



Policy P3.2.7

Request for Review of Promotion Decisions

Version	1.1
Policy Owner	Executive Director People and Strategy
Policy Contact	Director People and Culture
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1. Purpose

- 1.1. Under the Government Sector Employment (General) Rules 2014 (GSE Rules), Public Service non-executive employees may request a review of a promotion decision under certain conditions as outlined below:
 - a. [GSE Rule 24](#): Request for review of promotion decisions relating to non-executive roles.
 - b. [GSE Rule 25](#): Conduct and findings of review.
- 1.2. This Policy describes the process for requesting and conducting a review of a promotion decision relating to a non-executive role in the RFS.

2. Policy

- 2.1. A Public Service non-executive employee (the applicant lodging the request) who has unsuccessfully applied for a promotion to a non-executive role in the RFS may seek a review of that promotion decision.

Eligibility

- 2.2. A review will only be conducted if all the following eligibility conditions are met:
 - a. the applicant lodging the request is a NSW Public Service non-executive employee
 - b. the applicant lodging the request was unsuccessful in their application for a non-executive position in the RFS at a higher remuneration level than that paid to them immediately before the decision
 - c. a selection process was conducted
 - d. the review is requested on the grounds that the whole or part of the selection process was irregular or improper
 - e. the successful applicant is also a NSW Public Service non-executive employee
 - f. the successful applicant has been offered ongoing employment in the non-executive role at a higher remuneration level than that paid to them immediately before the decision, and

- g. the applicant lodging the request does so in writing and within 10 business days of being notified of the promotion decision.
- 2.3. Promotion decisions related to temporary employment, term employment or temporary assignments are not eligible for review.
- 2.4. A request for the review of a promotion decision may *only* be made on the grounds that the applicant lodging the request believes that the selection process (whole or any part) was irregular or improper. The applicant lodging the request must be specific about the grounds on which they are requesting a review.
- 2.5. A request to review the merit of the applicant lodging the request for the role will not be considered.

Note: An applicant may be notified at any stage in the recruitment process that their application was unsuccessful. If an applicant meets eligibility conditions at 2.2 (a) to (d) above, it is their responsibility to request information in writing from the Manager Recruitment as to whether conditions (e) and (f) are met upon a final selection decision. This request for information must be submitted within 3 business days of the applicant being notified that they were unsuccessful.

Request for review

- 2.6. An applicant lodging a request must:
- a. make the request in writing and email it to recruitment@rfs.nsw.gov.au within 10 business days of being advised of the promotion decision
 - b. state their full name, title of the role subject to the promotion review and the vacancy reference number (e.g. R24/123)
 - c. provide the specific and necessary information to confirm that all eligibility conditions for review have been met (see note at clause 2.5), and
 - d. clearly state the grounds on which the applicant believes the selection process was irregular or improper.

Assessment of eligibility

- 2.7. Initially, an assessment will be undertaken by the Manager Recruitment to determine if the request meets the eligibility criteria for a review.
- 2.8. Within 2 business days, the Manager Recruitment will either:
- a. confirm the application for a review meets the eligibility criteria outlined in this policy and ask the Executive Director People & Strategy to appoint a member of the RFS senior executive to undertake the review. In these circumstances the engagement of a successful applicant cannot be implemented until the review is complete, or
 - b. inform the applicant who has made the request for a review, in writing, that their application does not meet the eligibility criteria for a review. In these circumstances the recruitment process will continue, and the engagement of a successful applicant may be implemented.

Conduct and findings of a review

- 2.9. The review of a promotion decision is to be conducted by a RFS Director or above (the reviewer) who was not involved in the selection process to which the decision relates.
- 2.10. The reviewer is to conduct the review within 10 business days after the request for review is made. If there are exceptional circumstances which prevent the reviewer from conducting the review within 10 business days, the reviewer will notify the applicant in writing.
- 2.11. After conducting a review of a promotion decision, the reviewer may:
- a. if satisfied that the selection process was not in any way improper or irregular, confirm the promotion decision, or

- b. if satisfied that the selection process was in any way improper or irregular, make a recommendation to the Executive Director People & Strategy that the promotion decision be revoked and another selection process for the role concerned be carried out.

2.12. The applicant who lodged the request will be notified in writing of the reviewer's decision.

2.13. The decision of the reviewer in respect of the review is final.

3. Definitions

3.1. For the purpose of this policy document the following definitions apply:

- a. **Public Service non-executive employee:** a person employed in ongoing, term, temporary, casual or other employment, or on secondment, in a non-executive role in a public service agency as referred to in Part 4 Division 5 of the *Government Sector Employment Act 2013*.
- b. **Successful applicant:** a person deemed successful in gaining a role based on merit following a selection process where the applicant meets the pre-established standards and capability levels for the role.

4. Document control

Release history

Version	Date	Summary of changes
1.0	4 May 2017	Initial release
1.1	6 Feb 2025	Repeals and remakes v1.0 Reviewed to reflect current practice Updated to new branding

Approved by

Name	Position	Date
Rob Rogers AFSM	Commissioner	6 Feb 2025

Related documents

Document name
Government Sector Employment Act 2013
Government Sector Employment (General) Rules 2014