

Disciplinary Committee Charter

1. Purpose

- a. To conduct disciplinary hearings in accordance with Dogs Victoria Constitution, Rules, Regulations and Codes.
- b. To conduct disciplinary hearings on charges issued by the Investigations Committee and breeder breaches, as identified by the office, other than summary penalties accepted by the member. These will be conducted as required after giving sufficient notice to the parties involved.
- c. To report to Management Committee any discernible trends in proven breaches of Dogs Victoria Rules, Regulations, Codes, Policies & Procedures.
- d. To Report and make recommendations to Management Committee regarding any difficulties on the application of Dogs Victoria Rules, Regulations, Codes, Policies & Procedures to complaint matters heard by the Disciplinary Committee.

2. Committee Membership

- a. The committee shall consist of a maximum of 14 Dogs Victoria members appointed by Dogs Victoria Management Committee.
- b. New members - The committee chair shall request a "CV" detailing relevant experience for approval by Management Committee prior to an appointment being confirmed
- c. Appointed committee members may be removed and/or replaced by the Management Committee.
- d. The appointment of all committee members shall be for a period of two years and subject to review by Management Committee.
- e. The chairperson and its deputy are appointed by the Management Committee but it may take advice from the existing chairperson when either of those positions are vacated.

3. Meeting Frequency

- a. The committee will meet at least annually for review and assessment of its performance.
- b. Meetings may be held in person or electronically.
- c. The chairperson will determine the composition of each panel allowing for availability of committee members at the time nominated for hearings.
- d. The committee may request the attendance of the CE or Management Committee Members as long as 14 days' notice is given.

4. Matters for Dogs Victoria Management Committee

- a. Following disciplinary hearings the written report of all findings and where relevant any penalties imposed are to be forwarded to the Management Committee within seven days.

5. Other Matters

- a. The committee shall provide a report for the Annual Report by 1 January of each year.
- b. The chair shall participate in meetings of the Governance Lead.

Office/Committee Liaison – Jennifer Joyce

The Chairperson will maintain effective contact and liaison with the CE and the Compliance Officer to ensure the disciplinary process as required under Dogs Victoria Regulations is not impeded.