

Australian Capital Territory

Public Sector Management Amendment Standard 2004 (No 8)*

Disallowable instrument DI2004—267

made under the

Public Sector Management Act 1994, s 251 (Management Standards)

I amend the Management Standards as set out in Schedule 1 and Schedule 2.

Cheryl Anne Vardon
Commissioner for Public Administration

9/12/2004

Approved under the *Public Sector Management Act 1994, s 251 (Management Standards)*

Jon Stanhope
Chief Minister

2/12/2004

*Name amended under Legislation Act, s 60

SCHEDULE 1 TO DISALLOWABLE INSTRUMENT DI2004-267

PROVISION OF MANAGEMENT STANDARDS		
Part	Part/Rule Description	AMENDMENT
Standard 2	Part 4, Rule 3: Competitive selection process	Omit Standard 2, Part 4, Rule 3. Substitute new Standard 2, Part 4, Rule 3 as set out in Schedule 2.
Standard 2	Part 4, Rule 4: Recurring and Identical vacancies	Insert new Standard 2, Part 4, Rule 4 as set out in Schedule 2.

SCHEDULE 2 TO DISALLOWABLE INSTRUMENT DI2004-267

New Standard 2, Part 4, Rule 3

3. Competitive selection process

A *'competitive selection process'* involves:

- advertising;
- written applications addressing all parts of the selection criteria;
- shortlisting of applications – this may involve using referee comments to assist in shortlisting;
- assessment process using applications and any other formal assessment method such as interviews; psychometric testing; practical skills testing, referee comments and so forth;
- written selection report to Delegate; and
- delegate approval of process and merit based decision.

New Standard 2, Part 4, Rule 4

4. Recurring and Identical vacancies

Subsection 83(2) of the Act enables a Chief Executive, in prescribed circumstances, to promote an officer to an unadvertised vacancy. The circumstances are:

- if a person selected for an advertised position does not take up duty, the Chief Executive may appoint, promote or transfer the next ranked suitable applicant;
- if an advertised position recurs, or an identical position becomes vacant, soon after selection for an advertised position has been completed, and the next ranked suitable applicant is recommended for promotion, the Chief Executive may promote that person:
 - ⇒ to a recurring or identical vacancy - if the promotion is appealable, only within six months of advertising; or
 - ⇒ to a recurring vacancy only - if the promotion is non-appealable promotion, within a reasonable time.

The Commissioner may agree, under special circumstances, to extend beyond six months the period for a recommendation for promotion to a recurring or identical vacancy if the promotion is appealable