

APPLICATION FOR REVIEW BY A PROMOTION REVIEW COMMITTEE

PUBLIC SERVICE ACT 1999

Ongoing Australian Public Service and Parliamentary Service employees may apply for reviews of certain promotion and engagement decisions. Before completing this form please read the information about reviews which is set out in the *Review of Certain Promotion and Engagement Decisions* section of the Gazette. In particular, you should note that promotion and engagement decisions can only be reviewed on the grounds of merit. Section 10 (2) of the *Public Service Act 1999* sets out the requirements for a merit based decision.



Australian Government

Australian Public Service
Commission

Merit Protection Commissioner

1. DETAILS OF PROMOTION OR ENGAGEMENT

NOTIFIED IN GAZETTE NO. PS DATE

AGENCY CLASSIFICATION

OFFICE/BRANCH LOCALITY

WERE YOU AN APPLICANT FOR THE PROMOTION OR ENGAGEMENT? YES NO

WERE YOU PROMOTED OR ENGAGED FROM THE SAME SELECTION EXERCISE AND YOUR NAME APPEARS IN THE SAME GAZETTE? YES NO

NAME(S) OF EMPLOYEE(S) WHOSE PROMOTION(S) OR ENGAGEMENT(S) YOU WISH TO HAVE REVIEWED

(Separate forms are required if promotions/ engagements are notified in different Gazettes or were as a result of separate selection exercises).

Please attach a list or copy of the Gazette if space is insufficient.

NAME NAME

NAME NAME

NAME NAME

NAME NAME

2. YOUR DETAILS

SURNAME PREFERRED FIRST NAME

MR MS MRS MISS OTHER..... CLASSIFICATION

AGS NUMBER AGENCY

CONTACT PHONE NUMBERS

WORK EMAIL

PRIVATE POSTAL ADDRESS FOR THE APS COMMISSION TO WRITE TO YOU:

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SIGNATURE DATE

Please contact the relevant APS Commission office if you have faxed your completed application to confirm receipt.

- Applications for review must be received at the relevant office of the APS Commission within the prescribed review period i.e. by the 14th day after notification in the Gazette and by the time published in the Gazette. Application for review forms may be hand delivered or posted to the relevant APS Commission office, or may be sent by facsimile or email. For APS Commission addresses, facsimile and phone numbers and further information including information about the submission of a statement in support of your application for review, please refer to the *Review of Certain Promotion and Engagement Decisions* section of the Gazette. Applications not received within the prescribed time cannot be accepted. It is your responsibility to ensure your application reaches the APS Commission office within the prescribed time.
- While you are welcome to submit your application for review form electronically by clicking the 'email this page' button, you should be aware that the internet is not a secure medium on which to transmit personal information. Your information will not be encrypted when it is sent to us over the internet. If you are concerned about this you may prefer to use an alternate lodgement method.

The information collected on this form and in any supporting statement is collected in accordance with Public Service Regulations 5.9–5.21 and is required to enable Promotion Review Committees to review decisions. Information relevant to the administration of the review is disclosed to all parties to the review and the Agency.

VICTORIA FAX NUMBER: 03 8610 1594