



Request for Representation

CPSU's Entitlements & Compliance Specialist Team

Phone : (03) 9639 1822 OR 1800 810 153 (toll free)
Fax : (03) 9662 4591
Email : enquiry@cpsuvic.org
Web : www.cpsuvic.org

Postal
4/128 Exhibition Street
Melbourne Victoria 3000
PO Box 24233

Deleted: Application

Your Details (if known)

Name		Member no	
Phone		Classification	
Email		Title/role	
Preferred contact method			

Your Workplace

Agency name			
Workplace name and address			
Line manager		Phone	
Local delegate		Phone	

Outline of Issues

(e.g. grievance, discipline, dismissal. OHS, bullying, workload, leave. etc.)

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Resolution sought

(Briefly outline relief – e.g. decision reversed, entitlement repaid, etc...)

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Action taken so far

(What have you done at local level?)

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Please ensure you:

- Provide your preferred method of contact and the relevant details
- Provide the name and number of the relevant decision maker in your matter (eg: a manager, Team Leader, etc.)
- Attach copies of relevant documentation
- Advise your CPSU Workplace Delegate of your issue
- Contact CPSU **before** you communicate any further with your employer about this matter.

The CPSU considers each application on its merits and may, at its discretion, proceed with or discontinue representation where appropriate.

Deleted: CPSU assesses each application on its merits and reserves the right to proceed, and may at any time discontinue representation. [¶](#)

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Office use only	
Date recd.	Case no.
File no.	Officer
Date joined	
Notes	