|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 the letter and Selection Outcome Advice for All Applicants (SOAFAA) noting the outcome of the relevant selection outcome.  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). | | | | | |
| PROMOTIONAL APPEAL | | | | | |
| Job Title: | | | | | |
| Job level / Classification: | | | | | |
| RTF number (as stated on the JD or SOAFAA): | | | | | |
| Agency name: | | | | | |
| Your details (Appellant) | | | | | |
| First name | |  | | | |
| Last name | |  | | | |
| Agency | |  | | | |
| Nominal Job title and level | |  | | | |
| Email address | |  | | **Phone number** |  |
| Details of the selected applicant (Promotee) | | | | | |
| First name | |  | | | |
| Last name | |  | | | |
| Your appeal | | | | | |
| Date of letter / SOAFAA: | | | | | |
| Reason for bringing the appeal  During the course of your appeal you will be asked to provide a written statement of appeal to the Board.  At this stage you need only write a **brief** reason why you want to appeal this selection decision. | | | | | |
|  | | | | | |
| 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 selection panel and delegate. The Board aims to meet within 6 weeks of receiving your appeal.  The appeal board may make any decision that was available to the CEO at the time they made their original decision. | | | | | |
| 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 | | |  | | |
| 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)