to the scheduled hearing dates, sometimes as close as the day before, and on one occasion, at the commencement of the hearing. Often these submissions are lengthy.

To ensure that the Board/Committee has sufficient time to read and absorb the contents of these submissions, such written submissions should be provided to the Co-ordinator (Disciplinary Proceedings) no later than 10 business days prior to the scheduled hearing date. This will allow for dissemination of the submission to the committee members and for the committee members to read and absorb the submission.

If a Registrant or Complainant wishes to provide a written submission (and, once again, we observe that there is no requirement to do this), and can not provide it prior to 10 days before the scheduled hearing date, he/she should contact the Co-ordinator (Disciplinary Proceedings) by email or by telephone as soon as that is apparent and advise the reason for the delay and the date by which the submission will be provided.

Submissions provided late may result in the Board/Committee adjourning the hearing to a date convenient to the Board/Committee which will allow sufficient time for the submission to be properly reviewed prior to hearing.

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