

APPENDIX B. SUMMARY OF STEPS IN DISCIPLINE PROCESS

Step 1

A report is made to the Standards and Integrity Directorate concerning an allegation of a breach of discipline.

Step 2

The Standards and Integrity Directorate undertakes an assessment of the information provided against the relevant legislation and policy.

Step 3

Based on the information gathered, the Standards and Integrity Directorate determines how the matter should be dealt with.

Step 4

Disciplinary investigation commenced, which involves interviewing of witnesses, gathering documents and information and also giving the respondent an opportunity for input.

Step 5

Decision is made to continue disciplinary action or move to improvement action or to cease investigation.

Step 6

If disciplinary investigation continues, the respondent is formally advised of the allegation and provided opportunity to make a submission, in person or in writing, in response to the allegation prior to any finding being made against them.

Step 7

Director General makes a finding after consideration of the allegation, results of the investigation and the respondent's submission.

Step 8

The proposed outcome, including where relevant any proposed penalty, is communicated to the respondent, with an opportunity to make a submission.

Step 9

Director General considers and responds to the respondent's submission.

Step 10

Respondent has the right to lodge an appeal with the Western Australian Industrial Relations Commission.