

# Implementation checklist - appeals

## Actions for public sector entities when implementing Directive 04/23 – appeals

1. To do now	2. Ongoing activities
<p>Read the <a href="#">appeals sections (s130-s138)</a> of the <i>Public Sector Act 2022</i> (the Act) and the transitional arrangement at section 324 of the Act.</p> <p>Create or update all relevant entity policies and procedures to reflect the requirements of the Act and Directive 04/23 – Appeals (the Directive).</p> <p>Create or update all template letters to ensure appeal rights are clearly stated and information on how to appeal is included.</p>	<p>Ensure all relevant entity policies and procedures continue to reflect the requirements of the Act and the Directive.</p>
<p>Prepare communications for employees and decision makers, including:</p> <ul style="list-style-type: none"> <li>• A summary of appeal rights created under the Act and the Directive</li> <li>• Where additional information regarding appeals can be found – refer to the</li> <li>• Queensland Industrial Relations Commission website and the Public Sector Guide</li> <li>• Roles and responsibilities of different stakeholders including employees, managers, human resource departments, union stakeholders.</li> </ul> <p>If you are an entity that is new to the legislative framework, engage with your entity's portfolio department to obtain guidance and support for implementation.</p> <p>Update employee information sources such as your entity's intranet to reflect changes.</p>	<p>Ensure employee information sources such as your entity's intranet reflect changes to the Act or Directive as necessary.</p>
<p>Review or develop internal processes to ensure:</p> <ul style="list-style-type: none"> <li>• Appeal rights are clearly articulated in any relevant decision, including how to access information on the ability to lodge an appeal.</li> <li>• An appropriate entity contact is identified to receive and respond to an appeal.</li> </ul> <p>Build knowledge and capability of human resource (HR) practitioners, managers and decision makers regarding the appeals framework.</p>	<p>Continue to build knowledge and capability of HR practitioners, managers and decision makers regarding the appeals framework.</p>
<p>Create or update your entity's HR delegations manual to ensure that decision makers are clearly identified and appropriately authorised to act.</p>	<p>If you are an entity that is new to the legislative framework, continue to engage with your entity's portfolio department to obtain guidance and support around appeals.</p>