|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | |
| Information about timeframes | | | | | | | | |
| This form must be received by the Public Sector Appeals Board (Board) within 14 calendar days from the date you received written notification of the chief executive’s (CEO’s) final decision.  If you wish to lodge an appeal after this time call 08 8999 4129.  Read more about the appeal process on the Office of the Commissioner for Public Employment website[[1]](#footnote-1). | | | | | | | | |
| Type of appeal - mark with ‘X’ | | | | | | | | |
| Disciplinary | | | |  | Inability | | |  |
| Your details | | | | | | | | |
| First name | |  | | | | | | |
| Last name | |  | | | | | | |
| Agency | |  | | | | | | |
| Job title and level | |  | | | | | | |
| Email address | |  | | | | **Phone number** |  | |
| Your appeal | | | | | | | | |
| Date of notification of the outcome decision - final letter from CEO or delegate | | | | | | | | |
|  | | | | | | | | |
| Reason for bringing the appeal  During the course of your appeal you will have the opportunity to provide a written statement of appeal to the Board. At this stage you need only write a brief sentence such as “I do not believe the CEO’s decision was justified”. | | | | | | | | |
|  | | | | | | | | |
| How your appeal is decided | | | | | | | | |
| The Act states that the Board must conduct the appeal as a new hearing as quickly, and with as little formality, as possible.  The Board is not limited to the information that was available to the CEO and is not required to hold an oral hearing.  The Board aims to meet within 3 months to decide your appeal, on the basis of all the documentation it receives from the parties.  The appeal board may make any decision that was available to the CEO at the time they made their original decision, including a harsher outcome. | | | | | | | | |
| Privacy statement | | | | | | | | |
| The Public Sector Appeals and Grievance Reviews unit is within the Office of the Commissioner for Public Employment (OCPE). Its core business is to consider grievances and appeals lodged by Northern Territory Public Sector employees.  All information collected by the Public Sector Appeals and Grievance Reviews is collected, stored, used and disclosed in accordance with the Information Privacy Principles contained in the *Information Act 2002.* The information you provide in this form will only be used in the administration of the appeal you have lodged.  If you have any questions or concerns about how your personal information is being used, contact Public Sector Appeals and Grievance Reviews on 08 8999 4129 or email [psagr@nt.gov.au[https://jira.nt.gov.au/images/icons/mail_small.gif](mailto:psagr@nt.gov.au)](mailto:psagr@nt.gov.au) You may request to access or correct the personal information government holds about you. To find out more, read about freedom of information on Northern Territory Government website[[2]](#footnote-2). | | | | | | | | |
| Your signature | | |  | | | | | |
| Date | | |  | | | | | |
| Further information Email your completed form to [psagr@nt.gov.au](mailto:psagr@nt.gov.au) | | | | | | | | |
| End of form | | | | | | | | |

1. <https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/public-sector-appeals-and-grievances/appeals/inability-or-performance-appeal> [↑](#footnote-ref-1)
2. <https://nt.gov.au/law/rights/freedom-of-information>    [↑](#footnote-ref-2)