

Route of a CSAC Appeal

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

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 against whose decision is being appealed indicating that the appeal has been accepted and therefore is now requesting that a considered response to the allegations is 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 answer any new allegations which have been raised in the response submission.

CSAC will meet to consider all of the submissions.

Proceeds to a hearing

Does not require a hearing