



APPLICATION FOR REVIEW OF DECISION

READ NOTES/DIRECTIONS PRIOR TO COMPLETION OF THIS FORM – PLEASE PRINT

Electrical Safety Act 2002

Workplace Health and Safety Act 1995

Applicant's Details

Applicant's name	<input type="text"/>		
Contact name (for a company/corporation)	<input type="text"/>		
Mailing address	<input type="text"/>		
			Postcode <input type="text"/>
Contact phone no.	work (<input type="text"/>)	home (<input type="text"/>)	

Details of the decision you wish to be reviewed

(Attach further pages if required)

If the original decision was a statutory notice, please provide the serial number of the notice.

Date of the decision

 / /

Additional information to support your application

(e.g. Facts incomplete, incorrect information collected)

Note: Section 149 of the Workplace Health and Safety Act 1995 and section 169 of the Electrical Safety Act 2002 provides that an application for the review of a decision must be made within 14 days after being told of the decision. If the original decision was to forfeit a thing, an application for the review of a decision to forfeit a thing must be made within 28 days after being told of the decision. The Acts provide that if special circumstances exist, an application may be made within 2 months of being told the decision.

IF YOUR APPLICATION IS LATE, YOU MUST PROVIDE DETAILS OF SPECIAL CIRCUMSTANCES

Applicant's signature

Date

 / /

OFFICE USE ONLY

Application received on	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time limitation complied with <input type="checkbox"/> Yes <input type="checkbox"/> No
Application acknowledged on	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Decision made on	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Decision advised in writing on	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	



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Internal review of a decision

A person (including a corporation or body corporate), whose interests are affected by a decision made by an inspector (or other person under the Act), can apply for a review of the decision.

How does a person apply for a review of a decision?

You must complete the form 'Application for Review of Decision' and lodge the form at a Workplace Health and Safety Queensland district office or an Electrical Safety Office. The form may be obtained by contacting your closest district office. You must apply for a review of a decision within 14 days after you are told of the decision. There is no application fee.

What happens next?

Written confirmation of your application will be sent to you. Your application will be reviewed within 14 days of being confirmed. A new decision will be made that

either confirms or varies the original decision, or sets aside the original decision and makes a decision in its place.

You will receive written confirmation of the result within 14 days after the new decision has been made. This will include the reasons for the decision and explain your rights to appeal against the decision.

If your application for review is not dealt with in the time specified, or the review decision is not told to you within the time specified, you may appeal against the decision to the Industrial Court.

Appeals

If your interests are affected by an original or review decision, you may appeal against the decision to the Industrial Court.

An information sheet on Appeals and Review is available from the website www.dir.qld.gov.au or from 1300 369 915

Offices of Workplace Health and Safety Queensland and Electrical Safety Office to which forms must be sent

Electrical Safety Office

GPO Box 69, Brisbane, QLD 4001

Brisbane North

PO Box 820, Lutwyche, QLD 4030

Phone: 3247 9444

Fax: (07) 3247 9426

Brisbane South

PO Box 6500, Upper Mt. Gravatt, QLD 4122

Phone: (07) 3896 3363

Fax: (07) 3216 8431

Ayr

PO Box 639, Ayr, QLD 4807

Phone: (07) 4761 2000

Fax: (07) 4761 2005

Bundaberg

PO Box 955, Bundaberg, QLD 4670

Phone: (07) 4151 9724

Fax: (07) 4153 1207

Cairns

PO Box 2465, Cairns, QLD 4870

Phone: (07) 4048 1436

Fax: (07) 4048 1493

Emerald

PO Box 1814, Emerald, QLD 4720

Phone: (07) 4983 7485

Fax: (07) 4982 3756

Gladstone

Locked Mail Bag 15, Gladstone, QLD 4680

Phone: (07) 4971 2346

Fax: (07) 4972 6196

Gold Coast

Locked Mail Bag 91, Southport, QLD 4215

Phone: 1300 369 915

Fax: (07) 5583 5060

Innisfail

PO Box 558, Innisfail, QLD 4860

Phone: (07) 4048 3390

Fax: (07) 4061 4371

Ipswich

PO Box 226, Ipswich, QLD 4305

Phone: (07) 3280 1878

Fax: (07) 3202 1018

Logan

PO Box 829, Woodridge, QLD 4114

Phone: 1300 369 915

Fax: (07) 3287 8333

Mackay

Locked Mail Bag 1, Mackay, QLD 4740

Phone: (07) 4967 4490

Fax: (07) 4967 4477

Maryborough

Locked Mail Bag 63, Maryborough, QLD 4650

Phone: 1300 369 915

Fax: (07) 4123 1704

Mt. Isa

PO Box 2249, Mt. Isa, QLD 4825

Phone: (07) 4747 2301

Fax: (07) 4743 8122

Nambour

PO Box 501, Nambour, QLD 4560

Phone: (07) 5470 8855

Fax: (07) 5470 8874

Rockhampton

Locked Mail Bag 7, Rockhampton, QLD 4700

Phone: (07) 4938 4149

Fax: (07) 4938 4155

Roma

PO Box 697, Roma, QLD 4455

Phone: (07) 4622 4590

Fax: (07) 4622 4072

Thursday Island

PO Box 341, Thursday Island, QLD 4875

Phone: (07) 4069 2429

Fax: (07) 4069 2438

Toowoomba

PO Box 234, Toowoomba, QLD 4350

Phone: (07) 4687 2821

Fax: (07) 4687 2877

Townsville

Locked Mail Bag 15, Aitkenvale, QLD 4814

Phone: (07) 4760 7926

Fax: (07) 4760 7959

Information sheet - review and appeal of decisions

ABN 52 293 849 579

The *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002* have provisions to have decisions reviewed and/or appealed. The following provides some general information on reviews and appeals.

If you wish to apply for review of an electrical licensing decision please use form 29, *Application for review of a licensing decision*.

Application for review

A person whose interests are affected by an original decision may apply for the decision to be reviewed.

Electrical Safety Act 2002 s.168
Workplace Health and Safety Act 1995 s.148

Procedure for review

The application must:

- (a) be made in the approved form to the review entity; and
- (b) be supported by enough information to enable the review entity to decide the application.

If the application is for the review of a decision to forfeit a thing, the application must be made to the review entity within:

- (a) 28 days after the person receives notice of the original decision; or
- (b) the longer period the review entity in special circumstances allows.

If the application is for the review of another decision, the application must be made to the review entity within:

- (a) 14 days after the day the application receives notice of the original decision; or
- (b) the longer period the review entity in special circumstances allows.

Electrical Safety Act 2002 s.169
Workplace Health and Safety Act 1995 s.149

Stay of operations of original decisions

If a person applies for a decision to be reviewed, the person may immediately apply to the Industrial Court for a stay of the decision.

The court may stay the decision to secure the effectiveness of the review and any later appeal to the court.

A stay:

- (a) may be given on conditions the court considers appropriate; and
- (b) operates for the period fixed by the court; and
- (c) may be revoked or amended by the court.

Electrical Safety Act 2002 s.171
Workplace Health and Safety Act 1995 s.151

Appeals

A person whose interests are affected by an original decision or review decision may appeal the decision to the Industrial Court.

The person has a right to receive a statement of the reasons for the decision.

The notice of appeal must be filed within 30 days after:

- (a) if the appeal is from an original decision – the day the appellant receives the notice; or
- (b) if the appeal is from a review decision – the day the appellant receives reasons for the review decision.

The court may at any time extend the period for filing the notice of appeal.

The notice must state fully the grounds of the appeal and the facts relied on.

Electrical Safety Act 2002 s.173
Workplace Health and Safety Act 1995 s.152

Further information is available at www.dir.qld.gov.au
or from Infoline 1300 369 915