BP11

CATEGORY: GOVERNANCE

TITLE: APPEAL POLICY & PROCEDURE

PREAMBLE:

This appeal policy applies to anyone who has been directly and personally affected by processes, outcomes and decisions under AIA's policies other than those in relation to staff and management issues.

Should a person seek to have a matter reviewed that relates to AIA policies but which also contains elements that refer to staff and/or management issues, the Board Chair and the National Director should together decide which elements are reviewable and which are not. As a matter of broad policy, however, these procedures are not intended to apply to anyone who is a paid staff member or to operate in regard to any process, outcome or decision in relation to a management decision for which the National Director is responsible.

PROCESS:

a) Internal Review – a person can refer a matter to the Board Chair at any time within 60 days of the date of being notified of a decision or the decision being published (whichever is earlier). The Board Chair can delegate the Internal Review to a member of the National Board if she/he so wishes, and should do so where she/he has been directly involved in the process or may be conflicted.

b) The Board Chair, or the delegate, must report back on the Internal Review to the National Board and to the person who has sought the Internal Review within 60 days of the reference being received. If the Board Chair considers that the matter should not be the subject of an Internal Review but should be referred to the Appeal Committee, this decision should be made expeditiously.

c) Appeal Committee – If the person who sought the Internal Review is not satisfied with the response from the Board Chair, then she/he can seek to have the matter investigated by the Appeal Committee of AIA.

d) The Board Chair can also refer the matter or any aspect of the matter to the Appeal Committee as she/he considers appropriate. (The Board Chair cannot by referring an aspect

of the matter limit the right of a person affected to refer a whole matter to the Appeal Committee.)

e) The Appeal Committee must report back to the National Board within 60 days of the matter having been referred to it.

APPEAL COMMITTEE:

The Appeal Committee of AIA shall consist of a minimum of two, maximum of three members of AI Australia elected by the AGM for a period of two years. The National Board can fill casual vacancies up to the time of the next AGM. A member of the Appeal Committee cannot be a member of the National Board, or have been a member of the National Board in the six months prior to being elected or appointed.

The Appeal Committee can establish its own rules as to how it wishes to conduct its business. It can seek information and advice from the National Board and the National Director as it deems necessary. The National Board and the National Director should provide information to the Appeal Committee to enable it to do its work and to enable it to be fully informed in relation to all aspects of an appeal. The National Director should also supply necessary administrative and logistic support to the Appeals Committee, and should do so in a way that maintains the confidentiality of the Appeal Committee's own work.

Members of the Appeal Committee must sign a confidentiality agreement in relation to all board documents and other information supplied to them.

APPEAL COMMITTEE REPORT:

The Appeal Committee must submit its report with recommendations to the National Board.

If the members of the Committee cannot agree, then they can either refer the matter back to the Board Chair or they can submit individual and separate reports to the National Board. The National Board will then consider the report(s) and make a decision on the matter which shall be final.

The National Board is to report back to each AGM as well as to the person who sought the review on any matters the subject of an Internal Review or an Appeal Committee Report for the past year, removing any identifiers or confidential information as it considers appropriate.

Amnesty International Australia
Appeal Policy and Procedures

Ratified by:	National Board
Date introduced:	February 2012, most recent review in February 2026
Review cycle:	5 years
Date for review:	March 2031
Relevant to:	Anyone who has been directly and personally affected by processes, outcomes and decisions under AIA's policies other than those in relation to staff and management issues.