Disciplinary Hearing Preparation Checklist

Use this short preparation check to identify outstanding work before a disciplinary hearing. Record what has actually been done, what remains unresolved and who will address it. A tick does not establish fairness or determine the outcome.

MATTER / REFERENCE	PREPARED BY	DATE

1 Allegations and evidence

- ☐ The allegations identify the conduct in question clearly enough for the employee to understand and respond.
- ☐ The relevant workplace rule or standard and its source have been identified.
- ☐ The evidence supporting each essential part of the allegation has been identified, together with contrary material and alternative explanations.
- ☐ Gaps, inconsistencies and the employee’s explanation have been considered; unresolved issues are recorded rather than ignored.

2 A usable evidence bundle

- ☐ Relevant documents and exhibits are legible, organised and easy to locate.
- ☐ The index, page references and exhibit descriptions have been checked.
- ☐ Issued copies and subsequent changes can be identified. Pagination alone does not establish document integrity.
- ☐ The employee and, where applicable, the chairperson can access the relevant material. Any late material or request for further preparation time has been considered fairly.

3 Witness preparation

- ☐ Material witnesses and their availability have been identified.
- ☐ Witnesses have had an opportunity to check their statements for accuracy and understand the hearing process and their role.
- ☐ Preparation supports truthful recollection, not rehearsed or altered evidence.
- ☐ Any unavailable witness or proposed reliance on a statement has been considered, including reliability and a fair opportunity to challenge the evidence.

4 A fair opportunity to respond

- ☐ The employee understands the allegations and the hearing arrangements.
- ☐ Reasonable preparation time, access to material, assistance and language needs have been considered, together with any binding workplace requirements.
- ☐ Objections, requests for more time and any proposed procedural adaptations have been recorded and addressed.
- ☐ The employee has a genuine opportunity to give their account, challenge relevant evidence and make representations before a decision.

5 Chairperson and practical arrangements

- ☐ The chairperson’s authority and role are clear; relevant conflicts, prior involvement and objections have been considered.
- ☐ The outcome remains open to the evidence and the employee’s response.
- ☐ The presentation sequence, venue or online access, documents, witnesses and recording or note-taking arrangements have been checked.
- ☐ Outstanding preparation issues and the reasons for proceeding, adapting arrangements or allowing more time are recorded.

Outstanding actions

Outstanding issue	Action required	Responsible person	Due date

Use with judgment. There is no universal five-working-day preparation rule. Consider the actual matter and any binding requirements. A checklist supports a fair process; it does not replace the evidence, the employee's opportunity to respond or a reasoned decision.

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