

PRIVATE AND CONFIDENTIAL

«Applicant name
Applicant address

Dear

Please help us with your blue card application

We are assessing your application for a blue card. During our checks we have received some concerning information about your background or police history. The information we have received is enclosed with this letter.

We would like to give you a chance to tell us more about this information so that we can consider this before we make a final decision about your application. This process is called making a submission.

Your options

You have three options:

1	You can decide to provide a submission. The due date for your submission is . Please read this letter carefully. It contains important information to help you with this process. Once you have returned your submission, we will consider the information you have provided as well as the other information we have received about you. At the end of our assessment, you will either be issued with a blue card or you will be issued with a negative notice. If you receive a negative notice, you will not be able to work with children.
2	You can decide not to provide a submission You do not have to provide a submission. We may withdraw your application or you may be issued with a negative notice. If your application is withdrawn or you are issued with a negative notice, you will not be able to work with children.
3	You can choose to withdraw your application. You can decide at any point to withdraw your application. Withdrawing your application means that no further assessment of your application will take place. Your application will be discontinued and you will not be able to work with children. If you want to withdraw your application, please email us at legaladmin@bluecard.qld.gov.au .

How your application is assessed

Your application is being assessed under the *Working with Children (Risk Management and Screening) Act 2000* (the Act).

The most important thing we think about when we assess your application is the safety of children and that they are cared for in a way that protects them from harm and promotes their wellbeing. We must be satisfied that it is in the best interests of children for you to hold a blue card.

[The following information will vary depending on the type of assessable information returned in respect of the applicant, for example, the person may have a conviction for a serious offence, a charge for an offence that did not result in a conviction, disciplinary information and so on]

The assessment process allows us to consider convictions for any offence, including where no conviction has been recorded. We can also take into account any current or finalised charges which did not result in a conviction.

Your criminal history shows that you have a conviction for an offence other than a *serious offence*.

We must issue you with a blue card **unless** we believe that your case is an exceptional case in which it would not be in the best interests of children to give you a blue card.

Without further information from you, we are considering issuing you with a negative notice.

When making our decision, we must consider the following in relation to any offences or alleged offences:

- whether it is a conviction or a charge
- whether the offence is a *serious offence*, and if it is, whether it is a *disqualifying offence*
- when the offence was alleged to have been committed
- the nature of the offence and its relevance to employment, or carrying on a business, that involves or may involve children
- in the case of a conviction—the penalty imposed by the court and if it decided not to impose an imprisonment order for the offence, or decided not to make a disqualification order under the Act, the court's reasons for its decision
- any information provided to us by the Director of Public Prosecutions
- any information provided to us regarding your mental health
- any information given to us by Queensland Corrective Services
- any information provided to us under the *Disability Services Act 2006*
- anything else relating to the alleged offence that we reasonably consider to be relevant to your application, and
- any other information that is relevant to whether it is in the best interests of children for you to be issued with a blue card.

[The following is only included if the applicant has disciplinary information]

When making our decision, we must consider:

- the decision or order of the decision-maker relating to the disciplinary information and the reasons for the decision or order
- any decision or order made on appeal of the decision
- the length of time that has passed since the event or conduct
- the relevance of the information to employment, or carrying on a business, that involves or may involve children
- anything else relating to the information which we reasonably consider to be relevant to your application.

[The following is only included if the applicant has investigative information]

When making our decision, we must consider:

- when the acts or omissions were alleged to have been committed
- anything else relating to the acts or omissions which we reasonably consider to be relevant to your application.

[The following is only included if the applicant has domestic violence information]

When making our decision, we must consider:

- the circumstances of the domestic violence order or police protection notice
- any conditions imposed on the domestic violence order/police protection notice;
- the relevance of the information to employment, or carrying on a business, that involves or may involve children;
- the length of time that has passed since the event or conduct occurred; and
- anything else relating to the information that we reasonably consider to be relevant to your application.

[The following is only included if the applicant has other relevant information]

When making our decision, we must consider:

- the nature of the information, including the circumstances and gravity of the behaviour or conduct;
- the relevance of the information to employment, or carrying on a business, that involves or may involve children;
- the length of time that has passed since the event or conduct occurred; and
- anything else relating to the information that we reasonably consider to be relevant to your application.

You may wish to consider these factors when making your submission. Please also refer to the *How to make a submission to Blue Card Services* information sheet.

What to include in your submission

We have enclosed an information sheet to help you prepare your submission.

Your submission will help us decide whether to issue you with a blue card or a negative notice.

You will need to respond by the due date to the enclosed information, by telling us your side of the story and giving us any additional information about why you think you are eligible for a blue card.

We prefer you to respond in writing and this may be handwritten or typed. Please call us if you would like to provide this information by phone.

It is important that you give us the information by the due date. If you do not reply by the due date, we will assume that you are choosing not to provide a submission.

If you need more time to make your submission, you will need to call us and ask for an extension. Requests for extensions need to be made before the due date.

You may also provide character or employer references to support your application. A template to assist you is also enclosed.

You can get help

You can get someone that you trust to help you with your submission. The person that you choose can talk to us on your behalf and get more information about your case.

If you would like us to speak to another person about your application or this letter, you need to complete the enclosed *Consent to discuss information* form and email, post or fax it to us using the details below.

This form is important because it means that we have your permission to discuss your personal information with another person.

You can access translation services

If you need a translator, this service will be provided to you for free. Call TIS National on 13 14 50 and give them our phone number, which is 1800 113 611 or 07 3211 6999.

Where to send your submission

Email: legaladmin@bluecard.qld.gov.au
Post: Director, Blue Card Services (Screening Services)
Department of Justice and Attorney-General
PO Box 12671
BRISBANE GEORGE STREET QLD 4003
Fax: (07) 3035 5906

If you have any questions after reading the enclosed information, please telephone us on XX [The applicant is provided the direct contact number for the legal officer assigned to the matter].

Yours sincerely

Principal Legal Officer, Blue Card Services Department of Justice and Attorney-General

Enc. A copy of your police information (i.e. criminal history, police reports)
Additional information [such as police briefs of facts]

- *How to make a submission to Blue Card Services* information sheet
Reference for a blue card applicant form
Consent to discuss information form

