**SUBMISSION PROCESS**

This template is intended to assist agencies to prepare a submission to the Commissioner for Public Sector Employment detailing the processes leading up to a proposed termination of employment as required by section 54(3) of the *Public Sector Act 2009* (PS Act)*.*

All submissions should be prepared using the template overleaf.

Agencies must complete the below checklist, and provide the checklist with their submission.

Finalised submissions should be sent electronically to PublicSectorHR@sa.gov.au. Hard copies are not required unless specifically requested by the Commissioner.

Please ensure all relevant and required documentation is provided, as matters cannot be considered by the Commissioner until all information is supplied.

Any further information or documentation sought by the Commissioner or their representative in relation to the submission must be supplied. The Commissioner maintains discretion to determine what information is relevant on a case-by-case basis.

**SUBMISSION CHECKLIST**

|  |  |
| --- | --- |
| **Submission requirement** | **Yes / No** |
| All relevant employee details have been provided, including:* The employee’s name, position title and classification level.
* The employee’s employment history.
* The grounds on which it is intended to terminate the employee’s employment and reference to the section of the PS Act under which termination is proposed.
* The processes leading up to the proposal to terminate the employee’s employment.
 |  |
| Employee has received correspondence regarding the intention to terminate their employment and has been given a reasonable opportunity to respond to the intention. |  |
| All relevant documents are supplied and referred to in Summary of Critical Timelines.  |  |
| The agency has sought legal advice regarding the proposed termination (not mandatory – for the Commissioner’s information only).  |  |

**MINUTE**

**TO: COMMISSIONER FOR PUBLIC SECTOR EMPLOYMENT**

**RE: NOTIFICATION OF INTENTION TO TERMINATE EMPLOYMENT OF [insert employee name], UNDER SECTION 54 [insert relevant subsection] OF THE *PUBLIC SECTOR ACT 2009***

**SUMMARY OF THE MATTER**

* Set out the details of the matter as required under section 54 of the *Public Sector Act 2009*. The submission must include:
	+ The employee’s name, position title and classification level.
	+ The employee’s employment history.
	+ The grounds on which it is intended to terminate the employee’s employment and reference to the section of the Act under which termination is proposed.
	+ The processes leading up to the proposal to terminate the employee’s employment.

**BACKGROUND**

* Provide background to the matter and details of what actions the agency has undertaken in chronological order where possible.

**CONTACT PERSON(S)**

* Provide the name, email and telephone contact for an appropriate officer within the agency should the Office of the Commissioner for Public Sector Employment require further information.

**ATTACHMENTS**

* Provide copies of all relevant documentation as referred to the Summary of Critical Timelines.

**RECOMMENDATIONS**

## Summarise what is being requested.

## (insert name)

## CHIEF EXECUTIVE

**(INSERT AGENCY NAME)**

 / /

**SUMMARY OF KEY ACTIONS**

*(Please provide information in reverse chronological order)*

**Agency:**

**Name of employee:**

**Grounds for intended termination:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **BRIEF COMMENTARY OF ACTION TAKEN** | **ATTACHED DOCUMENT NUMBER** |
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