



Policy Name	DISCIPLINARY PROCEDURES MANUAL
Overview	The <i>AgShows NSW Disciplinary Procedure</i> provides a clear, step-by-step guide for managing complaints, inquiries, early guilty pleas, and appeals under the Rules for Discipline Policy. It ensures fairness, consistency, and transparency in all disciplinary processes across NSW agricultural shows. The manual outlines responsibilities of the Executive Officer, Disciplinary Committee, and Member Organisations, while safeguarding confidentiality and natural justice. It promotes proportional penalties, effective record-keeping, and accountability in decision-making. Designed to support volunteer committees, it strengthens integrity and trust across the AgShows NSW network through structured, fair, and efficient management of disciplinary matters.
Review Date	This Disciplinary Procedures Manual applies from the date of approval and remains in force until amended or replaced by the AgShows NSW Board.
For	Disciplinary Committee Members, Directors, employees (full-time, part-time, casual)
Related Policies	Rules for Discipline, Code of Conduct To be Completed: Prohibited Substance Testing Background and To be Completed: Policy Prohibited Substance Testing Procedure and Process
Policy Register	Version 2 Approved August 2026 Effective 1 September 2026

Purpose

To provide step-by-step operational guidance for managing inquiries, hearings, early guilty pleas, and appeals under the AgShows NSW [Rules for Discipline Policy](#).

This manual ensures procedural fairness, consistency, and efficiency in all disciplinary processes while supporting volunteer-led Member Organisations.

DISCIPLINARY PROCEDURES MANUAL

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Part 1 - Scope and Application

1.1.

- a. Applies to all inquiries, investigations, and appeals under the AgShows NSW [Rules for Discipline](#) Policy.
- b. Used by the Disciplinary Committee, Executive Officer, and Member Organisations when managing misconduct. All references to misconduct are to be interpreted in accordance with the AgShows NSW Master Definitions Schedule.
- c. Supplements (but does not replace) the AgShows NSW Board-approved [Rules for Discipline](#) policy.

Part 2 - Key Principles

2.1. Definitions Cross-Reference

The terminology in this document is set out in [AgShows NSW Master Definitions Schedule](#), which applies across all AgShows NSW disciplinary, complaints and prohibited substance policies and procedures.

2.2. Interpretation

This Master Definitions Schedule is to prevail over any inconsistent definitions contained elsewhere in AgShows NSW policies, procedures, documents or forms. The AgShows NSW Master Definitions Schedule applies across all disciplinary complaints and prohibited substance documents and is intended to ensure consistency of interpretation. Where ambiguity arises, the Master Definitions Schedule is to be applied.

This Manual is procedural in nature and does not replace or modify the definitions adopted under the [Rules for Discipline](#) or the Master Definitions Schedule.

- I. **Natural justice** — every person has the right to know the case against them and to respond.
- II. **Proportionality** — penalties must reflect the seriousness of the misconduct.
- III. **Impartiality** — conflicts of interest must be declared and managed.
- IV. **Transparency** — clear documentation and record keeping at all stages.
- V. **Confidentiality** — information is shared only on a need-to-know basis.
- VI. **Cost recovery** — direct costs such as authorised laboratory testing or analysis is not a disciplinary penalty and must only be applied where expressly authorised by the [Rules for Discipline](#)

Part 3 - Roles and Responsibilities

Role	Responsibilities
Executive Officer	Receives complaints, coordinates hearings, maintains records, provides secretariat support.
Disciplinary Committee Chair	Determines jurisdiction, appoints panels, manages hearings and decisions.
Disciplinary Panel	Review evidence, participate in hearings, decide outcomes by majority vote.
Member Organisations	Manage minor behavioural matters locally; refer serious issues to AgShows NSW.
Legal Advisor (as required)	Provides procedural or legal advice (not representation).

3.1. The Jurisdiction of The Disciplinary Committee

AgShows NSW will not investigate, intervene in, or adjudicate local governance disputes, personality conflicts, volunteer disagreements, or internal society politics. These matters remain the responsibility of Member Organisations. Before accepting any matter, The Disciplinary Committee must confirm: the issue falls within AgShows NSW authority; objective evidence exists; local processes have been exhausted; and the matter concerns serious misconduct, prohibited substances, or broader network impact.

The Executive Officer acts as Secretariat to the Disciplinary Committee and all Disciplinary Panels.

Part 4 – Complaint Management

4.1 Receipt of Complaint

Complaints shall be submitted to AgShows NSW using the approved Complaint Form within thirty (30) days of the alleged incident, unless otherwise determined by the Chair of the Disciplinary Committee.

A complaint should include, where applicable:

- a. a description of the alleged misconduct.
- b. the date, time and location of the incident.
- c. the names of the persons involved.
- d. the names of any witnesses.
- e. copies of any supporting evidence; and
- f. any other information relevant to the complaint.

4.2 Administrative Review by the Secretariat

Upon receipt of a complaint, the Executive Officer, acting as the AgShows NSW Secretariat, shall:

- a. acknowledge receipt of the complaint.
- b. establish a confidential disciplinary file.
- c. record the complaint in the AgShows NSW disciplinary register.
- d. review the complaint for administrative completeness.
- e. determine whether additional information or supporting documentation is required.
- f. maintain confidentiality throughout the process; and
- g. coordinate all administrative correspondence relating to the complaint.

The Secretariat does not determine the merits of the complaint but is responsible for the administrative management of the matter until its conclusion.

4.3 Information Gathering

Where necessary, the Executive Officer, acting as Secretariat, may request additional information from the complainant, the Member Organisation or other relevant persons.

Where the complaint appears to fall within the jurisdiction of AgShows NSW, the Secretariat shall provide the Respondent with:

- a. a copy of the complaint.

- b. copies of any supporting evidence.
- c. details of the alleged breach.
- d. information regarding the Respondent's rights and obligations.
- e. information regarding the Early Guilty Plea process (where applicable); and
- f. the timeframe within which a response must be provided.

The Respondent may provide a written response and any supporting material within the prescribed timeframe.

4.4 Early Guilty Plea

Where the alleged breach is eligible under the AgShows NSW Rules for Discipline, the Respondent may elect to submit an Early Guilty Plea.

Any Early Guilty Plea shall be administered by the Executive Officer acting as Secretariat in accordance with the AgShows NSW Rules for Discipline and the AgShows NSW Early Guilty Plea Procedure.

Where an Early Guilty Plea is not submitted, or is not accepted, the matter shall continue through the disciplinary process.

4.5 Referral to the Chair

Following completion of the administrative review and receipt of the Respondent's response (or the expiry of the response period), the Executive Officer shall compile the disciplinary brief and refer the matter to the Chair of the Disciplinary Committee.

The Chair shall undertake a preliminary assessment to determine whether:

- a. the matter falls within the jurisdiction of AgShows NSW.
- b. sufficient information exists to proceed.
- c. further information or clarification is required.
- d. the matter should be referred back to the Member Organisation; or
- e. the matter should proceed to a Disciplinary Panel.

4.6 Appointment of a Disciplinary Panel

Where the Chair determines that disciplinary proceedings should continue, the Chair shall appoint a Disciplinary Panel in accordance with the AgShows NSW Rules for Discipline.

Following appointment:

- a. the Executive Officer shall continue to act as Secretariat to the Disciplinary Panel.
- b. all communications with the Respondent shall be coordinated through the Secretariat.
- c. the Secretariat shall arrange hearings, circulate documentation and maintain the disciplinary record; and
- d. the Disciplinary Panel shall independently determine the matter in accordance with the AgShows NSW Rules for Discipline.

Part 5 - Inquiry Procedures

After the appointment of the Disciplinary Panel hearing inquiry procedures may commence.

5.1. Pre-hearing

A minimum notice period of 21 days is required. Remote attendance via Zoom is permitted.

- a. Option for attendance via Zoom.
- b. Parties may provide written statements, witness lists, and evidence before the hearing.

5.2. Hearing Process

- a. Chair opens and outlines procedure.
- b. Complaint presented.
- c. Respondent presents their case.
- d. Witnesses (if any) heard and questioned.
- e. Committee deliberates in private.
- f. Decision reached by majority vote.
- g. Decision and reasons documented.

5.3. - Post-hearing

- a. Written notice of outcome and penalty issued within 14 days.
- b. Record stored securely by Executive Officer.

Part 6 - Prohibited Substances

6.1. The Committee shall arrange for any test for a Prohibited Substance to be carried out in accordance with such procedures as the Committee may from time to time determine in line with AgShows NSW and Forensic Laboratory procedures.

6.2. A person must not enter at a show any animal/exhibit to which a Prohibited Substance has been administered or permit an animal/exhibit to which a prohibited Substance has been administered to compete.

6.3. The Competitor, the Owner and an Attendant of any animal/exhibit in which a Prohibited Substance is detected is deemed to be in breach of these rules.

6.4. An animal/exhibit to which a Prohibited Substance has been administered is not eligible to compete.

6.5. The Governance Committee may in its discretion appoint accredited person(s) to cause an examination to be made at any time of any animal/exhibit at any Show conducted by a Member Organisation. In the course of such examination, the person(s) may take any samples from an animal/exhibit as are considered by that person necessary or advisable.

6.6. Refusal to present an animal/exhibit for sampling, refusal to sign sampling documentation, or refusal to comply with reasonable directions of the veterinarian or swab steward shall constitute misconduct and may be treated as if a Prohibited Substance has been detected.

Part 7 – Early Admission of Misconduct (Early Guilty Plea)

7.1 Purpose

This Part provides the procedural requirements for administering an Early Guilty Plea. The authority, eligibility, effect (including the absence of a right of appeal once accepted) and available outcomes are governed by Part 10 – Early Admission of Misconduct (Early Guilty Plea) of the AgShows NSW [Rules for Discipline](#)

7.2 Purpose of the Early Guilty Plea Process

The Early Guilty Plea process provides an efficient and fair mechanism for resolving disciplinary matters where the Responsible Person admits the alleged misconduct at an early stage. The process aims to reduce the time, cost and resources associated with formal disciplinary proceedings while maintaining procedural fairness and the integrity of the disciplinary framework.

7.3 Offer of an Early Guilty Plea

Where an alleged breach is eligible for an Early Guilty Plea under the AgShows NSW Rules for Discipline, the Executive Officer, acting as Secretariat, shall provide the Responsible Person with:

- a. a copy of the complaint or allegation and supporting material;
- b. information explaining the Early Guilty Plea process;
- c. details of the consequences of an accepted Early Guilty Plea, including that there is no right of appeal once accepted; and
- d. the timeframe for lodging an Early Guilty Plea.

7.4 Lodgment of an Early Guilty Plea

An Early Guilty Plea must be lodged in writing with the Executive Officer, acting as Secretariat, within fourteen (14) days of the Responsible Person receiving the complaint documentation, unless the Chair grants an extension in exceptional circumstances.

A valid Early Guilty Plea must:

- a. clearly identify the Responsible Person making the plea;
- b. admit the alleged misconduct, or clearly identify the parts admitted;
- c. acknowledge responsibility for the admitted conduct;
- d. confirm that the Responsible Person understands they are waiving the right to a formal disciplinary hearing should the plea be accepted; and
- e. acknowledge that, if the Early Guilty Plea is accepted and a determination made, there is no right of appeal.

7.5 Consideration of the Early Guilty Plea

Upon receipt of an Early Guilty Plea, the Executive Officer, acting as Secretariat, shall:

- a. acknowledge receipt of the plea;

- b. review the submission for administrative completeness;
- c. compile the relevant disciplinary documentation; and
- d. refer the Early Guilty Plea and supporting material to the Chair of the Disciplinary Committee.

The Chair shall determine whether the Early Guilty Plea is accepted.

In making that determination, the Chair may consider:

- a. whether the plea satisfies the eligibility requirements under the AgShows NSW Rules for Discipline;
- c. whether the plea has been lodged within the prescribed timeframe;
- d. whether the admission is clear, voluntary and unequivocal;
- e. whether the Responsible Person appears to understand the consequences of the plea; and
- f. any other matter considered relevant to the fair administration of the disciplinary process.

7.6 Appointment of a Disciplinary Panel

Where the Chair accepts an Early Guilty Plea, the Chair shall appoint a Disciplinary Panel in accordance with the AgShows NSW Rules for Discipline.

The Executive Officer shall continue to act as Secretariat to the Panel.

The Disciplinary Panel shall consider the disciplinary brief and determine the appropriate outcome without conducting a formal hearing.

Where the Chair does not accept the Early Guilty Plea, the Responsible Person shall be advised accordingly and the matter shall proceed through the ordinary disciplinary process.

7.7 Determination and Outcome

Where an Early Guilty Plea is accepted, the Disciplinary Panel shall issue a written determination which shall:

- a. record that the Early Guilty Plea was accepted;
- b. identify the admitted misconduct;
- c. specify any penalty or other disciplinary outcome imposed;
- d. provide brief reasons for the determination; and
- e. confirm that the matter has been determined without a formal hearing.

7.8 Finalisation of Matter

Upon issuing its determination, the Disciplinary Panel shall provide the written determination to the Executive Officer, acting as Secretariat.

The Executive Officer shall notify the Responsible Person of the determination and administer any further actions arising from the decision.

An accepted Early Guilty Plea concludes the disciplinary matter and there is no right of appeal.

7.9 Records Management

The Executive Officer shall retain the Early Guilty Plea submission, the Chair's acceptance decision, the Disciplinary Panel's determination and all related correspondence on the confidential disciplinary file in accordance with the AgShows NSW record management requirements.

7.10 Cross-Reference

For the authority, eligibility, effect and finality of an Early Guilty Plea, refer to: AgShows NSW Rules for Discipline – **Part 10: Early Admission of Misconduct (Early Guilty Plea)**.

Part 8 – Appeals Process (Operational Guidance)

8.1. Status of this Section

This Part provides operational and procedural guidance only.

The authority, eligibility, grounds, powers, stay of penalty and finality of appeals are governed exclusively by [Rules for Discipline](#) Part 11 – Appeals Framework. This Manual does not vary or replace those Rules.

8.2. Purpose of Appeals Process

The Appeals Process supports the Appeals Framework by providing practical guidance on how appeals are lodged, managed, recorded and communicated, ensuring fairness, transparency and natural justice.

8.3. Lodgment of Appeal

An appeal must be lodged in writing with the Executive Officer within **14 days** of the appellant receiving the written disciplinary decision.

The Notice of Appeal must:

- identify the specific ground(s) relied upon; and
- include any supporting documents or material.

Upon receipt, the Executive Officer must acknowledge the appeal in writing and notify the Disciplinary Committee Chair and Governance Committee.

8.4. Grounds for Appeal (Reference Only)

Appeals may only be lodged on the following grounds, as set out in the [Rules for Discipline](#):

- material procedural error;
- material new evidence not reasonably available at the time of the hearing; or
- manifestly excessive or disproportionate penalty.

8.5. Upholding of Penalty

Upon lodgment of a valid Notice of Appeal, any penalty imposed is automatically upheld until the appeal is finalised.

The Executive Officer must notify all relevant parties of the stay.

8.6. Appointment of Appeals Panel

Within 14 days of receipt of a valid Notice of Appeal, the Governance Committee must appoint an Appeals Panel comprising **three independent persons**, at least one of whom must be external to AgShows NSW.

One Panel member will be appointed Chair.

Independence means having had no prior involvement in the matter and no personal or financial interest in its outcome.

8.7. Conduct of Appeal

The Appeals Panel determines its own fair procedure and timetable, which may include:

- written submissions;
- video conference hearing; or
- in-person hearing.

The appeal is generally conducted as a **review on the record**. The Panel will not rehear evidence unless it considers this necessary to prevent injustice.

8.8. Powers of the Appeals Panel

The Appeals Panel may:

- confirm the decision and penalty;
- vary the penalty;
- set aside the decision and substitute a new decision; or
- refer the matter back to the Disciplinary Committee for reconsideration with directions.

8.9. Decision, Written Reasons and Communication

The Appeals Panel must provide a **written decision and reasons within 14 days** of the hearing or receipt of the final submission (whichever is later).

The Executive Officer must:

- issue the written decision to the parties;
- advise of the outcome and commencement of any penalty; and
- retain the decision and reasons on the disciplinary file.

Where appropriate, a confidential summary may be provided to the Governance Committee for governance oversight.

8.10. Finality of Appeal

The decision of the Appeals Panel is **final and binding within AgShows NSW**.

No further internal appeal is available.

8.11. Records Management

All appeal-related documents, including Notices of Appeal, submissions, Panel decisions and written reasons, must be securely retained by AgShows NSW for a minimum of **seven (7) years**.

8.12. Cross-Reference

For appeal authority, eligibility, grounds, stay of penalty, panel powers and finality, refer to: [Rules for Discipline – Part 11 \(Appeals Framework\)](#).

Part 9 – Decisions of the Disciplinary Panel and Penalty Guidelines

9.1 Determination of Guilt and Decision Making

- a. The Disciplinary Panel must first determine whether the person concerned is guilty of a breach of the [Rules for Discipline](#) or [Code of Conduct](#).
- b. No sanction or reimbursement may be imposed unless a determination of guilt has first been made.

- e. The Panel may announce its decision in writing.
- d. The Panel may, but is not obliged to, publish a written report setting out the facts as found by the inquiry and any sanction considered appropriate under the Rules.
- e. Where the opinion of the Panel is not unanimous, the decision of the majority prevails.
- f. If the Panel is equally divided on any question concerning guilt or innocence, the decision must be resolved in favour of the person concerned.

9.2 Consideration of Sanction

9.2.1. Where the Panel determines that a sanction may be appropriate, the Panel:

- a. must have regard to any submission on sanction made by the person concerned; and
- b. may have regard to any previous upheld finding of misconduct or breach of rules by the person concerned, provided that the Panel is not informed of any such previous finding until after guilt has been determined.

For the purposes of paragraph (b), *Organisation* includes AgShows NSW, any Member Organisation, the Show Horse Council, the Royal Agricultural Society of NSW, and any kindred body.

9.2.2. It is the responsibility of the AgShows NSW Executive Officer, after a finding of guilt and prior to consideration of sanction, to provide the Panel with details of any previous upheld complaints or findings.

9.2.3. Where the person concerned has no prior upheld findings, the Panel should consider whether a reprimand is an appropriate outcome.

9.3 Reimbursement of Direct Costs (Cost Recovery Only – Operational Guidance)

9.3.1. Authority to Order Reimbursement

- a. The Disciplinary Panel may order reimbursement to AgShows NSW only where expressly authorised by the [Rules for Discipline](#) and only following a finding of guilt.
- b. Reimbursement cannot be imposed unless guilt has been determined.
- c. Reimbursement is not a disciplinary penalty, fine, or punishment.

9.3.2. Nature and Limits of Reimbursement

Any reimbursement ordered under this Part:

- a. must be strictly limited to actual, direct and reasonable costs incurred by AgShows NSW as a direct result of the inquiry (including, without limitation, laboratory testing or analysis);
- b. must not include administrative overheads, general operational expenses, or deterrent amounts;
- c. must not exceed the amount reasonably incurred by AgShows NSW; and
- d. must never be imposed for punitive purposes or used as a substitute for non-financial disciplinary sanctions.

Cost recovery must be limited to direct costs actually incurred and must not be punitive in nature.

9.3.3. Operational Application

Where reimbursement is being considered, the Panel must ensure that:

- a. the costs claimed are directly attributable to the specific disciplinary matter;
- b. all amounts are supported by invoices or equivalent documentation; and
- c. the reimbursement order is clearly itemised in the written outcome.

The Executive Officer must retain all supporting cost documentation on the disciplinary file.

9.3.4. Cross Reference

For reimbursement authority, pre-conditions and limitations, refer to [Rules for Discipline](#) – Part 9 (Reimbursement of Direct Costs).

9.4 Key Principles – Penalties vs Cost Recovery

- a. AgShows NSW does not ordinarily impose monetary penalties.
- b. Reimbursement is limited to recovery of direct costs actually incurred (including laboratory testing) and does not constitute a fine or punitive financial sanction.
- c. In exceptional and clearly justified circumstances, the Disciplinary Panel may impose a financial penalty where permitted by the Rules, and only where non-financial sanctions are insufficient.
- d. Cost recovery must only be applied where expressly authorised by the [Rules for Discipline](#).

9.5 Penalty Guidelines (Non-Mandatory)

9.5.1. In line with the AgShows NSW [Code of Conduct](#), where a sanction is considered appropriate, the following non-mandatory suspension guidelines apply to matters involving misconduct, including those involving a Prohibited Substance:

- a. Denigration of a competitor, exhibit, judge, Show Official or spectator – 3 to 12 months
- c. Abuse of a competitor or spectator – 12 to 24 months
- d. Abuse of a judge or Show Official – 24 months to life
- e. Excessive discipline of an animal – 3 to 12 months
- f. Causing hurt or undue stress to an animal – 12 to 24 months
- g. Causing injury to an animal – 24 months to life

These guidelines are indicative only and do not limit the Panel's discretion.

9.6 Improper Complaints (Vexatious or Bad-Faith Complaints)

9.6.1. Where the Panel forms the opinion that a complaint or allegation was made:

- a. frivolously;
- b. without sufficient supporting evidence; or
- c. out of ill will, spite, or bad faith,

the Panel may:

- a. dismiss the complaint;
- b. issue a reprimand or warning to the complainant; and/or
- c. make procedural directions to prevent misuse of the disciplinary process.

9.7 Operational Invoicing Procedure (Where Reimbursement Is Ordered)

9.7.1 Where the Panel orders reimbursement:

- a. The Executive Officer must prepare and issue a formal invoice within seven (7) days of the written outcome being finalised.

- b. The invoice must clearly:
 - I. itemise the direct costs ordered;
 - II. reference the relevant disciplinary matter; and
 - III. state payment terms of thirty (30) days unless otherwise specified in the Panel decision.
- c. A copy of the invoice must be retained on the disciplinary file.
- d. The Executive Officer must diarise the due date and monitor payment.
- e. If payment is not received by the due date, the Executive Officer must notify the Chair for direction, including consideration of continuation of suspension or other action in accordance with the [Rules for Discipline](#).

Part 10 - Operational Record Keeping Requirements and Confidentiality

10.1. Purpose

This Part sets out the minimum record keeping and confidentiality requirements for disciplinary matters, to support fairness, accountability and consistent decision-making.

10.2. What must be kept on file

The Executive Officer must maintain a secure file for each matter, including (as applicable):

- a. the complaint form and acknowledgement;
- b. jurisdiction assessment and referrals;
- c. notices issued (inquiry, appeal, directions);
- d. evidence received (statements, reports, laboratory results, correspondence);
- e. conflict of interest declarations;
- f. hearing notes (where maintained) and formal outcomes;
- g. written decisions and reasons; and
- h. publication/notification records (where publication is authorised).

10.3. Retention period

All disciplinary records (including appeals) must be retained for at least 7 years from the date the matter is finalised.

10.4. Access controls

Access to disciplinary records is restricted to:

- a. the Executive Officer;
- b. members of the Disciplinary Committee (as required for their role); and
- c. the Governance Committee (where oversight is required).

10.5. Confidentiality obligations

All disciplinary material is confidential and must be shared only on a need-to-know basis. The Executive Officer must ensure that:

- a. files are stored securely;
- b. information is only disclosed where authorised by the Rules or required by law; and

- c. any external communication is managed under Part 13 of this Procedures Manual.

10.6. Breach management

A confidentiality breach may itself constitute misconduct. Any suspected breach should be documented and referred to the Chair for direction.

Part 11 - Conflict of Interest Operational Procedure

11.1. Purpose

This Part ensures disciplinary decisions are impartial and defensible by requiring conflicts of interest to be identified, declared and managed.

11.2. When conflicts must be considered

Conflicts must be considered:

- a. when a matter is received;
- b. before appointing a Panel; and
- c. at the commencement of any inquiry, appeal or decision-making process.

11.3. Types of conflicts

A conflict may be actual, perceived or potential and may include personal relationships, prior involvement in the matter, or any interest that could reasonably be seen as affecting impartiality.

11.4. Declaration process

All Committee members must declare any conflict to the Chair as soon as they become aware of it. This declaration and any decision concerning its management must be recorded by the Executive Officer on the disciplinary file.

11.5. Managing Conflicts

A conflicted member must not participate in deliberations or decisions about the matter. The Chair will:

- a. determine whether the conflict requires recusal; and
- b. appoint replacement Panel members where required to maintain a Panel of at least three.

11.6. Recording

The Executive Officer must retain the declaration and the management decision on the disciplinary file.

Part 12 - Reimbursement of Direct Costs Cost Recovery Only – Operational Guidance

12.1. Authority to Order Reimbursement

The Disciplinary Panel may order reimbursement to AgShows NSW only where expressly authorised by the [Rules for Discipline](#), and only after the person concerned has been found guilty of a breach.

No reimbursement may be imposed unless a determination of guilt has first been made.

12.2. Nature and Limits of Reimbursement

Any reimbursement ordered under this Part:

- a. is **not** a disciplinary penalty, fine, or punishment;
- b. must be strictly limited to actual, direct and reasonable costs incurred by AgShows NSW as a result of the inquiry (including, without limitation, laboratory testing and/or analysis);
- c. must **not** include administrative overheads, general operational costs, or deterrent amounts; and
- d. must **not exceed** the amount reasonably incurred by AgShows NSW.

Reimbursement must never be imposed for punitive purposes and must not be used as a substitute for non-financial disciplinary sanctions.

12.3. Operational Application

Where reimbursement is being considered, the Panel must ensure that:

- the costs claimed are directly attributable to the specific matter;
- the amounts are supported by invoices or equivalent documentation; and
- the reimbursement order is clearly itemised in the written outcome.

The Executive Officer must retain supporting cost documentation on the disciplinary file.

12.4. Cross-Reference

For reimbursement authority, pre-conditions and limitations, refer to:

[Rules for Discipline – Part 9 \(Reimbursement of Direct Costs\)](#).

Part 13- Communication and Publication Operational Guidance

13.1. Purpose

Publication of results and co-operation with other bodies is governed by the [Rules for Discipline – Part 12 - Publication of Results and Co-Operation with Other Bodies](#)

The Executive Officer must issue outcomes in writing to relevant parties. Written communication should, as applicable:

- a. identify the decision-maker (Panel/Appeals Panel);
- b. summarise the allegation(s), findings and determination;
- c. state the outcome/penalty and commencement date;
- d. include reasons (brief but clear);
- e. advise of any appeal rights (or confirm no appeal right where Early Guilty Plea was accepted); and
- f. set out any required actions (e.g., return of Awards, and suspension from Competition).

13.2. Sharing information with other bodies

Where authorised by the Rules, the Committee may share relevant outcomes with other show bodies or organisations to support consistent enforcement. Any sharing must be limited to what is relevant and appropriate.

13.3. Media and public comment

No media statements or public comment are to be made unless authorised by the AgShows NSW Board in line with the company communications policy. All external inquiries are to be referred to the Executive Officer.

13.4. Records of communication

The Executive Officer must retain copies of all outcome notices and any authorised publication/notification communications on the disciplinary file.

13.5. Cross-Reference

For publication authority and co-operation mechanisms, refer to: [Rules for Discipline](#) – Part 13 (Publication of Results and Co-Operation with Other Bodies).

Part 14 – Operational Review and Maintenance

14.1. Purpose

- a. The manual should be reviewed annually by the Disciplinary Committee and Executive Officer, with recommended updates endorsed by the AgShows NSW Board every two years or more regularly if required.
- b. AgShows NSW may publish checklists or templates from time to time to support consistent application of these procedures. Such tools do not replace the [Rules for Discipline](#) or this Manual.
- c. This Part sets out how the Manual is reviewed, updated and maintained to ensure it remains current, effective and aligned with AgShows NSW Board-approved Rules.

14.2. Annual review

The Executive Officer and Disciplinary Committee will review this Manual annually, focusing on:

- a. operational clarity for volunteer-led Member Organisations;
- b. alignment with the [Rules for Discipline](#) and related policies;
- c. practical improvements identified through case management; and
- d. any insurance, integrity or animal welfare considerations requiring procedural updates.

14.3. Out-of-cycle review triggers

An earlier review should occur where:

- a. the [Rules for Discipline](#) are amended;
- b. a related policy/procedure (e.g., testing) changes;
- c. legal or insurer requirements change; or
- d. a significant procedural issue is identified in practice.

14.4. Approval and version control

All amendments must be endorsed by the AgShows NSW Board. The Executive Officer must ensure the Document Control and Version Control tables are updated, including version number, date, notes and authorising body.

14.5. Templates and tools

AgShows NSW may publish templates or checklists to support consistent application. These tools do not replace the [Rules for Discipline](#) or this Manual.

Document /Version Control

Owner: AgShows NSW Disciplinary Committee

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Approved by: AgShows NSW Board 20 August 2026

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Review date: September 2027 or earlier if required

Version Control

Version	Date	Notes	Authorised By
1	June 2026		AgShows NSW Board
2	August 2026		