



Australian Government



# Grievance lodgement form

Iu save iusim disfala form for mekem komplein or if you ting oketa no treatim iu gud taem iu waka fo Pacific Australia Labour Mobility (PALM) scheme. Diswan hem grievance. Wakaman (iu) or narawan (samwan iu save and trastim) bae raetem disfala form. Wans iu raetem finis disfala form, plis emailim go lo ([palm@dewr.gov.au](mailto:palm@dewr.gov.au)).

Iu save kolem tu the PALM scheme support service line (1800 51 51 31) and talem kam komplein blo iu. Plis no forget disfala laen hem monitored 8:30 am - 6:30 pm (AEDT), Monday go kasem Friday. Eni kol bifo or afta oketa taem hia hem fo serious grievance noma.

Privacy statement and consent form stap lo last page blo disfala form.

Plis meksua evri ansa blo iu hem lo English.

Enitaem eniwan trae fo stretem disfala problem or wari witim boss blo iu (if aplicable)?

YES

NO

Plis raetem details:

## DETAILS BLO WAKAMAN

Nem:

Nationality:

Fon namba:

Email address:

Employer:

Host site (if aplicable):

Diswan afektim eni nara wakaman?

YES

NO

If yes, plis talem kam nem, nationality, email address and fon namba blo hem/oketa (if iu save):

## DETAILS BLO GRIEVANCE

Wanem na grievance blo iu? Raetem date, nara wakaman wea save lo komplet and ples iu waka.

Iu save provaedem evidence fo sapotim grievance blo iu? YES NO

If yes, provaedem evidence witim disfala form, osem payslip, email, foto, or recording.

Eniwan insaed big trabol distaem? YES NO

If yes, iu kontaktim finis police or eni nara organisation wea save helpem iu? YES NO

If yes, plis provaedem details:

Iu talem disfala grievance lo eniwan (osem union representative or country liaison officer)? YES NO

If yes, plis provaedem details:

Iu letem Department of Employment and Workplace Relations meksave lo nem and grievance blo iu lo employer blo iu? YES NO

## DETAILS BLO MAN WEA RIPOTIM GRIEVANCE

Nem:

Organisation (if applicable):

Fon namba:

Email address:

Best taem fo kontaktim mi:

## IF IU RIPOT FO NARAWAN

Iu wat blo wakaman hia?

Hem letem iu ripotim komplein fo hem?

YES

NO

If yes, plis attachim evidence:

## IF DEPARTMENT OFFICER RAETEM FORM FO IU

Nem blo officer:

## Privacy statement and consent form

Law hem protektim evri personal infomeison wea Department of Employment and Workplace Relations (department) kolektim, osem the Privacy Act 1988 (Privacy Act). Personal infomeison hem infomeison or tingting abaotem wanfala man wea meksave lo hem. Personal infomeison minim tu nem and kontakt details.

Personal infomeison blo iu hem fo department assessim and managim stret grievance blo iu. If iu no provaedem samfala, or evri personal infomeison mifala askem, department maet no save assessim stret grievance blo iu and bae process hard for finis gud.

Mifala maet givim personal infomeison blo iu lo oketa nara gavman organisation and oketa kantri wea joinim oketa. Mifala maet givim personal infomeison blo iu lo samfala nara grup wea iu agree finis lo hem, or wea stret folom the Privacy Act.

Iu save faendem department privacy policy, osem infomeison abaot hao fo mekem komplein and hao for kasem or stretem personal infomeison blo iu lo <https://www.dewr.gov.au/privacy> or sapos iu ask for wan copy from department ([privacy@dewr.gov.au](mailto:privacy@dewr.gov.au)). If iu laek for kontaktim department abaotem personal infomeison emailim ([privacy@dewr.gov.au](mailto:privacy@dewr.gov.au)).

## Oketa kolektim sensitive infomeison

Sensitive infomeison hem part lo personal infomeison. Hem infomeison or tingting saed lo race blo iu or ethnic origin, political opinion, religious belief or affiliation, philosophical belief, membership of associations or unions, sexual orientation or practices, criminal record, and health, genetic or biometric infomeison.

If Privacy Act no letem mifala tekem sensitive infomeison blo iu, mifala nidim permission blo iu. Iu no havtu givim permission lo eniwan fo kolektim sensitive infomeison blo iu. If iu givim permission, iu save kansolem permission eni taem.

## Personal infomeison wea oketa givim overseas

Mifala nidim permission blo iu for givim personal infomeison blo iu lo eniwan overseas wea stret folom the Privacy Act. Iu no nid fo givim permission fo oketa givim personal infomeison blo iu lo eniwan overseas. If you givim permission, iu save kansolem permission enitaem.

If iu givim permission for oketa givim personal infomeison blo iu lo eniwan overseas, department free from responsibility fo meksua oketa no brekem the Privacy Act.

**Mi tikim disfala box and submitim disfala form for som mi ridim and minim disfala privacy statement and consent form**

**Mi tikim disfala box and submitim disfala form for som mi agree fo oketa kasem sensitive infomeison wea stret folom privacy statement and consent form hia.**

**Mi tikim disfala box and submitim disfala form for som mi agree fo oketa givim personal infomeison blo mi lo eniwan overseas wea stret folom privacy statement and consent form hia.**

**Mi tikim disfala box and submitim disfala form for som nara man/organisation saptim mi fo includim personal infomeison blo hem/oketa and hem/oketa save abaotem disfala privacy statement and consent form.**

**Nem:**

**Date:**