Breach of standard claim form: Claimant to agency

# Lodged under Public Sector Management (Breaches of Public Sector Standards) Regulations 2005

* You must lodge a claim in writing to the agency that made the decision.
* Your claim needs to include:
* the standard you believe has been breached (go to [WA.gov.au](https://www.wa.gov.au/organisation/public-sector-commission/public-sector-standards-human-resource-management) for more information on each standard)
* the remedy you are seeking.
* Provide enough information to support your claim and attach relevant documents.
* Once you lodge your claim with the agency where the breach is alleged to have occurred, it has 15 working days to try and resolve it with you.
* If you believe the agency has resolved your claim during the 15 working days, advise it in writing that you withdraw your claim.
* If you do not withdraw your claim within the 15 working days, the agency must forward it to the Public Sector Commissioner.
* For more information contact the agency’s contact person named in the notification letter or go to [WA.gov.au](https://www.wa.gov.au/organisation/public-sector-commission/public-sector-standards-human-resource-management).

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| Breach claim details | |
| Agency name |  |
| Your full name |  |
| Your address |  |
| Your phone number |  |
| Your email address |  |
| What standard does your claim relate to? |  |
| If the claim relates to the **Employment Standard**, name the position you applied for and position number |  |

| Provide details of the alleged breach of the standard and reasons to support this |
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| Signature | |
| Name |  |
| Signature |  |
| Date |  |