

Application for Reconsideration, Review and Appeal

Office Use Only	Application Type	Fee Paid (Appeal)	Date Received	Unique Number
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Any and all applications for Reconsideration, Review or Appeal shall be determined in accordance with the College's *Reconsideration, Review or Appeal Policy (RRAP)* published on the RANZCO website.

All Applicants must be complete and lodged strictly in accordance with the following timeframes:

Reconsideration	Review	Appeal
Within thirty (30) days of the date of the Original Decision	Within thirty (30) days of the date of the notification of the Reconsideration Decision	Within thirty (30) days of the date of the notification of the Review Decision

An Application shall not be deemed lodged with the College unless it is complete.

What Sections of this Application Must be Completed?

Section A must be completed in full and signed and dated by all Applicants.

Section B must be completed in full by all Applicants seeking a Reconsideration of an Original Decision.

Section C must be completed in full by all Applicants seeking a Review of a Reconsideration Decision.

Section D must be completed in full by all Applicants seeking an Appeal of a Review Decision. The Applicant must also pay the Appeal Fee at the time of lodging its Application for Appeal.

Please Note: Where there is insufficient space in a table for all relevant details, please include those details in an attachment and refer to that attachment in the relevant row of the table.

Section A : General Information

1	Full Name of Applicant	
2	Applicant Signature	
3	Postal Address	
4	Telephone Number	
5	Email Address	
6	Date of Application	

Section B : Application for Reconsideration

Original Decision Details

1	Identity of the Original Decision-maker	
2	Date of the Original Decision	
3	Part or parts of the Original Decision to be Reconsidered	

Reconsideration Grounds

Indicate with tick ✓ which of the Reconsideration Grounds in rows 4, 5, 6, 7 and 8 (below) apply.

Please Note: You must tick the Reconsideration Grounds specified in rows 4 and 5 (below) together with at least one of the Reconsideration Grounds specified in row 6, 7 or 8 (below).

4	You are dissatisfied with the Original Decision	
5	Your interests are directly and adversely affected by the Original Decision	
6	The Original Decision is inconsistent with an approved College policy or process	
7	There are pertinent matters of fact that existed at the time of the Original Decision that were not known to the Original Decision-maker	
8	The Original Decision is alleged not to have been made in accordance with natural justice or in the absence of procedural fairness.	

Reconsideration Ground Details


Specify in row 9 (below) why you are dissatisfied with the Original Decision.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 10 (below).

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Specify in row 11 (below) how you have been directly and adversely affected by the Original Decision.


Attach all relevant materials, documents and evidence in support and identify that attachment in row 12 (below).

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If you ticked row 6 (above), specify the relevant approved College policy or process in row 13 (below).


Specify why you say that the Original Decision is inconsistent with the specified approved College policy or process in row 14 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 15 (below).

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If you ticked row 7 (above), specify the pertinent matters of fact that existed at the time of the Original Decision that were not known to the Original Decision-maker in row 16 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 17 (below).

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If you ticked row 8 (above), specify why you say the Original Decision was not made in accordance with natural justice or procedural fairness in row 18 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 19 (below).

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Please Note: Please note: It is the Applicant’s responsibility to ensure that this Application contains all materials, documents and evidence that the Applicant considers relevant to the applicable Reconsideration Grounds.


Redress or Resolution Sought

Indicate with tick which form of redress or resolution the Applicant is seeking in rows 20 and/or 21 (below).

20	The Original Decision-maker to vary its Original Decision.	
21	The Original Decision-maker to set aside its Original Decision and make a new decision.	

If you ticked row 21 (above), specify in row 22 (below), how you say the Original Decision should be varied by the Original Decision Maker.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 23 (below).

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Written Submission

Attach a written submission in support of your Application for Reconsideration and identify that attachment in row 24 (below).

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Please Note: Subject to the Applicant making out Reconsideration Grounds specified in rows 4 and 5 together with at least one of the Reconsideration Grounds specified in rows 6,7 or 8, the Reconsideration shall progress to a Reconsideration of the Original Decision on the merits.

Other Activity Concerning the Reconsideration

Has the subject matter of the Reconsideration been referred to any other entity, person or External Agency or is it the subject of any Litigation? Please tick box as appropriate.

Yes No

Section C : Application for Review

Reconsideration Decision Details

1	Date of the Reconsideration Decision	
2	Part or parts of the Reconsideration Decision to be Reviewed	

Review Grounds

Indicate with tick which of the Review Grounds in rows 3, 4, 5, 6, 7 and 8 (below) apply.


Please Note: You may tick any of the Review Grounds specified in rows 3 to 7 (below). You must tick row 8. If you do not tick row 8, your Application for Review does not accord with the requirements of RANZCO's Reconsideration, Review and Appeals Policy and shall not be permitted to proceed.

3	You are dissatisfied with the Original Decision	
4	Your interests are directly and adversely affected by the Original Decision	
5	The Original Decision is inconsistent with an approved College policy or process	
6	There are pertinent matters of fact that existed at the time of the Original Decision that were not known to the Original Decision-maker	
7	The Original Decision is alleged not to have been made in accordance with natural justice or in the absence of procedural fairness	
8	The Reconsideration Decision was not made in accordance with RANZCO's Reconsideration, Review and Appeals Policy	

Review Ground Details

If you ticked row 3 (above), specify in row 9 (below) why you are dissatisfied with the Original Decision.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 10 (below).

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Specify in row 11 (below) how you have been directly and adversely affected by the Original Decision.


Attach all relevant materials, documents and evidence in support and identify that attachment in row 12 (below).

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If you ticked row 5 (above), specify the relevant approved College policy or process in row 13 (below).


Specify why you say that the Original Decision is inconsistent with the specified approved College policy or process in row 14 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 15 (below).

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If you ticked row 6 (above), specify the pertinent matters of fact that existed at the time of the Original Decision that were not known to the Original Decision-maker in row 16 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 17 (below).

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If you ticked row 7 (above), specify why you say the Original Decision was not made in accordance with natural justice or procedural fairness in row 18 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 19 (below).

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If you ticked row 8 (above), specify why you say the Reconsideration Decision was not made in accordance with RANZCO's Reconsideration, Review and Appeals Policy in row 20 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 21 (below).

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Please Note: It is the Applicant's responsibility to ensure that this Application contains all materials, documents and evidence that the Applicant considers relevant to the applicable Review Grounds.

Redress or Resolution Sought

Indicate with tick which form of redress or resolution the Applicant is seeking in rows 22 and/or 23 (below).

22	The Review Panel to vary the Original Decision.	
23	The Review Panel to set aside the Original Decision and make a new decision.	

If you ticked row 22 (above), specify in row 24 (below), how you say the Original Decision should be varied by the Review Panel.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 25 (below).

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Written Submission

Attach a written submission in support of your Application for Review and identify that attachment in row 26 (below).

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Please Note: Subject to the Applicant making out Review Grounds specified in rows 3 and 4 together with at least one of the Review Grounds specified in rows 5,6,7 or 8, the Review shall progress to a Review of the Original Decision on the merits.

Other Activity Concerning the Review

Has the subject matter of the Review been referred to any other entity, person or External Agency or is it the subject of any Litigation? Please tick box as appropriate.

Yes No

Section D : Application for Appeal

Appeal Fee

The Applicant must pay the Appeal Fee at the time of lodging its Application for Appeal. The Appeal Fee is the fee determined by the College as published on the College website.

Please Note: An Application for Appeal shall not be deemed complete for the purpose of this Policy until the Appeal Fee is paid in full. It is the Applicants responsibility to obtain relevant bank details from the CEO for payment of the Appeal Fee prior to lodgement of the Appeal.

Review Decision Details

1	Date of the Review Decision	
2	Part or parts of the Review Decision to be Appealed	

Appeal Grounds

Indicate with tick ✓ which of the Appeal Grounds in rows 3, 4, 5 and 6 (below) apply.

Please Note: You may tick any of the Appeal Grounds specified in rows 3 to 6 (below).


3	Relevant and significant information in the possession of the Review Panel was not considered or not properly considered in the making of the Review Decision	
4	The Review Decision was clearly inconsistent with the information before the Review Panel when making the Review Decision	
5	Irrelevant information was given undue weight by the Review Panel in the making of the Review Decision	
6	The Review Decision was not made in accordance with RANZCO’s Reconsideration, Review and Appeals Policy	

Review Ground Details

If you ticked row 3 (above), specify in row 7 (below) any and all relevant and significant information in the possession of the Review Panel that you say was not considered or not properly considered.

Specify in row 8 (below) why you say the relevant and significant information in the possession of the Review Panel was not considered or not properly considered in the making of the Review Decision.


Attach all relevant materials, documents and evidence in support and identify that attachment in row 9 (below).

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If you ticked row 4 (above), specify in row 10 (below) why you say the Review Decision was clearly inconsistent with the information before the Review Panel when making the Review Decision.

Specify in row 11 (below) the information that was before the Review Panel that is inconsistent with the Review Decision.


Attach all relevant materials, documents and evidence in support and identify that attachment in row 12 (below).

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If you ticked row 5 (above), specify the irrelevant information given undue weight by the Review Panel in the making of the Review Decision in row 13 (below).


Specify in row 14 (below) why you say the information specified in row 13 (below) is irrelevant.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 15 (below).

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If you ticked row 6 (above), specify why you say the Review Decision was not made in accordance with RANZCO's Reconsideration, Review and Appeals Policy in row 16 (below).

Attach all relevant materials, documents and evidence in support and identify that attachment in row 17 (below).

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Please Note: It is the Applicant's responsibility to ensure that this Application contains all materials, documents and evidence that the Applicant considers relevant to the applicable Appeal Grounds.


Redress or Resolution Sought

Indicate with tick which form of redress or resolution the Applicant is seeking in rows 18 and/or 19 (below).

18	The Appeals Committee to vary the Original Decision.	
19	The Appeals Committee to set aside the Original Decision and make a new decision.	

If you ticked row 18 (above), specify in row 20 (below), how you say the Original Decision should be varied by the Appeals Committee.

Attach all relevant materials, documents and evidence in support and identify that attachment in row 21 (below).

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Written Submission

Attach a written submission in support of your Application for Reconsideration and identify that attachment in row 22 (below).

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Please Note: Subject to the Applicant making out one of the Appeal Grounds in rows 3,4,5 or 6, the Appeal shall progress to a decision on the merits.

Other Activity Concerning the Review

Has the subject matter of the Appeal been referred to any other entity, person or External Agency or is it the subject of any Litigation? Please tick as appropriate.

Yes No