Northern Territory Government

PROMOTION APPEALS PROCESS

Unsuccessful applicant lodges appeal against a promotion. The only ground of appeal is that the appellant has superior merit to the promotee.

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Appellant's eligibility to appeal is assessed:
- **The appellant & promotee must both be NTPS Employees.**
- **The position must be a promotion for both the appellant & promotee.**
- **The appeal should be lodged within the appeal period (14 days from notification).**

→ **Not Eligible** → **Appellant advised of non-eligibility.**

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Request for selection papers sent to DCIS or agency-based recruitment officer

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Promotee and agency are advised that an appeal has been lodged with the Promotion Appeal Board.

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Promotion Appeals Board constituted and hearing date set.

→ **Board made up of: Chairperson and 2 nominees; one from the agency and one from the union**
Board members act independently and must be impartial.

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Initial selection papers are provided to the appellant, promotee and agency together with advice regarding the requirement for confidentiality. Agency requested to supply within 7 days copies of any further documents relating to the selection process.

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Copies of any further documents received from the agency provided to appellant and promotee. 7 days allowed for the appellant to submit a statement of claim.

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Copies of the statement of claim provided to the promotee and agency, and a further 7 days allowed for any responses. If responses are received, copies are provided to all parties, with an opportunity to make final comments.

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Appeal papers are provided to Board members to prepare for the hearing, including deciding which witnesses should be contacted to provide evidence to the Board.

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Board conducts a hearing, during which existing documents are considered and witnesses are contacted or asked to appear before the Board.

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Board determines the appeal and makes one of three possible determinations:
- **Disallowed.**
- **Allowed - CEO directed to promote the appellant.**
- **Re-Advertise - CEO directed to re-advertise the vacancy.**

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All parties are advised of the Board's determination on the day of the hearing and provided with written reasons for decision within 3 working days.