

# Form 88 – Appeal notice – *Public Service Act 2008*

*Public Service Act 2008*, sections 193-197

seal

## Information

- Use this form for making a public service appeal to a member of the Queensland Industrial Relations Commission.
- Please read this form carefully. Please complete all relevant sections. Information that is missing or non-compliant with the relevant section of an Act or the Rules may result in the rejection of your form.
- Once your form has been processed the Industrial Registry will contact you and provide you with a sealed copy of your appeal notice.

**PLEASE NOTE:** Practice Note 1 of 2018 - ELECTRONIC FILING AND HARD COPIES OF DOCUMENTS. Documents which are longer than 30 pages in length must be supplied to the Industrial Registry in hard copy before it will be accepted for filing.

For further information please contact the Industrial Registry on 1300 592 987 or via email at [girc.registry@girc.qld.gov.au](mailto:girc.registry@girc.qld.gov.au)

## 1. Appellant details

<b>Title:</b> (please select)	Mr	Mrs	Ms	Miss	Mx	Other:
<b>Name:</b>						
<b>Postal address:</b>						
	Suburb/Town					Postcode
<b>Phone number:</b>				<b>Fax number:</b>		
<b>Mobile 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:</b> (City/Suburb)	
<b>Department/Agency:</b>	
<b>Special requirements:</b>	ie: interpreter, attendant carer.      Yes      No
<b>If yes, please specify:</b>	

## Part A - Appeal against a promotion

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

### Appeal entitlement checklist

**OR**

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

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 -

*1000 character limit.*

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 – (please choose 1 only)

- 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

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 choose one box only

I am appealing a current discipline decision. **Date discipline decision takes effect:**     /     /

I am appealing a disciplinary declaration made in relation to my former employment with a Department/Agency. **Date discipline decision takes effect:**     /     /

I am appealing a decision to transfer me and I have used my employer's employee complaints management system before lodging this appeal. **Date transfer takes effect:**     /     /

I am appealing a decision about my temporary employment status. **Date current contract expires:**     /     /

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 employer's employee 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:

*1000 character limit.*

**Part C - What decision is being appealed**

**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

*3000 character limit.*

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 in full</b> (please print):	
<b>Date:</b>	/ /