

South Australian Public Service

Notice of Grievance Appeal
(Section 64 Public Sector Management Act 1995)

To the Appeals Administrator
Promotion and Grievance Appeals Tribunal

I
(full name)

employed in the
(name of department and administrative unit)

as..... hereby give notice of a
(title and remuneration level of position held)

grievance in relation to my employment and request that the Tribunal review the matter.

Postal Address
(of appellant)

I hereby declare my eligibility to exercise the right of a grievance appeal pursuant to Section 64 of the Public Sector Management Act.

Relevant particulars of my grievance are as follows:

- Description of administrative decision which is the cause of my grievance.

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- Date on which the said administrative decision occurred is

- Name and position of person who authorised the said administrative decision is

.....

- Reasons for dissatisfaction with the said administrative decision are:

.....
.....
.....
.....

Additional information required by the Promotion and Grievance Appeals Tribunal

- Did you express dissatisfaction with the said administrative decision? *Yes/No
- Name and position of persons to whom you indicated your dissatisfaction

* delete which is not applicable

.....
Date on which you indicated your dissatisfaction

- Was any review of the said administrative decision undertaken? *Yes/No

If a review of the administrative decision did take place please provide the following details:

- the name and position of the person who undertook the review

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.....

- the nature and outcome of the review

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The relief which I seek is as follows:

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The member of the panel of nominees of recognised organisations whom I have selected to be a member of the Tribunal to review this grievance is

.....

Dated .../.../....

.....

(Signature of Appellant)

Note

- This form must be forwarded direct to the Appeals Tribunal with a copy to the Chief Executive of the department in which the relevant administrative decision occurred.
- Appellants intending to be represented by an officer of a recognised organisation should confer with that organisation prior to lodging the appeal.
- Retain a copy of this form for your information and file.

Please ensure that the declaration is signed before lodgement of the Notice of Appeal with the Appeals Administrator.

The appellant's declaration is hereby verified.

.....

(Chief Executive/Delegate)

Administrative Use Only

This *Notice of Appeal* was received by me on .../.../..... Please note that I will attempt to resolve the grievance through conciliation and will forward a report within one clear month on the background to the appeal and the outcome of conciliation.

Dated .../.../.....

.....

Signature of Chief Executive or Delegate