



Applications related to a minor aged under 18 years of age must be accompanied by a Nominee Form completed by their parent or guardian.

Please return the completed form to the scheme by email

fiskville.info@justice.vic.gov.au or mail (Fiskville Redress Scheme, DJCS, PO Box 18217, Collins Street East VIC 8003).

What does a nominee do?

There are two main functions of a nominee:

Assisting and supporting the minor

As the minor's nominee, the parent or guardian helps with all aspects of the application and acts in the best interests of the minor. This includes:

- Completing the application form
- Providing supporting material (identity documents or medical information)
- Communicating with the scheme about all aspects of the application
- Receiving copies of letters and other correspondence from the scheme
- Signing documents on behalf of the minor
- Withdrawing an application
- Accepting or rejecting an offer
- Receiving financial redress on behalf of the minor (unless they turn 18)
- Requesting an internal review
- Determining appropriate non-financial redress (counseling or therapeutic support services) for the minor
- Making a complaint about the scheme.

Acting as the minor's legal nominee

A minor aged under 18 years of age cannot provide their consent to make an application or declaration, or record searches being undertaken on their behalf. They cannot receive financial redress payments directly or make health and wellbeing decisions (e.g. providing medical information about diagnosed illnesses or determine appropriate counselling or therapeutic services).

Therefore, the minor's parent or guardian acts on their behalf and for their intended benefit as a Fiskville affected person. The parent or guardian acts as the minor's legal nominee for the purpose of the application.

A parent is defined as a person who has parental responsibility in relation to a minor including all the duties, powers, responsibilities, and authority that by law or custom parents have in relation to children or young people.

A guardian is defined as the legal guardian of a minor.

Mature minors (aged 16 or 17 years) should be consulted about decision making that impacts them.

Privacy collection information

The Fiskville Redress Scheme is administered by the Department of Justice and Community Safety (the department). The department is collecting your personal information for the purpose of confirming your identity and communicating with you as the minor's nominee.

Your privacy is important and will be respected. The department complies with all relevant privacy laws to protect your information. For more information about the department's Privacy Policy, visit <https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy>.

What documents need to be provided?

The parent or guardian needs to provide a certified copy of 2 forms of identify documents to establish their identity.

At least one form of ID must be one of the following that includes a photo of the parent or guardian:

- Australian or international passport
- Australian drivers license
- Proof of Age Card or KeyPass.

A second form of ID can include one of the following:

- Birth certificate
- Current Medicare Card
- Working with Children Check Card
- Commonwealth Government issued card (including Concession Card, Health Card Card, or Veterans Affairs Health Card).

In addition, the parent or guardian must provide a certified copy of documentation establishing their connection to the minor or authority to act as their legal nominee. This may include:

- A birth certificate for the minor naming the parent
- A Medicare card listing the parent and minor
- A parenting order
- Guardianship order
- Documents related to Commonwealth Government family or child related payments/ subsidies.

Only one parent can act on behalf of the minor. In the case of separated or divorced parents, the nominated parent should be the person who has primary custody and thus decision making authority for the minor.

In the event of changed custody or guardianship arrangements, illness, or death, another nominee can be chosen to act on behalf of the the minor until they become an adult by completing another Nominee Form.

More information

If you have any questions or require assistance, please contact the scheme for a confidential discussion via

- **Email**
(fiskville.info@justice.vic.gov.au)
- **Phone** 1300 315 198 (Monday to Friday, 9am-4:30pm excluding public holidays)

Details of the minor

Provide information below about the applicant who is under 18 years of age.

First name	
Middle name	
Surname	
Minor's date of birth	
Minor's address	
Application reference (if known)	

Details of the parent or guardian acting on behalf of the minor

This section should be completed by the minor's parent or guardian who will be acting on their behalf in relation to their application to the Fiskville Redress Scheme.

Name of parent/guardian	
Legal authority to act on behalf of the minor	
Preferred name	
Relationship to the minor	

Parent or guardian contact details

Parent or guardian's postal address	
Parent or guardian's phone number	
Parent or guardian's email address	
Preferred contact method	<input type="checkbox"/> Letter <input type="checkbox"/> Email <input type="checkbox"/> Phone call

Mature minor consultation (applicant aged 16-17)

I nominate

Name of nominated person

To be my nominated parent or guardian to act on my behalf for the purpose of applying to the Fiskville Redress Scheme. I have been consulted about this process.

Signature

Signature of person making the nomination

Name

Name of person making the nomination

Date

D

D

M

M

Y

Y

Y

Y

Important: If you cannot sign this form

The parent or guardian is agreeing to act on behalf of the minor who is the subject of an application to the Fiskville Redress Scheme. This includes acting in their best interests and for the benefit of the minor as a Fiskville affected person. They must only do so within their right to act on behalf of the minor as their nominated parent or guardian with legal authority.

Parent or guardian consent to act for the minor

I agree to be the nominated parent or guardian for the minor's application.

Signature

Name

Date

D

D

M

M

Y

Y

Y

Y

Witness confirming identity of parent or guardian

I am not the parent or guardian but I can confirm the identity of the person being nominated to act for the minor is the person in the attached identification.

Signature

Name

Date

D

D

M

M

Y

Y

Y

Y