

What will happen next?

The Chairperson of the Panel will decide whether or not a review should be held. You will receive a letter advising you if a review will be held.

If you are granted a hearing, the letter will explain where and when the hearing will be held and how it will be conducted. You will be invited to attend this hearing. You may wish to prepare additional information for your discussion with the Panel. It would be appreciated if you could carefully consider each point of the plan you are objecting to. In order to assist you to succinctly express your thoughts when you speak to the Panel, it may be helpful for you to develop some dot points for yourself at the review. These points should relate to each particular point of the plan you are objecting to.

If a decision is made not to grant a review you will be given the reason.

Once the review process is finished, the Panel will make its recommendations to the CEO of the Department who will make a decision. A letter will be sent to you notifying you of the decision.

What happens if I am dissatisfied with the decision?

If you are dissatisfied with the CEO's decision following the review by the Panel, you may apply to the State Administrative Tribunal for a further review, in accordance with Rule 9 of the State Administrative Tribunal. If you are going to make an application to the State Administrative Tribunal you must make this within 28 days of the day on which the CEO gives notice of his or her decision. This period may be extended by the Tribunal.

Things to note

The Panel can only review case planning decisions which are made as part of a care plan for a child in the care of the Department.

The Panel cannot review decisions made by the Children's Court or Family Court.

You can bring another person to the Panel hearing with you for support. If you are going to bring someone you must let the Executive Officer of the Panel know.

You are entitled to have an interpreter, including an AUSLAN interpreter, if needed. If you need an interpreter you must let the Executive Officer of the Panel know.

In exceptional circumstances, you may apply to the Panel for financial assistance to attend a Panel review.

For more information contact:

The Executive Officer
Case Review Panel
Department for Child Protection
189 Royal Street
EAST PERTH WA 6004

Tel (08) 9222 2593
Fax (08) 9222 2932

Case Review Panel

Requesting a review

What is the Case Review Panel?

The Case Review Panel has been established under the Children and Community Services Act 2004 to review case planning decisions in care plans for children in the care of the Department.

The Panel makes recommendation to the CEO (Director General) of the Department.

Who is on the Case Review Panel?

The Panel is made up of at least three members including the chairperson who has legal training. Workers of the Department can not be members of the Panel.

If the Panel is reviewing a case planning decision relating to a child who is an Aboriginal and Torres Strait Islander or from a culturally and linguistically diverse background, a person with specific knowledge and experience from that background will give advice to the Panel.

During the review, the Panel may require advice and/or information about the Department's practices and procedures from the Department's Senior Professional Advisors. A person with relevant expertise is appointed by the Department to provide this advice.

What is a care plan and case planning decision?

Every child in the care of the Department must have a care plan.

A care plan is a written plan that sets out the needs of a child and how these will be met. It also sets out decisions about the care of a child such as placement, contact arrangements or services to be provided to the child and/or their family. These decisions are called "case planning decisions" and are made at care plan meetings.

After a care plan meeting you will get a copy of the care plan sent to you showing the case planning decisions.

Who can ask the Case Review Panel to review a decision?

If you are not satisfied with a case planning decision of a care plan, or a modification of decision(s) to a care plan you can ask for the Panel to review the decision.

An application for the review of a case planning decision may be made by:

- the child the care plan is for
- the parent of the child
- the foster carer or
- a person who can show that they have a direct and significant interest in the wellbeing of the child, such as a relative of the child or someone from an agency that works with the child and their family.

What should I do to make an application?

If you are thinking of making an application it is a good idea to first contact the person who chaired the care plan meeting and talk to them about the decision you are dissatisfied with. This will help you to better understand the reason the decision was made. You may also be able to get some changes to the decision and not need to have a review.

If you want to make an application for a review of a case planning decision by the Panel you must complete an application form. In the application form you must identify the case planning decision(s) you want to have reviewed and the reasons for seeking the review. If you do not complete the application form, you must still apply in writing and identify the case planning decision to be reviewed and the ground for seeking the review.

Application to the Panel must be made within 14 days of you receiving a copy of the care plan or modified care plan. If there are special reasons this period of time may be extended. To get an extension of time you must write to the Chairperson of the Panel and ask for an extension of time as well as state the reason you need the extra time.

Your completed application form can be handed in to your local Department office or faxed to:

The Case Review Panel
Department for Child Protection
189 Royal Street
EAST PERTH WA 6004

Fax: (08) 9222 2932