

# Route of a CSAC Appeal



Submission of Appeal within 30 calendar days of the Appellant being notified of the decision made by the Chief Officer, Head of the Civil Service or Official Member.

**Key**

- = CSAC actions
- = Appellant's actions
- = Respondent's actions
- = Time line for actions

Does it fall within the CSAC's jurisdiction in accordance with s.33(1), s.34(1) or s.54(1) of the PSML?

NO

Dismiss Appeal

YES



Does it provide clear and sufficient evidence to satisfy the requirements of s.33(2), s.34(4) or s.54(2) of the PSML?

NO

Dismiss Appeal

YES

Accept Appeal



CSAC will forward the Appeal Form and all supporting documentation submitted by the Appellant to the Chief Officer, Head of the Civil Service or Official Member whose decision is being appealed indicating that the appeal has been accepted and requesting a considered response to the allegations be provided to the CSAC within 10 calendar days.



CSAC will forward the submission of the Chief Officer, Head of the Civil Service or Official Member to the Appellant and provide them with 5 calendar days to respond to any new information which has been raised in the response submission.



CSAC will consider all of the submissions.

Proceeds to a Hearing

Does not require a Hearing



Both parties will be contacted and provided with a copy of the final bundle of submissions, and a hearing date will be arranged at a mutually convenient time within 15 calendar days.



The CSAC must be notified at least 48 hours in advance of the scheduled Hearing of the names of any representative(s) and/or witness(es) appearing for either side.



Decision rendered to both parties within 30 calendar days in accordance with s.54(3); or a recommendation to the Governor in accordance with s.33(3) or s.34(2) of the PSML.



Decision rendered to both parties within 30 calendar days of the Hearing in accordance with s.54(3); or a recommendation to the Governor in accordance with s.33(3) or s.34(2) of the PSML.