



Department for  
Community Development

# Children and Community Services Act 2004 Information Sheet

## Review of case planning decisions

Under the *Children and Community Services Act 2004*, the CEO of the Department for Community Development is required to set up a case review panel. A child, parent or carer of a child, or a person considered by the CEO to have a significant interest in the child's wellbeing, may if dissatisfied with a case planning decision, apply to this panel to have the decision reviewed.

### *What is a case planning decision?*

A case planning decision is a determination made about a child in the care of the Department and set out in a document called a care plan.

### *Who is on the panel?*

The panel must consist of at least three people and all members must be from outside the Department. Panel members are required to have the experience, skills, attributes or qualifications that the CEO considers appropriate to enable them to effectively perform their review function.

### *How is a decision reviewed?*

An application to have a decision reviewed must be made to the CEO in writing within 14 days of the person receiving a copy of the care plan. The application must state the reason for seeking the review.

Once an application is received the CEO must refer the matter to the case review panel along with all information relevant to the review. While the review is being carried out the original case planning decision remains in place unless the CEO decides otherwise.

After considering all the information, the case review panel will provide a report to the CEO with a recommendation regarding the decision.

Following receipt of this recommendation, the CEO must either confirm, vary or reverse the case planning decision, make an alternative decision, or refer the matter back to the case review panel for further consideration and a report.

Once the CEO has made a decision, he/she must write to the person who made the application to advise of the decision and the reasons for that decision.

### *What if someone is dissatisfied with the decision made after a review?*

If a person is still not satisfied with the decision that is made by a review, they may apply to the State Administrative Tribunal for a review of that decision.

The State Administrative Tribunal can be contacted at:

**Level 4,  
12 St Georges Terrace  
Perth WA 6000**

**GPO Box U1991  
Perth WA 6845**

**Telephone: (08) 9219 3111  
1300 306 017 (STD callers)  
Fax: (08) 9325 5099**

**[www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au)  
[info@sat.justice.wa.gov.au](mailto:info@sat.justice.wa.gov.au)**