

Application for internal review of a decision



Education (Queensland College of Teachers) Act 2005 Section 209 - FORM 11 V02 SEPT 2019

Section 209 of the *Education (Queensland College of Teachers) Act 2005* (the Act) states that a person or entity who is given, or is entitled to be given, an information notice for a decision (an original decision) by the Queensland College of Teachers (QCT) and who is dissatisfied with the decision may apply for a review of the decision. Schedule 1 of the Act identifies the decisions for which an information notice must be given under the Act.

The review must be, in the first instance, by way of an application for internal review under section 210. This section states that:

- the application must be made within 28 days after the day the person or entity is given an information notice about the decision, or the day the person or entity otherwise becomes aware of the decision;
- the QCT may, at any time, extend the time for applying for the review;
- the application for review must be in the approved form and state fully the grounds of the application.

The application for review will initially be considered by a review committee established by the QCT. The review committee must give the applicant a reasonable opportunity to make oral or written submissions to the committee. The QCT must give the applicant notice of the review decision within 60 days after the application is made or the QCT will be taken to have made a review decision confirming the original decision.

As soon as practicable after an application for review is received, the applicant will be advised by written notice of the proposed date of the review and will be given the opportunity to provide further submissions to the review committee.

1 PERSONAL DETAILS

Full name of person or entity applying for review

If entity - full name of representative

QCT application/registration/reference number (if applicable)

2 CONTACT DETAILS

Address

City State Post Code

Country

Home phone Mobile

Work number Fax number

Email address

3 REVIEW DETAILS

Decision with which applicant is dissatisfied (please include relevant section of Act as stated in notice about decision)

DATE OF DECISION	DECISION (INCLUDE SECTION OF ACT)	DECISION MAKER DETAILS

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