

38. Conduct of an Arbitration Hearing

		Max Time Allowed
1	The Chair introduces those present. Each side in the dispute may have a representation of a maximum of two people.	
2	The Chair invites the person raising the concern, or his/her representative, to introduce their case statement and to make any relevant comment on any written material. <i>Note:</i> Party may present written material at the hearing. The time taken by the arbiter to read the material will be part of the time allowed for introduction of their case.	30 mins
3	The Chair invites the school representative to address questions.	10 mins
4	The Chair invites the school representative to introduce the school's observations and to make any relevant comment on the submission made on behalf of the person raising the concern. <i>Note:</i> Party may present written material at the hearing. The time taken by the arbiter to read the material will be part of the time allowed for introduction of their case.	30 mins
5	The Chair invites the person raising the concern to address questions to the school's representatives on the school submission.	10 mins
6	The Chair invites the arbiter to address questions (if any) to the representatives of either party. The opportunity is given to the representatives of either party to address to the Chair any comment arising from the question or on the reply given.	10 mins
7	The Chair invites the school representative to summarise the school case. No new arguments can be presented at this stage.	5 mins.
8	The Chair invites the representative of the person raising the concern to summarise their case. No new arguments can be presented at this stage.	5 mins.
9	The Chair then asks both parties to withdraw while the arbiter	

	gives consideration to the case.	
10	The arbiter will communicate his/her decision, in writing, within 3 working days. This decision will not necessarily be 100% in favour of either party.	