



Reviewer Procedure in Australia

What if you are dissatisfied with the decision of the Professional Conduct Committee in Australia (the PCC)?

- If you are dissatisfied with the PCC's decision to finalise a complaint after it has been investigated you may request a review of that decision
- It is only possible to request a review of a Final Decision
- You have 21 days after notification of the PCC's decision to request a review
- In certain circumstances the Reviewer may accept a request for a review which is made more than 21 days after the date of notification of the Final Decision

Who can ask for a decision to be reviewed?

- The person or entity who made the complaint can request a review of a decision made by the PCC
- The Member who is the subject of the complaint can also request a review of a decision made by the PCC
- Only the complainant can request a review of a decision of the PCC to enter into a consent agreement with the Member
- The Member cannot request a review of a decision of the PCC to enter into a consent agreement

What is a Final Decision?

- Under the By-Laws a Final Decision means a decision of the PCC:
 - under [By-Law](#) 40(4.3) not to notify a Member of a complaint, which means that the complaint will not be investigated
 - under [By-Law](#) 40(6.1) to:
 - take no further action
 - issue the Member with a professional reminder that the Member's conduct has fallen short of best practice
 - caution the Member
 - require the Member or the Member's practice entity to submit to a review or reviews
 - under [By-Law](#) 40(7.3) to:
 - take no further action
 - issue the Member with a professional reminder that the Member's conduct has fallen short of best practice
 - caution the Member
 - require the Member or the Member's practice entity to submit to a review or reviews
 - enter into a consent agreement with the Member
- A review cannot be requested of a decision to refer a matter to the Disciplinary Tribunal
- A review cannot be requested of a decision of the Disciplinary or Appeals Tribunals

How do you request a review?

- You must request a review by using the proper form, signing the costs agreement and paying the application fee
- Copies of these documents are on our website
- You must send your request for a review either by email to membercomplaints@charteredaccountantsanz.com or by post to:

Conduct & Discipline
 Chartered Accountants Australia and New Zealand
 GPO Box 9985
 Sydney NSW 2000

Who conducts the review?

- The review will be conducted by an independent reviewer (Reviewer)

What will happen in a review?

- The Reviewer will only consider the PCC's file and any other documents or other material held by CA ANZ concerning the original complaint together with the application for review. The Reviewer will not consider any new material.
- The Reviewer will consider whether the PCC's procedure and decision were appropriate
- The Reviewer will not review a decision if it considers that the application is frivolous, vexatious, in bad faith or not made in accordance with the By-Laws
- The Reviewer may direct the PCC to reconsider the decision made in relation to the complaint
- The Reviewer will also consider whether you should pay the costs and expenses of the review
- The Reviewer will report to the Member, the complainant, the PCC and the Professional Conduct Oversight Committee in relation to the review

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