



CPSU: Helping you resolve workplace issues

A) Your personal contact information:

first name		initial
last name		
dept/agency/company		
workplace address include all relevant section /team /branch details		
	state	postcode
home address		
town/suburb	state	postcode
work phone		
home phone		
mobile		
contact e-mail		
the best time to contact	business hours	after hours

B) Your CPSU contact officer information:

Who did you contact at the CPSU? (eg the name of the CPSU person who directed you to fill in this form)

C) Your Employer contact information:

Please provide the following contact information about the decision makers/relevant parties involved in your issue

Employer contact 1

Name			
Title			
Dept/agency/company			
Work address			
Town/suburb		State	Postcode
Work Phone			
Home Phone			
Mobile			
Contact e-mail			
What is this person's/organisation's relationship to you?			

Employer contact 2 (if applicable)

Name			
Title			
Dept/agency/company			
Work address			
Town/suburb		State	Postcode
Work Phone			
Home Phone			
Mobile			
Contact e-mail			
What is this person's/organisation's relationship to you?			

D) Action so far

What has happened so far to resolve your issue?

1) Have you discussed the issue with your 'one-up' manager? If yes what, was the outcome?	Yes	No

2) Have you discussed the issue with another decision maker or HR? If yes what, was the outcome?	Yes	No

3) Have you discussed the issue with your your local CPSU delegate, HSR or Harassment/Equity officer? If yes what, was the outcome?	Yes	No

4) Have you made a complaint to another agency (eg HREOC, PSC, AIRC, Workers Compensation Agency)? If so, please give details of the complaint and any outcome to date.	Yes	No

5) Have you employed an external representative to assist you in resolving the grievance (eg solicitor, advocate, mediation firm)? If so, please give details of the complaint and any outcome to date	Yes	no

E) What is the nature of your issue?

Select the closest description of your issue from the categories below.

MANAGEMENT ACTION	discipline and misconduct, discrimination, dismissal, duties and instructions, management decisions, management restructures, payroll administration performance appraisal
PROMOTION/SELECTION	promotion/selection
SEPARATION	redundancy, resignation, retirement, invalidity retirement
HARASSMENT	sexual harassment, harassment by a co-worker, harassment by a manager, bullying, interpersonal dispute
PAY / CLASSIFICATION	allowances, classification/grading, higher duties, pay rates, penalty rates, payroll dispute
HOURS	excessive hours, flextime, overtime, shiftwork
LEAVE	annual leave, long service leave, maternity leave, parental leave personal leave, public holidays, leave without pay. study leave
CODE OF CONDUCT	browsing/privacy, criminal allegation/s, conduct
WORKERS' COMP	workplace injury, stress, procedure/entitlements, OOS/RSI return to work
HEALTH AND SAFETY	hazards, HSR rights, PIN/enforcement, meal breaks
OTHER	

F) What happened, exactly?

Describe briefly the circumstances of your issue. We need to know what happened, when it happened, where it happened, who did it and to whom it happened. Please give us all the dates and other details that you can remember.

G) How has this issue affected you?

reclassification	YES	NO
financial impact	YES	NO
denigration of your professional standards	YES	NO
health	YES	NO
family/social dislocation	YES	NO
other (provide details)		

H) What kind of outcome do you want?

Realistically, what kind of outcome would satisfy you?

I) Further comments

Is there anything else you would like to say?

J) Supporting evidence

Please send us copies of the following if they apply

- medical certificates
- performance plans/reviews
- written directives / e-mails from management in relation to the issue
- witness statements
- notifications of code of conduct investigation
- outcome of code of conduct investigation
- tribunal or panel decisions
- pay slips

Post: CPSU Workplace issues officer Level 6/191-199 Thomas St. Haymarket NSW 2000

Fax: CPSU Workplace issues officer 1300 137 646

E-mail: members@cpsu.org.au

Privacy Statement

The CPSU is committed to protecting your personal information consistently with principles set out in the Commonwealth Privacy Act 1988. We will only use any personal information you provide for the purpose for which you have provided it. In this context, we may contact you further to clarify the information you have provided or to otherwise follow-up on the issues which you have raised about your workplace. We will not disclose any personal information to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access any information we hold about you by contacting us on 1300 137 636. This statement relates only to this form. For a copy of the CPSU's privacy ring 1300 137 636.