



NUMBER: PSA/

## Form 88 - Appeal Notice - *Public Service Act 2008*

Version 2

*Public Service Act 2008, sections 193-197*

### Privacy Statement

The Industrial Registrar is collecting the information in this Appeal Notice to register an appeal under Chapter 7 of the *Public Service Act 2008* ('The Act'). This information is required under section 197 of the Act. Only authorised officers have access to this information. The Industrial Registrar will give a copy of the completed form to the relevant public sector agency as required under section 198 of the Act. Your personal information will not be disclosed to any other third party without your consent, unless required by law or for the purposes of the *Information Privacy Act 2009*.

*For questions about entitlements to appeal or completing this form, contact the Queensland Industrial Relations Commission Registry by on 32278060 or email [QIRC.Registry@justice.qld.gov.au](mailto:QIRC.Registry@justice.qld.gov.au)*

### 1. Appellant Details

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Specify Other:		
<b>Name</b>			
<b>Postal address</b>			
<b>Suburb/Town</b>		<b>Postcode</b>	
<b>Phone number</b>		<b>Mobile number</b>	
<b>Work number</b>		<b>Fax number</b>	
<b>Email address</b>			

(\*The Industrial Registry will communicate with you via email as first preference.)

<b>Job Title</b>	
<b>Section</b>	
<b>Classification</b>	
<b>Location (City/Suburb)</b>	
<b>Department/Agency</b>	
<b>Special Requirements</b>	<b>ie: interpreter, attendant carer.</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please specify</b>	

## Part A - APPEAL AGAINST A PROMOTION

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**Please note: You are only required to complete Part A & Part C if appealing a promotion decision.**

### Appeal Entitlement Checklist

- I am lodging my appeal notice within 21 days after the appointment was publicly notified.

**Or**

- I am applying for an extension of time to lodge my appeal notice after 5.00 pm on the 21st day after the appointment was publicly notified. The reason I could not lodge my appeal within the 21 day timeframe is -

- My application for the vacancy was lodged before the closing date.
- I have sought feedback on why I was unsuccessful for the vacancy.
- In my grounds for appeal, I have briefly summarised the reasons why I believe that the recruitment and selection process was deficient.
- I am a tenured public service employee.
- The Appointment was a promotion for the appointee.
- The role is remunerated at a level no greater than the equivalent of an AO8 salary.
- The appointment has been publicly notified, i.e. gazetted in the Queensland Government Gazette or the Queensland Health Services Bulletin.

**If all boxes above are not ticked you are not entitled to lodge an appeal. Your application will not be processed.**

**Promotion being appealed against**

- I have attached a copy of the page of the gazette relevant to this appeal. (\*Your appeal will not be processed unless this is provided.)

Name of gazette –

- Queensland Government Gazette
- Queensland Health Services Bulletin
- Other – please specify

Gazette date:

Vacancy reference number:

<b>Name of Department or Agency</b>	
<b>Title of position</b>	
<b>Section of Department or Agency</b>	
<b>Location</b>	
<b>Classification</b>	
<b>Name of appointee (if known)</b>	
<b>Date of appointment of appointee (if known)</b>	

## Part B - APPEAL AGAINST ONE OF THE FOLLOWING DECISIONS

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**Please note: You are only required to complete Part B & Part C if appealing a decision other than a promotion decision.**

### Type of decision being appealed:

**Please tick one box only**

- I am appealing a current discipline decision
- I am appealing a disciplinary declaration made in relation to my former employment with a Department/Agency
- I am appealing a decision to transfer me and I have used my employers, employee's complaints management system before lodging this appeal
- I am appealing a decision about my temporary employment status
- I am appealing a decision about my casual employment status
- I am appealing a fair treatment decision and I have used my employer's employee complaints management system before lodging this appeal:
- I am appealing a fair treatment decision and I am not required to use my employer's employee complaints management system before lodging this appeal:
- to suspend me from duty without pay
  - a disciplinary finding
- I am appealing a decision made (or failed to be made) under a directive issued in accordance with s53 or s54 of the *Public Service Act 2008* which allows me to appeal. I have used my employers, employee's complaints management system before lodging this appeal
- Please provide the Directive:
- I am appealing a decision made under another Act which allows me to appeal
- Please provide the name of the Act:

### Appeal Entitlement Checklist

**Employment status:**

- I am a permanent public service employee and my appeal falls within one of the categories above
- Or**
- I am a temporary public service employee and my appeal falls within one of the categories above
- Or**
- I am a casual public service employee and my appeal falls within one of the categories above
- Or**
- I am a former public service employee who is appealing a disciplinary declaration made by a former Department/Agency

**The decision being appealed:**

- I have attached a copy of the decision I am appealing. (Your appeal will not be processed unless a copy of the decision is provided with this Appeal Notice)

The date I received the Agency's decision is:

- I am lodging my appeal notice within 21 days after I was notified of the decision (for fair treatment decisions, the relevant decision is the employer's employee complaints management decision)

**Or**

- I am applying for an extension of time to lodge my appeal notice after 5.00 pm on the 21st day after I was notified of the decision. The reason I could not lodge my appeal within the 21 day timeframe is -

**Part C - WHAT DECISION IS BEING APPEALED**

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**The reasons for my appeal**

Briefly state the basis of your appeal. You should refer to the Appeals Guide to see whether you have a valid ground for appeal. [http://www.qirc.qld.gov.au/qirc/prod\\_form\\_leg/public\\_service\\_appeals/index.htm](http://www.qirc.qld.gov.au/qirc/prod_form_leg/public_service_appeals/index.htm)

I am lodging an appeal under section 197 of the *Public Service Act 2008* and undertake to make myself available to progress the appeal.

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

**Lodge this form with the Industrial Registry either by:**

Email: [qirc.registry@justice.qld.gov.au](mailto:qirc.registry@justice.qld.gov.au)

In person: Industrial Registry, Level 21, Central Plaza 2, 66 Eagle

Street, Brisbane Post: GPO Box 373, Brisbane QLD 4001

Fax: (07) 3221 6074