



# AUSTRALIAN PARACHUTE FEDERATION Request for Review (RfR)

**MP5**

**CONFIDENTIAL**

DATE: .....

### 1. REFERENCES

- Operational Regulations and Regulatory Schedules
- Misconduct Policy and Procedures Manual
- Member Protection Policy
- Constitution

### 2. PURPOSE

This form provides a Member with a means of requesting that a Review Officer review the imposition of a Rules-Regulations Infringement Notice (RIN), or a decision made or penalty imposed upon them by an Authorised Person under the Rules and Regulations. It must be provided to the relevant parties as described in Part 3, within seven days of the RIN or penalty being imposed upon the Member.

### 3. MEMBER DETAILS

Membership Name .....APF No: .....

Address .....

Phone.....Email .....

### 4. DETERMINATION AND GROUNDS FOR REVIEW

This Request for Review is based on a determination made by an Authorised Person who has responsibility for disciplinary matters under the Rules or Regulations. This RfR must be provided to the relevant Review Officer (usually for that Council area or as determined by the APF Office).

- A legible copy of Rules-Regulations Infringement Notice is attached.
- Grounds for the review are fully described, based on the facts of the matter.
- Any new evidence being brought forward is clearly described as 'new evidence' not previously considered in the matter.
- Any alleged conflict of interest or claim of unfair bias that the Member states has affected the determination is fully explained in the attached documentation.
- The Member solemnly states that this request for a review is not vexatious, frivolous or malicious.

**Provide Addition Details** *(Attach separate documentation as appropriate, ensuring sufficient detail to substantiate your claim for Grounds)*

## 5. VALIDITY OF APPEAL and SUSPENSION OF PENALTIES

*This section to be completed by Review Officer or Alternates as appropriate.*

### 5.1 Validity

Upon considering this review, the following conclusions have been reached:

As Review Officer, I have considered this request for a review and believe it does not meet the requirements for a review. I therefore recommend the matter not be taken any further.

**or**

As Review Officer, I have considered this request for a review and believe it has merit. I therefore refer it to a Review Tribunal

**Provide Details**

### 5.2 Suspension of Penalties

The Review Officer or Review Tribunal may determine that all or part of any penalties imposed upon a Member, be postponed until a Review is conducted.

I have considered the RfR and the evidence provided and determine that:

All or part of penalties imposed on the Member be varied or set aside until a Review is conducted, as detailed below;

**Or**

Imposed penalties remain in effect until the Review is conducted.

**Provide Details**

Print Name (Review Officer).....Date ...../...../.....

Signature.....