Lodging a breach of standard claim

Claimant checklist

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| [ ]  | I am making my claim in response to a decision arising from the completion of a process covered by one of the public sector standards in human resource management (excludes the Discipline Standard). |
| [ ]  | I have identified the standard that I believe has been breached and provided sufficient detail about why I believe the standard has not been complied with. I have also provided details about how the breach has adversely affected me.  |
| [ ]  | I have included the actions (if any) that I would consider to resolve the claim. **Note**: You may choose to indicate in your claim what you would like to happen as a result of lodging your claim, or if the Commissioner determines a breach has occurred. **The Commissioner cannot recommend or direct that a claimant is appointed to a position.** |
| [ ]  | I have signed and dated my claim. |
| [ ]  | I have included my contact details in my claim. |
| [ ]  | I have lodged my claim with the agency concerned, within the prescribed lodgement period for the relevant standard.**Note:** In the case of a notifiable employment decision\* or a grievance, the date by which you are to lodge your claim will be stated in the notification letter sent by the agency to you.For ‘non-notifiable’ decisions, the lodgement period is 10 working days from when you first became aware of the decision or 30 working days after a decision was made, whatever is earlier.The Commissioner may approve the lodgement of a late claim or a claim before a final decision has been made by the agency. If you want this to occur, you must write to the Commissioner seeking approval to do so. Approval is at the Commissioner’s discretion and will depend on the Commissioner being satisfied there are reasonable grounds for making the claim. \*Four days is the minimum prescribed lodgement period for notifiable decisions made under the Employment Standard. An agency may provide a longer lodgement period. |
| [ ]  | I have allowed for a reasonable amount of time for my claim to be received by the agency. |