

Australian Capital Territory

Public Sector Management Amendment Standard 2005 (No 1)*

Disallowable instrument DI2005—2

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

13 / 01 /2005

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

Jon Stanhope
Chief Minister

15 / 12 /2004

*Name amended under Legislation Act, s 60

SCHEDULE 1 TO DISALLOWABLE INSTRUMENT DI 2005-2

PROVISION OF MANAGEMENT STANDARDS		
Part	Part/Rule Description	AMENDMENT
Standard 6	Part 5, Rule 2: Performance Management Schemes	Omit Standard 6, Part 5, Rule 2. Substitute new Standard 6, Part 5, Rule 2 as set out in Schedule 2.
Standard 6	Part 5, Rule 3: Performance Management Plans	Omit Standard 6, Part 5, Rule 3. Substitute new Standard 6, Part 5, Rule 3 as set out in Schedule 2.
Standard 6	Part 5, Rule 4: Studies assistance	Omit Standard 6, Part 5, Rule 4. Substitute new Standard 6, Part 5, Rule 4 as set out in Schedule 2.

SCHEDULE 2 TO DISALLOWABLE INSTRUMENT DI 2005-2

New Standard 6, Part 5, Rule 2

2. Performance Management Schemes

The Commissioner is responsible for:

- issuing principles and guidelines for ACT Public Service Performance Management Schemes; and
- ensuring appropriate monitoring and assistance to agencies in the implementation of Performance Management Schemes.

The relevant Chief Executive is responsible for:

- implementing a Performance Management Scheme in the agency that is consistent with any principles and guidelines issued by the Commissioner; and
- ensuring that the Performance Management Scheme is regularly reviewed and evaluated.

New Standard 6, Part 5, Rule 3

3. Performance Management Plans

The relevant Chief Executive is responsible for ensuring that:

- each staff member within the agency has a Performance Management Plan in place that is linked to the achievement of agency objectives, and is regularly reviewed and evaluated; and
- strategies are implemented, within available resources, to address the training, information and development needs as outlined in individual Performance Management Plans.

Individual staff members, in conjunction with managers, are responsible for:

- identifying current and future skills gaps;
- identifying personal learning and development needs, and
- initiating and participating in appropriate training, information and development activities as agreed in their Performance Management Plan.

New Standard 6, Part 5, Rule 4

4. Studies assistance

Studies assistance is one of a range of training and development options available to meet the key training priorities of agencies, and those identified in individual Performance Management Plans.

Standard 6 gives Chief Executives discretion over studies assistance arrangements and decisions within the agency, including the amount of any financial assistance, consistent with the following framework.

The relevant Chief Executive shall establish and make available to staff, guidelines for studies assistance within the agency which incorporate the following areas:

- eligibility and approval process
- critical and relevant courses or study areas
- types and levels of assistance, including:
 - ⇒ approval as a student;
 - ⇒ paid study leave; and
 - ⇒ financial assistance, if any
- review and appeal procedures
- any provisions relating to consideration of special circumstances, such as:
 - ⇒ hardship;
 - ⇒ staff moving between agencies; or
 - ⇒ those applying to particular employment, EEO or other groups.

The relevant Chief Executive is responsible for ensuring that agency guidelines pay due consideration to:

- the Chief Executive, or their delegate, having discretion over the approval of studies assistance, including the type and level of assistance;
- the maintenance of appropriate records relating to decision making processes, including written notification to studies assistance applicants; and
- access by studies assistance applicants to appropriate informal review processes, and where an applicant is still dissatisfied to available formal appeal and review procedures.

The relevant Chief Executive shall ensure that decisions and procedures relating to applications for studies assistance reflect:

- due consideration to the strategic needs of the agency, and the individual's needs for current and future skills development;
- consideration of broader service-wide skills needs;
- consistency and equity in the application of agency guidelines; and
- accountability in relation to processes and outcomes.