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| Application for Internal Review form |
| Child Safe Standards |

You can use this form to apply for an internal review of the following regulatory decisions made by the Child Safe Standards Regulator (Health):

* notice to produce
* notice to comply
* official warning
* decision to publish information

Before you apply, read [*Reviews of decisions of the Child Safe Standards Regulator (Health): A guide for the health sector*](https://www.health.vic.gov.au/health-workforce/reviews-of-decisions-of-the-child-safe-standards-regulator-health#contact-us). This guide explains your internal review rights under the *Child Wellbeing and Safety Act* (2005) (the Act) and our processes for conducting reviews.

If your request for an internal review does not relate to the above regulatory decisions, please contact the Child Safe Standards Regulator (Health) (childsafestandards@health.vic.gov.au).

## Review details

1. What would you like reviewed?

[ ]  Notice to produce issued under section 30(1A)

[ ]  Notice to comply issued under section 31(1)

[ ]  Official warning issued under section 36A

[ ]  Decision to publish information under section 36I

1. Reference number

(This can be found on the front page of the notice, official warning or decision to publish information.) e.g. NTC-00001

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1. Recipient or entity

e.g. Hospital or health service name

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## Applicant details

[ ]  I am the recipient of the notice, official warning or decision to publish information

[ ]  I am the person authorised by the regulatory decision entity to apply for an internal review

[ ]  I am completing this form on behalf of the recipient

*Relationship to the recipient*

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1. First name

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1. Last name

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1. Position

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1. Email address

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1. Mobile number

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1. Other phone number

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## Assessment details

1. Has it been more than 14 days since the date of issue of our regulatory decision?

[ ]  Yes [ ]  No

If you answered ‘yes’, please provide your reason(s) for submitting this application after 14 days.

(Applications received after 14 days will be accepted in exceptional circumstances only.)

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1. What is your reason(s) for requesting an internal review?

[ ]  Unreasonable timeframe

[ ]  Unreasonable requirements

[ ]  Unclear compliance requirements

[ ]  Wrong notice recipient

[ ]  Legal grounds not satisfied

[ ]  Other

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1. Reason details

Please provide details regarding the reason(s) selected.

e.g. The timeframes are unreasonable because…

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## Additional information

1. If you have additional information, documents or evidence relevant to the review, please attach these when you submit this form.

## Submitting your application for review

1. Email your completed form and supporting documents to the Child Safe Standards Regulator (Health) at: childsafestandards@health.vic.gov.au.

## Collection notice

The Department of Health (the department) is committed to protecting your privacy. The department collects and handles personal information in this Internal Review Request Form for the purposes of conducting an internal review under section 41I of the *Child Wellbeing and Safety Act 2005.*

If you do not provide us with the information requested in this form, we may not be able to process your request for review of a decision or there may be delays in conducting the internal review.

In order to carry out our functions as sector regulator for the Child Safe Standards, we may share your personal information with external parties such as a Tribunal or Court.

For more information on the department’s privacy collection, please refer to the department’s privacy policy or visit our website on <https://www.health.vic.gov.au/department-of-health-privacy-policy>.

You may access your information that you provide in this form by emailing us at childsafestandards@health.vic.gov.au or you may contact the department’s Privacy Unit by emailing privacy@health.vic.gov.au or by telephone on 1300 024 759.

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| To receive this document in another format, phone the Child Safe Standards Regulator (Health) on 1300 650 172, using the National Relay Service 13 36 77 if required, or email the Child Safe Standards Regulator (Health) <childsafestandards@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, January 2023.Available at the [Department of Health's Child Safe Standards web page](https://www.health.vic.gov.au/childsafestandards) <https://www.health.vic.gov.au/childsafestandards> |