Form A61

Application for ExternaL Review (Public Sector – Prescribed decision)

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| --- | --- |
| **Case Number**(SAET use only) |  |

### About this form

* This is the approved form for an employee aggrieved by an employment decision of a public sector agency which is **prescribed in section 62 of the Public Sector Act 2009**.
* This form must be lodged within 21 days after the day on which the employee is notified by the agency of the outcome of an internal review (as per section 61 of the Public Sector Act 2009) or within 7 days of being refused an extension of time for an internal review.
* On reviewing the decision, SAET will determine whether, on the balance of probabilities, the decision is harsh, unjust or unreasonable. SAET may then affirm the decision, recind the decision and substitute the decision or remit the decision to the agency for reconsideration.
* Questions throughout this form will ascertain if an application is eligible for review by SAET.
* Submitting an incomplete form (including any relevant supporting documents) may result in delays.

# Employee details

|  |  |
| --- | --- |
| Title | [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (specify): |
| First name  |  | Last name |  |
| Email |  |
| Telephone  |  | Mobile |  |
| Address Street 1 |  |
|  Street 2 |  |
| Suburb |  | State |  |
| Postcode |  | Country |  |
| Are you employed pursuant to Part 7 of the Public Sector Act 2009? | [ ]  Yes – continue. If your answer is ‘no’ you are not eligible apply.If you are unsure of your status, please consult Human Resources in your organisation. |
| Department / Agency |  |
| Role title |  |
| Classification |  |
| Award / agreement |  |
| Type of employment | [ ]  Full-time [ ]  Part-time [ ]  Casual [ ]  Apprentice / trainee [ ]  Contract |

# EmployeR CONTACT details

|  |  |
| --- | --- |
| Title | [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other (specify): |
| First name  |  | Last name |  |
| Email |  |
| Telephone  |  | Mobile |  |
| Address Street 1 |  |
|  Street 2 |  |
| Suburb |  | State |  |
| Postcode |  | Country |  |

# Decision details

|  |  |
| --- | --- |
| I am seeking an external review related to a decision to: | [ ]  take disciplinary action[ ]  reduce an employee’s remuneration level[ ]  transfer an employee, or to assign an employee to different duties or a different place, made in conjunction with a decision to take disciplinary action or reduce an employee’s remuneration level[ ]  transfer an employee, or to assign an employee to a different place, that reasonably requires the employee to change his or her place of residence |

If available, please **attach a copy of the decision(s)**.

On what date did you receive notice of the outcome of the:

|  |  |
| --- | --- |
| * Initial employment decision?
 |  |
| * Decision on application for an internal review (if applicable)?
 |  |

If no internal review has been completed, indicate the reason why:

[ ]  The application was made after the period allowed for such an application and the agency unreasonably refused to allow an extension of time within which to make the application.

[ ]  The agency unreasonably extended the time within which the internal review should be completed.

Who made/authorised the decision?

|  |  |
| --- | --- |
| Name |  |
| Department / Agency |  |
| Current role title |  |

## Particulars of grievance

Please outline why you believe the decision was harsh, unjust or unreasonable:.

|  |
| --- |
|  |

## Proposed remedy

|  |  |
| --- | --- |
| As a remedy, I ask that SAET: | [ ]  Rescind the decision and substitution with another decision *(specify below)*[ ]  remit matters to the agency for consideration or further consideration in accordance with specified directions or recommendations *(specify below)* |

Specify proposed remedy:

|  |
| --- |
|  |

# LODGING YOUR COMPLETED FORM

The person lodging this form must send a copy to all other party/ies.

|  |  |
| --- | --- |
| Name of person lodging |  |
| Signature |  |
| Date |  |

Please lodge this form, together with any accompanying documents, with the South Australian Employment Tribunal:

Email: saet@sa.gov.au
Post: PO Box 3636, Rundle Mall, SA, 5000
In person: Level 6, Riverside Centre, North Terrace, Adelaide, 5000

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| --- |
| **PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS** |