

## Section 157 Application for review (Employer)

Return to Work Act 2014

Employer name
Employer number
Australian Business Number (ABN)
Business address
Postcode

### Contact details

Surname	Title
First name	
Position	
Business postal address	
Postcode	
Phone (business hours)	
Phone (mobile)	
Business email address	

Please send correspondence via: Email  Post

### Decision to be reviewed

Please complete all known details of the disputed decision and check the relevant boxes.

The decision is about:

- Classification
- Hindsight calculation
- Fixing or assessment of a premium
- Fine or penalty interest
- Condition that may lead to a supplementary payment
- Other (please state)

Date of decision \_\_\_\_ / \_\_\_\_ / \_\_\_\_ relating to \_\_\_\_ financial year

Name of decision maker

Position held by decision maker

A copy of the decision is attached

Why does the employer consider the decision to be unreasonable?

  
  
  
  


What information or evidence has the employer previously provided to the decision maker?

  
  
  
  


Copies are attached.

What new information or evidence can the employer provide to the decision maker?

  
  
  
  


Copies are attached.

### Applicant signature

Print name	
Position held	
Signature	Date

If acting on behalf of an employer, please provide proof of your client's authority to deal with this application.

## Please complete this form and send to:

ReturnToWorkSA  
GPO Box 2668  
South Australia 5000

Phone: 13 18 55

Fax: 08 8238 5775

Email: [premium.review@rtwsa.com](mailto:premium.review@rtwsa.com)

Website: [www.rtwsa.com](http://www.rtwsa.com)

To contact ReturnToWorkSA in a language other than English, please ring the Interpreting and Translating Centre on 1800 280 203 and ask them to contact us on 13 18 55.

### **This interpreting service is available at no cost to you.**

If you need any information in braille, audio, e-text or large print, please call us on 13 18 55 and we will do our best to help you.

If you are deaf or have a hearing or speech impairment you can call ReturnToWorkSA through the National Relay Service (NRS):

- TTY users can phone 13 36 77 then ask for 13 18 55.
- Speak & Listen (speech-to-speech) users can phone 1300 555 727 then ask for 13 18 55.
- Internet relay users can connect to NRS on [www.relayservice.com.au](http://www.relayservice.com.au) then ask for 13 18 55.

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## Important information for the completion of Application for review

The information on this page has been included to help you complete this form and give you an understanding of your right to a review under section 157 of the *ReturnToWorkSA Act 2014* (SA) (the Act).

You have the right to lodge an application for review if you consider a decision by ReturnToWorkSA is unreasonable in relation to premium related matters, such as:

- the assessing (or fixing) of a premium
- the imposition of penalty interest or a fine
- the imposition or variation of a condition that may lead to the imposition of a supplementary payment
- the estimate of remuneration that is to be used to calculate your premium.

Please note that an application for review does not suspend a liability to pay premium, penalty interest or a fine. ReturnToWorkSA is required to maintain the funding of the scheme on a fair basis.

### What does a review cost?

An Independent Review Officer has been appointed by the ReturnToWorkSA Board to provide an independent dispute resolution system.

This service is provided free to an employer. However, if you choose to be represented by a solicitor, barrister or by any duly appointed and authorised agent, you will need to meet any costs involved in this yourself.

### Step 1

You may obtain and complete an Application for review and send it to the ReturnToWorkSA Premium Review Registry, GPO Box 2668 Adelaide South Australia 5001. Alternatively you may lodge your own written submission if you wish. You should attach any information that you want considered with your application. An application for review must be lodged within the timeframes set out under section 157 (5) of the Act which states:

An application under this section for review of a decision of the Corporation –

(a) must, if the decision relates to a class of employers, be made within 4 months after the notice of the decision was given; or

(b) must, if the decision relates to an individual employer, be made within 2 months after the employer was given notice of the decision, unless the board (or its delegate) allows an extension of time for making the application.

### What will happen after you lodge your application?

After receiving your application, the ReturnToWorkSA Premium Review Registry will send you a letter of acknowledgement. A copy of your application will be provided to the operating unit of ReturnToWorkSA responsible for the reviewable decision which will re-consider the decision.

### Step 2

If, after re-consideration of a reviewable decision, the matter is not resolved, the reviewable decision will be referred to conciliation. Conciliation is an informal and flexible process. It is an opportunity to find common ground and an outcome that is acceptable to both parties. You do not have to be legally represented.

### Step 3

If necessary the ReturnToWorkSA Independent Review Officer (IRO) will hear and formally determine your application for review. You can make a written submission to the IRO, or you can come and address the IRO in person. You can, but do not have to be represented by a solicitor, barrister or any duly appointed and authorised agent. If you choose to be represented, you will have to bear the cost of any representation. You will have access to all material ReturnToWorkSA puts before the IRO, and you can answer anything ReturnToWorkSA says to the IRO.

**For further information about industry premium rates and our premium system, visit [www.rtwsa.com](http://www.rtwsa.com), email [info@rtwsa.com](mailto:info@rtwsa.com) or call 13 18 55.**