

Effective 07 February 2020

<p>POLICY CIRCULAR BOARD REVIEW OF APPLICATIONS</p>

At its meeting of 07 February 2020 the Board adopted the following policy in relation to the review of outstanding applications by the Board:

1. For applications, other than those applications covered by the Policy Circular entitled “Scheduling of Hearings”, the following rules will apply:
 - a. the Board will process applications, complaints or references according to its Information Bulletin entitled “Processing Applications, Complaints and References”;
 - b. if an application has not been processed and referred to the Board within ninety (90) days of the filing of the application then the Chief Executive Officer will automatically refer the application to the Board for consideration.
 - c. once an application has been referred to the Board for consideration by the Chief Executive Officer then the Board may:
 - (i) decide the application based upon the information provided by the parties to date;
 - (ii) refer the application to a hearing;
 - (iii) schedule a meeting with the parties;
 - (iv) refer the application back to the CEO for investigation and/or participation in a resolution process or to assist the parties to reach a settlement where possible; or
 - (v) take those steps that the Board deems necessary in the circumstances.
 - d. if the delay in processing and referring the application to the Board under part 1(b) is attributable, in whole or in part, to the Board’s operations then that will be considered by the Board in determining the appropriate course of action under part 1(c).

2. At any point during the processing of an application the Chief Executive Officer may refer an application to the Board for a determination in accordance with 1(c) if the CEO determines or considers that:
 - a. there is an issue or issues in the application that requires a preliminary determination by the Board;
 - b. a party is not cooperating with the Board's investigation;
 - c. a party is not providing information to the Board in a timely manner with respect to an investigation;
 - d. the filings in the application are complete and it appears that no investigation is required in order for the Board to decide the application; or
 - e. the filings in the application are complete and it appears that a hearing by the Board is necessary rather than an investigation.
3. Where the Board considers a matter to be inactive for a period of at least twelve (12) months then the Board may notify the parties of its intent to consider the matter withdrawn or abandoned in accordance with Rule 15.1 of the Board's *Rules of Procedure*.