

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Notes to assist parties prepare statements for Public Sector Appeal matters to be heard before the Industrial Relations Commission

1. The attached document “**Statement - Public Sector Disciplinary Appeal**” can be photocopied and used as the starting point for the preparation of all statements you intend to rely upon OR you can prepare your own, set out in a similar way.
2. The **full name and address** of the person making the statement is necessary.
3. Include the occupation of the person making the statement, for example, “accounts clerk”, “human resource manager employed by the respondent”.
4. The statement should then continue with the factual information of that person in **numbered paragraphs**.
5. As near as possible statements should be in the first person. The *examples* below may assist but you should be careful to insert the facts of your own matter:
 - i. I commenced employment with the Department of Education (DOE) on 27 May 1999.
 - ii. I was employed as a full time Clerk Grade 1-2 by DOE from 27 May 1999 to 1 February 2000.
 - iii. I was promoted to the position of Senior Clerk Grade 3-4 by DOE on 1 March 2002 and held this position until I was dismissed.”
6. An example of the manner in which other material, such as contracts of employment or letters should be referred to in a statement is as follows:
 - i. On 2 June 2010 I received a letter to the Secretary, DOE, setting out allegations against me. Attached and marked “A” is a copy of that letter.
 - ii. On 10 June 2010 I sent a response to the Secretary, DOE. Attached and marked “B” is a copy of that response.
 - iii. On 1 July 2010 my employment with DOE was terminated. Attached and marked “C” is a copy of the termination letter.
7. Conversation contained in the statement should also be in the first person, for example:

I said, “What is this meeting all about?”
Mr Smith said, “You have been taking excessive sick leave”.
I said, “I can't help it if I get sick”.
8. The information contained in the statement should be things seen or heard or done directly by the person making the statement.
9. The person making the statement must sign and date the statement.

**BEFORE THE INDUSTRIAL RELATIONS COMMISSION
OF NEW SOUTH WALES**

Case No.

Applicant

Respondent

**STATEMENT
Public Sector
Disciplinary Appeal**

Filed by:

Address:

Tel:

Fax:

I, _____

[Full name of person making the statement]

of,

[Residential address of person making the statement]

[Occupation of person making the statement]

make the following statement:

[If you require additional space continue typing on blank page]

1.

[On the last page of the statement you must sign and date]