



Australian Capital Territory

Public Sector Management Standards 2006

DI2006-187

made under the

Public Sector Management Act 1994

Republication No 36

Effective: 13 February 2015 – 31 August 2016

Republication date: 13 February 2015

Last amendment made by [DI2015-17](#)

Authorised by the ACT Parliamentary Counsel

About this republication

The republished law

This is a republication of the *Public Sector Management Standards 2006*, made under the *Public Sector Management Act 1994* (including any amendment made under the [Legislation Act 2001](#), part 11.3 (Editorial changes)) as in force on 13 February 2015. It also includes any commencement, amendment, repeal or expiry affecting this republished law to 13 February 2015.

The legislation history and amendment history of the republished law are set out in endnotes 3 and 4.

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Penalties

At the republication date, the value of a penalty unit for an offence against this law is \$150 for an individual and \$750 for a corporation (see [Legislation Act 2001](#), s 133).



Australian Capital Territory

Public Sector Management Standards 2006

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Contents

	Page
Chapter 1	Preliminary
1	Name of standard 2
3	Dictionary 2
4	Notes 2

R36
13/02/15

Public Sector Management Standards 2006
Effective: 13/02/15-31/08/16

contents 1

Chapter 2	Administration and management of the public sector	
Part 2.1	Code of conduct	
5	Purposes of pt 2.1	3
6	ACTPS code of conduct	3
7	Supplementary code of conduct	4
Part 2.2	Employee values	
8	Purposes of pt 2.2	5
9	Application—pt 2.2	5
10	The employee values	6
11	Promoting the employee values	6
Part 2.3	Fraud and corruption	
12	Interpretation—pt 2.3	7
13	Fraud and corruption prevention	7
14	Monitoring and recording integrity strategies	8
15	Investigation of fraud and corruption	10
Part 2.4	Miscellaneous	
16	Interpretation—pt 2.4	11
17	Alcohol	11
18	Unauthorised disclosure of information	11
19	Personal use of IT resources	11
20	Public holiday for the ACTPS	12
21	Equal employment opportunity programs	12
22	Second jobs	12
Chapter 3	Employment in the Service	
Part 3.1	Merit and the selection process	
28	Application—pt 3.1	14
29	Identified positions	14

	Page
30	Merit in selection 15
31	Testing of applicants 16
32	Advertising 16
33	Recurring and identical vacancies 18
33A	Notice of appointment or engagement 18
Part 3.2	Merit and the selection process in temporary employment
34	Application—pt 3.2 20
35	Interpretation—pt 3.2 20
36	Temporary employee registers 20
37	Advertising temporary employment 21
38	Selection of employees 21
Part 3.3	Use of joint selection committees in the selection process
39	Application—pt 3.3 22
40	Interpretation—pt 3.3 22
41	Procedure of a joint selection committee 22
42	Composition of a joint selection committee 23
43	Establishing a union agreed joint selection committee 24
44	Reconstituting a union agreed joint selection committee 25
45	Establishing a management-initiated joint selection committee 26
46	Reconstituting a management-initiated joint selection committee 26
47	Failure to reach a unanimous recommendation—union agreed joint selection committees 28
48	Appealable and non appealable promotions 28
49	Notification of applicants 29
Part 3.4	Appointment
50	Application—pt 3.4 30
50A	Interpretation—pt 3.4 30
51	Appointment 31
52	Eligibility for appointment 32
53	Appointment after temporary engagement—general 32

	Page	
53A	Appointment after temporary engagement—Canberra Institute of Technology—non-teaching offices	33
53B	Appointment after temporary engagement—Canberra Institute of Technology—teaching offices	35
53C	Appointment after temporary engagement—Education and Training Directorate	37
53D	Appointment after temporary engagement—Health Directorate	38
53E	Appointment after temporary engagement—Justice and Community Safety Directorate	40
53F	Appointment after temporary engagement—certain other directorates	41
53G	Appointment—certain Health Professional offices	43
53H	Direct appointment—Health Directorate	45
53I	Direct appointment—Education and Training Directorate	46
Part 3.5	Re-appointment	
54	Application—pt 3.5	48
55	Re-appointment process	48
Part 3.6	Recognition of prior service on appointment or engagement	
56	Interpretation—pt 3.6	49
57	Recognition of prior service—officer appointed before 23 January 2006	49
58	Recognition of prior service in Papua New Guinea	50
59	Recognition of prior service with a Territory-owned corporation	50
60	Recognition of prior service—personal leave	51
61	Recognition of prior service—operational service personal leave	53
62	Recognition of prior service—annual leave	53
63	Recognition of prior service—annual leave loading	54
64	Recognition of prior service—long service leave	55
65	Recognition of prior service—paid maternity leave and primary care giver leave	56
66	Recognition of prior service—redundancy	58
67	Recognition of service—reappointment following forfeiture of office	59
68	Recognition of prior service—head of service discretion	59

	Page
69	60
Re-credit of personal leave	
Part 3.7	
Promotions	
70	61
Interpretation—pt 3.7	
71	61
Promotion after acting for 12 months	
72	62
Re-notifying promotions with major errors	
73	62
Date of effect of promotions	
74	63
Multiple promotions	
75	65
Cancellation of promotion	
76	65
Officers allowed to appeal	
Part 3.8	
Transfer	
77	66
Interpretation—pt 3.8	
78	66
Date of effect of transfers	
79	66
Declining transfer	
80	67
Salary on transfer	
81	67
Reduction in classification	
Part 3.9	
Temporary transfer	
81A	68
Interpretation—pt 3.9	
81B	68
Appealable directions	
81C	68
Temporary reduction of classification	
81D	69
Salary on temporary transfer	
81E	69
Skills and qualifications payments	
81F	69
Periods when higher duties allowance is payable	
81G	70
Higher duties allowance pay points and increments	
Part 3.10	
Structure and classification standards	
Division 3.10.1	
General	
82	72
Application—pt 3.10	
83	72
Classification descriptions	
84	72
Qualifications and other entry conditions including remuneration	
85	72
Training offices	
86	72
Salary and accelerated advancement provisions	

	Page
87	73
88	73
89	74
90	74
Division 3.10.2	
Qualifications and training advancement for training offices	
Subdivision 3.10.2.1	
Aboriginal Cadet Economist	
91	74
92	75
93	75
94	75
Subdivision 3.10.2.2	
Aboriginal Cadet Information Technology Officer	
95	75
96	76
97	77
98	77
Subdivision 3.10.2.3	
Aboriginal Cadet Legal	
99	77
100	77
101	78
102	78
Subdivision 3.10.2.4	
Aboriginal Cadet Professional Officer	
103	78
104	79
105	79
106	79
Subdivision 3.10.2.5	
Aboriginal Cadet Professional Officer (Engineer)	
107	80
108	81
109	81
110	81
Subdivision 3.10.2.6	
Aboriginal Cadet Research Scientist	
111	82

	Page
112	82
113	83
114	83
Subdivision 3.10.2.7 Aboriginal Cadet Veterinary Officer	
115	83
116	84
117	84
118	84
Subdivision 3.10.2.8 Aboriginal Professional Assistant	
119	85
120	85
121	85
122	86
123	86
Subdivision 3.10.2.9 Cadet Economist	
124	87
125	88
126	88
127	88
Subdivision 3.10.2.10 Cadet Information Technology Officer	
128	88
129	89
130	89
131	90
Subdivision 3.10.2.11 Cadet Legal	
132	90
133	90
134	91
135	91
Subdivision 3.10.2.12 Cadet Professional Officer	
136	91
137	92
138	92

	Page
139 Advancement	92
Subdivision 3.10.2.13 Cadet Professional Officer (Engineer)	
140 Eligibility requirements	93
141 Selection requirements	93
142 Training provisions	94
143 Advancement	94
Subdivision 3.10.2.14 Cadet Research Scientist	
144 Eligibility requirements	94
145 Selection requirements	95
146 Training provisions	95
147 Advancement	96
Subdivision 3.10.2.15 Cadet Veterinary Officer	
148 Eligibility requirements	96
149 Selection requirements	96
150 Training provisions	97
151 Advancement	97
Subdivision 3.10.2.16 Aboriginal Radiographer-in-training	
152 Eligibility requirements	97
153 Selection requirements	97
154 Training provisions	98
155 Advancement	98
Subdivision 3.10.2.17 Aboriginal Trainee Technical Officer	
156 Eligibility requirements	99
157 Selection requirements	99
158 Training provisions	100
159 Advancement	100
Subdivision 3.10.2.18 Audiologist-in-training	
160 Eligibility requirements	101
161 Selection requirements	101
162 Training provisions	101
163 Advancement	102
Subdivision 3.10.2.19 Professional Assistant	
164 Eligibility requirements	102

	Page
165	102
166	103
167	103
168	103
Subdivision 3.10.2.20 Radiographer-in-training	
169	104
170	105
171	105
172	105
173	106
Subdivision 3.10.2.21 Trainee Technical Officer	
174	106
175	106
176	107
177	107
Division 3.10.3 Qualifications and salary advancement for offices	
Subdivision 3.10.3.1 Academic	
178	108
179	108
Subdivision 3.10.3.2 Actuary	
180	109
Subdivision 3.10.3.3 ASO (Aboriginal Services) Class 1	
181	109
Subdivision 3.10.3.4 Darkroom Operator	
182	109
183	109
Subdivision 3.10.3.5 Dental Specialist	
184	110
Subdivision 3.10.3.6 Dentist 1, 2, 3, 4	
185	110
186	111

	Page
Subdivision 3.10.3.7 Enrolled Nurse	
187 Eligibility requirements	111
Subdivision 3.10.3.8 General Service Officer	
188 Eligibility requirements	111
189 Selection arrangements	114
190 Salary advancement provisions	114
Subdivision 3.10.3.11 Information Technology Officer, Class 1	
201 Eligibility requirements	115
202 Selection arrangements	115
203 Salary advancement provisions	115
Subdivision 3.10.3.12 Legal 1	
204 Eligibility requirements	116
205 Salary advancement	116
Subdivision 3.10.3.13 Legal 2	
206 Eligibility requirements	119
207 Salary advancement	119
Subdivision 3.10.3.14 Medical Officer Group	
208 Application—sdiv 3.10.3.14	119
209 Eligibility requirements	120
Subdivision 3.10.3.15 Nurse Educator	
210 Salary advancement provisions	120
Subdivision 3.10.3.16 Professional Officer and Senior Professional Officer	
211 Application—sdiv 3.10.3.16	121
212 Eligibility requirements	121
213 Salary advancement provisions for Professional Officer Class 1	123
Subdivision 3.10.3.17 Prosthetic/Orthotic Assistant	
214 Salary advancement provisions	125
Subdivision 3.10.3.18 Prosthetic/Orthotist Grade 1, 2, 3, 4, 5	
215 Eligibility requirements	125
Subdivision 3.10.3.19 Public Affairs Officer	
216 Application—sdiv 3.10.3.19	126
217 Eligibility requirements	126

	Page
Subdivision 3.10.3.20 Radiographer Grade 1, 2, 3, 4	
218 Eligibility requirements	126
Subdivision 3.10.3.21 Research Officer	
219 Application—sdiv 3.10.3.21	127
220 Eligibility requirements	127
221 Salary Points	128
Subdivision 3.10.3.22 Research Scientist	
222 Application—sdiv 3.10.3.22	128
223 Eligibility requirements	128
224 Salary advancement provisions for Research Scientist, Senior Research Scientist, Principal Research Scientist and Senior Principal Research Scientist	129
Subdivision 3.10.3.23 Scientific Officer	
225 Eligibility requirements	131
226 Salary points	131
Subdivision 3.10.3.24 Senior Theatre Technician	
227 Eligibility requirements	131
Subdivision 3.10.3.25 Specialist	
228 Application—sdiv 3.10.3.25	132
229 Eligibility requirements	132
Subdivision 3.10.3.26 Teacher (Schools)	
230 Eligibility requirements	132
231 Salary advancement	133
232 Salary advancement—accelerated advancement	135
233 Credit for completed years of teaching	136
234 Teacher Level 1—salary barrier	136
235 Advanced Skills Teacher 1 (AST 1)	137
Subdivision 3.10.3.27 Teacher (Technical and further education)	
236 Eligibility requirements	137
237 Salary advancement provisions	138
Subdivision 3.10.3.28 Technical Officer and Senior Officer (Technical)	
238 Application—sdiv 3.10.3.28	138
239 Eligibility requirements	139

Contents

	Page
240 Salary advancement provisions	142
Subdivision 3.10.3.29 Veterinary Officer Class 1, 2, 3, 4, 5	
241 Eligibility requirements	144
Subdivision 3.10.3.30 Dental Assistants 1/2	
242 Salary advancement provisions	144
Part 3.11 Equal Employment Opportunity Programs	
247 Operation with the Public Sector Management Act 1994	146
Division 3.11.1 Aboriginal and Torres Strait Islander Traineeship Program	
247B Eligibility	146
247C Selection	146
247D Classification on appointment	147
247E Salary on appointment	147
247EA Approved training	147
247F Promotion	147
Division 3.11.2 Disability Employment Program	
248 Interpretation—div 3.11.2	148
249 Purpose—div 3.11.2	149
250 Eligibility	149
251 Elements of the program	150
252 Other employment arrangements	150
Part 3.12 Graduate Program	
252A Interpretation—pt 3.12	152
252B Eligibility	152
252C Selection	152
252D Classification on appointment	152
252E Salary on appointment	153
252F Probation	153
252G Promotion	153

	Page
Chapter 4	Conditions of employment and attendance
Part 4.1	Continuity of service
253	Interpretation—pt 4.1 155
254	Continuity of service—general 155
255	Continuity of service—personal leave 156
256	Continuity of service—long service leave 156
Part 4.2	Attendance and absence
257	Interpretation—pt 4.2 158
258	Direction to work outside the officer's span of hours 158
259	Unauthorised absences 158
Part 4.3	Long service leave
260	Application—pt 4.3 160
261	Interpretation—pt 4.3 160
262	Purpose—long service leave 162
263	Eligibility—long service leave 162
264	Entitlement—long service leave 163
265	Evidence and conditions—long service leave 165
266	Rate of payment—long service leave 166
267	Effect of other entitlements—long service leave 169
268	Access to other entitlements—long service leave 170
Part 4.4	Reimbursements
269	Interpretation—pt 4.4 171
270	Life insurance indemnification payments 171
271	Loss or damage to clothing or personal effects 171
Part 4.5	Additional requirements for salary and allowances
272	Salary deductions 173
273	Salary for unattached officers 173
274	Salary on reclassification 173
275	Skills and qualifications allowance payment while on leave 174

	Page	
276	First aid allowance for an officer with certain qualifications	174
277	Calculation of salary for Sunday or public holiday duty	174
Part 4.6	Additional requirements for increments	
278	Deferral of increments—effect of leave without pay not to count as service	176
Part 4.7	Additional requirements for managing overtime duty	
279	Application—pt 4.7	177
280	Interpretation—pt 4.7	177
281	Eligibility for paid meal breaks	178
282	Time spent travelling to and from overtime duty	178
283	Weekend and shift overtime duty	178
284	Overtime on a public holiday	179
Part 4.8	Additional requirements for leave	
285	Interpretation—pt 4.7	181
286	Officer's health a danger to others—personal leave	181
287	Non-continuous primary care givers' leave	181
Part 4.9	Working with vulnerable people	
287A	Definitions—pt 4.9	182
287B	Application—pt 4.9	182
287C	Redeployment—suspension of registration under Working with Vulnerable People Act	182
287D	Suspension of employment—suspension of registration under Working with Vulnerable People Act	183
287E	Redeployment—failure to hold etc registration under Working with Vulnerable People Act	184
287F	Suspension of employment—failure to hold etc registration under Working with Vulnerable People Act	185
287G	Retirement for failure to hold etc registration under Working with Vulnerable People Act	185

	Page
Chapter 5	Redeployment, retirement and cessation of employment
Part 5.1	Redeployment
Division 5.1.1	Officer unable to perform duties of classification—physical or mental incapacity
288	Interpretation—div 5.1.1 187
289	Case summary—non-compensation cases 190
290	Health assessment—non-compensation cases 190
291	Implementation of health assessment report—non-compensation cases 191
292	Disputing the fitness for duty decision—non-compensation cases 191
293	Medical review panels—non-compensation cases 192
Division 5.1.2	Officer not qualified to perform duties
294	Notifying loss of qualification 193
295	Voluntary redeployment 194
Part 5.2	Retirement of officer from Service
296	Application—pt 5.2 195
297	Voluntary retirement 195
298	Notice of retirement 195
Part 5.3	Underperformance
299	Voluntary retirement 196
300	Notice of retirement 196
Part 5.4	Termination of probationary appointment
301	Application—pt 5.4 197
302	Termination of probationary appointment 197
Part 5.5	Payment in lieu of entitlements on cessation of employment or death
303	Interpretation—pt 5.5 198
304	Payment in lieu of annual leave—cessation of employment 198
305	Payment in lieu of annual leave loading—cessation of employment 199

	Page
306	199
307	200
308	202
309	205
Chapter 7	Administration and training
Part 7.1	Travel—domestic and international
519	207
520	207
521	208
522	208
523	208
524	209
525	210
526	210
527	211
528	211
529	211
530	211
531	212
532	212
533	213
534	213
535	213
536	214
537	214
538	214
539	215
Part 7.2	Non-executive vehicles
540	216
541	216

	Page	
542	Home garaging	217
543	Private use	217
544	Recording and reporting	218
545	Range of available vehicles	218
546	Additional vehicles	218
547	Vehicle hire	218
548	Private plated vehicles	218
549	Vehicle maintenance	219
550	Purchase of fuel	219
Part 7.4	Training and development	
558	Performance Management Schemes	220
559	Performance Management Plans	220
560	Studies assistance	221
561	Reporting	222
Chapter 8	Miscellaneous	
Part 8.2	Payments for work performed for the board of senior secondary studies	
575	Application—pt 8.2	223
576	Interpretation—pt 8.2	223
577	Eligibility	224
578	Payments	224
Part 8.3	Joint Council	
579	Interpretation—pt 8.3	226
580	Function of the Joint Council	226
581	Chair and deputy chair	226
582	Members	226
583	Deputy members	227
584	Termination of appointment	227

	Page
Part 8.5	Rental for ACTPS housing
589	Application—pt 8.5 228
590	Interpretation—pt 8.5 228
591	Rental contribution 228
592	Calculation of rental contribution 228
593	Increase or decrease in contribution 229
594	Rental contributions for accommodation in ACTPS housing—rates payable by officers (excluding officers with, but unaccompanied by, dependents) 230
Part 8.6	PSSAP eligibility
596	Interpretation—pt 8.6 233
597	Previous employment 233
598	Regular employment 233
599	Other circumstances 234
Part 8.7	Special arrangements for teachers
600	Interpretation—pt 8.7 235
601	Union agreed joint selection committee promotions—teachers 235
602	Appointment—teachers 235
603	Incremental advancement—casual teachers 236
604	Higher duties—teachers in an isolated district 236
605	Sunday or public holiday duty—teachers 236
606	Direction to take annual leave—teachers 237
607	Accrual of annual leave credit—teachers and school assistants 237
608	Leave to accompany a domestic partner on a posting—teachers and school assistants 238
609	Duties with an authority of the Commonwealth, a State, another Territory—teachers 238
610	Cancellation at the request of the promotee—teachers 238
611	Temporary transfer—appealable directions—teachers 238

	Page
Part 8.8	Special arrangements—pathologists and people covered by ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011
612	Allowance in lieu of right of private practice—pathologists 239
613	Allowance in lieu of right of private practice—specialists other than pathologists 239
614	Calculation of salary for Sunday or public holiday duty—medical officers 240
615	Additional annual leave for career medical officers, resident medical officers and registrars 240
616	Leave for specialists and senior specialists—conference leave 241
617	Leave for specialists and senior specialists—study leave 242
Chapter 9	Executives and statutory office-holders
Part 9.1	Executive employee conditions of employment
618	Application—pt 9.1 etc 243
619	Executive employee—conditions of employment 243
Part 9.2	Executive employee's functions
620	Executive employee functions—generally 244
621	Executive employee functions—financial management 244
Part 9.3	Executive employee remuneration
622	Executive employee salary 245
623	Executive employee entitlements generally 245
Part 9.3A	Working out executive employee remuneration
624	Definitions—pt 9.3A 246
625	Meaning of <i>total remuneration point</i> —pt 9.3A 246
626	Assessed work value for an executive employee office 247

	Page
627	247
628	249
629	249
630	250
Part 9.3B	Other executive employee conditions of employment
Division 9.3B.1	General matters
631	252
632	252
633	252
634	254
635	254
Division 9.3B.2	Performance
636	255
636A	255
636B	256
Division 9.3B.3	Misconduct
636C	256
636D	257
Division 9.3B.4	Termination
636E	258
636F	258
Part 9.3C	Executive employee financial entitlements
636G	260
636H	260
636I	260
636J	263
636K	263
636L	264

	Page
636M	Special benefits payable on non-renewal of contract in certain circumstances—transitional executives 266
636N	Superannuation—executive employees 267
Part 9.4 Statutory office-holder financial entitlements	
637	Application—pt 9.4 269
638	Interpretation—pt 9.4 270
639	Payment in lieu for notice period—statutory office-holders 270
640	Special benefits on early termination of appointment—statutory office-holders 271
641	Appointment or engagement of former statutory office-holders 272
642	Superannuation—statutory office-holders 272
Part 9.5 Executive and statutory office-holder vehicle entitlements	
643	Application—pt 9.5 274
644	Interpretation—pt 9.5 274
645	Executive vehicle entitlement 275
646	Executive vehicle entitlement—part-time executives 276
647	Choice of motor vehicle 276
648	Payment in lieu of an executive vehicle entitlement 278
649	Change to payment in lieu of an executive vehicle entitlement 279
650	Executive vehicle modification 280
651	Executive vehicle maintenance and running costs 281
652	Executive vehicle care 281
653	Authorised use of an executive vehicle 281
654	Business use of an executive vehicle 282
655	Private use of an executive vehicle 282
656	Record keeping 283
Part 9.6 Executive employee and statutory office-holder leave and other entitlements	
657	Meaning of <i>recipient</i> —pt 9.6 284
658	Leave entitlements 284
659	Salary sacrifice arrangements 285

Contents

	Page	
660	Vacation childcare subsidy	285
661	Disapplication of Legislation Act, s 47 (6)	285
Dictionary		286
Endnotes		
1	About the endnotes	295
2	Abbreviation key	295
3	Legislation history	296
4	Amendment history	302
5	Earlier republications	369



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Public Sector Management Act 1994

Chapter 1 Preliminary

1 Name of standard

This standard is the *Public Sector Management Standards 2006*.

3 Dictionary

The dictionary at the end of this standard is part of this standard.

Note 1 The dictionary at the end of this standard defines certain terms used in this standard.

Note 2 A definition in the dictionary applies to the entire standard unless the definition, or another provision of the standard, provides otherwise or the contrary intention otherwise appears (see [Legislation Act](#), s 155 and s 156 (1)).

4 Notes

A note included in this standard is explanatory and is not part of this standard.

Note See the [Legislation Act](#), s 127 (1), (4) and (5) for the legal status of notes.

Chapter 2 Administration and management of the public sector

Part 2.1 Code of conduct

5 Purposes of pt 2.1

The purpose of this part is to facilitate the development of a code of conduct that assists—

- (a) government agencies to implement the values and principles set out in the Act, section 6; and
- (b) the administration of the public sector in a way that gives effect to the Act, section 7; and
- (c) government agencies to give effect to the principles set out in the Act, section 8; and
- (d) public employees to understand and meet the requirements of the Act, section 9.

6 ACTPS code of conduct

- (1) The Commissioner must develop a code of conduct that applies to all government agencies and all public employees (the *ACTPS code of conduct*).
- (2) The Commissioner must consult the head of service in the development of the ACTPS code of conduct.
- (3) The ACTPS Code of Conduct under subsection (1) is a notifiable instrument.

Note A notifiable instrument must be notified under the [Legislation Act](#).

7 Supplementary code of conduct

- (1) A head of a government agency may develop additional conduct requirements that apply to that agency (a *supplementary code of conduct*).
- (2) A supplementary code of conduct may be developed to apply to—
 - (a) all of the relevant government agency; or
 - (b) a part of the relevant government agency; or
 - (c) a class of public employees in the relevant government agency.
- (3) The Commissioner must determine that a supplementary code of conduct is consistent with the ACTPS code of conduct before it can be applied.
- (4) A supplementary Code of Conduct under subsection (1) is a notifiable instrument.

Note A notifiable instrument must be notified under the [Legislation Act](#).

Part 2.2 Employee values

8 Purposes of pt 2.2

- (1) The purpose of this part is to assist a person to perform their duties as a public employee—
 - (a) under the Act, section 9; and
 - (b) in a way that supports the values, principles and objectives set out in the Act, Division 2.1.
- (2) This purpose is to be achieved by setting out values that inform the conduct of a public employee (*employee values*).

9 Application—pt 2.2

- (1) This part applies to public employees when performing their duties.

Examples—performing duties

1. making a decision as part of undertaking duties
2. making a decision that affects other public employees
3. making a decision about the means or timing of service delivery
4. making a recommendation to a delegate
5. interacting with colleagues
6. interacting with the public
7. representing the Territory or a government agency
8. attending a conference or undertaking official travel
9. using and allocating Territory resources
10. working towards the goals of the service and the goals of their team
11. developing or following procedures for decisions or actions carried out by staff
12. making a decision about a social function for the workplace

Note An example is part of the Standards, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see [Legislation Act](#), s 126 and s 132).

- (2) This part must be applied in a way that is appropriate and meaningful for each public employee, taking into consideration the nature of the duties that the public employee undertakes, and the environment that those duties are undertaken in.

Note The ACTPS is a diverse work force; in practice the values will manifest in different ways depending on the nature of work a public employee undertakes and the classification the employee holds.

10 The employee values

The employee values are—

- (a) respect; and
- (b) integrity; and
- (c) collaboration; and
- (d) innovation.

11 Promoting the employee values

The employee values must be used to inform and evaluate the operation of the service, including—

- (a) management practices; and
- (b) the performance of a public employee; and
- (c) the implementation of government policy.

Part 2.3 Fraud and corruption

12 Interpretation—pt 2.3

In this part:

Audit Committee means a body created in accordance with the then Department of the Treasury's policy document entitled *Internal Audit Framework*, promulgated in 2003. Agency Audit Committees monitor and review the effectiveness of corporate governance mechanisms in agencies.

corruption in relation to an officer or employee means that the officer or employee seeks, obtains or receives any benefit, other than lawful salary and allowances, on the understanding that the officer or employee will do or refrain from doing anything in the course of their duties or will attempt to influence any other officer or employee on behalf of any person.

fraud means taking or obtaining by deception, money or another benefit from the government when not entitled to the money or benefit, or attempting to do so - this includes evading a liability to government.

integrity means the exercise of authority in accordance with the stated values and principles of the ACTPS and includes the control of fraud and corruption.

manager means a person who has responsibility for planning, organising and leading a work unit or group activity.

Risk Management Standard means the current Risk Management Standard AS/NZS 4360: (31 August 2004) issued by Standards Australia.

13 Fraud and corruption prevention

- (1) In accordance with the Act, section 6 and section 28AA, a director-general must pursue a systematic approach to integrity.

- (2) A director-general must ensure that risks to the integrity of the agency are—
 - (a) assessed and treated in accordance with the Risk Management Standard and the associated policy guidance; and
 - (b) addressed in detailed fraud and corruption prevention plans.
- (3) A director-general must ensure that the Agency's integrity arrangements are assessed and reviewed every two years, or more frequently if—
 - (a) any significant suspected fraud or corruption is discovered; or
 - (b) there is a significant change in the nature or scope of operations, procedures or systems.
- (4) The director-general should explore opportunities to actively detect fraud and corruption within the Agency's programs, in accordance with privacy considerations and noting the requirements for cost effectiveness of these strategies.

14 Monitoring and recording integrity strategies

- (1) The director-general of an agency should request the Audit Committee to oversight the effectiveness of the integrity arrangements, in particular the conduct of the risk assessment and the implementation of the fraud and corruption prevention plans.
- (2) Managers must regularly and systematically assess the potential within their area of responsibility for theft, fraud and corruption to ensure that relevant control procedures are being followed and are effective.
- (3) An agency must establish and maintain an information system that records—
 - (a) all instances of fraud and corruption; and

- (b) losses to the Agency or potential for damage to the reputation of the Agency or service; and
 - (c) investigative action taken; and
 - (d) disciplinary action taken or outcomes of matters which have been prosecuted; and
 - (e) any changes to procedures and practices arising from the incident.
- (4) The Audit Committee should have access to regular reports of information from the fraud and corruption reporting system.
- (5) A director-general must include details of the implementation of fraud and corruption prevention plan in the Annual Report to the Minister.
- (6) In the Annual Report to the Minister, the director-general must certify that—
- (a) an assessment of the risks to the integrity of the Agency has been conducted in accordance with the Risk Management Standard and the associated policy guidance; and
 - (b) treatments for adequately dealing with the integrity risks identified have been addressed in the fraud and corruption prevention plan as described in the policy guidance; and
 - (c) where the Agency has engaged, or is contemplating engaging, service providers from outside the service, that the integrity risks have been assessed and dealt with in the fraud and corruption prevention plan; and
 - (d) progress during the reporting year on the implementation of the fraud and corruption prevention plan.
- (7) A director-general must select an Executive to be responsible for the implementation of the integrity strategies and the processes for the detection and investigation of fraud and corruption.

- (8) Details of the appointment must be forwarded to the Commissioner.

15 Investigation of fraud and corruption

- (1) The director-general must ensure that where cases of fraud and corruption are detected or notified, that action is taken to investigate those cases.
- (2) Where the case is considered to be serious and complex, the Australian Federal Police must be notified.
- (3) Agencies should recover losses caused by illegal activity through proceeds of crime legislation and civil recovery processes and, in the absence of criminal prosecution, to apply appropriate civil, administrative or disciplinary penalties.

Part 2.4 Miscellaneous

16 Interpretation—pt 2.4

In this part:

IT resources means information technology owned and/or controlled by the Territory, including computers, printers, network infrastructure and electronic mail.

officer includes an employee.

17 Alcohol

An officer must not, without the prior approval of the director-general—

- (a) consume alcohol while on duty; or
- (b) consume alcohol while on government premises during working hours; or
- (c) carry alcohol in a government vehicle.

18 Unauthorised disclosure of information

An officer who ceases employment with the ACTPS must not disclose confidential information acquired while employed in the ACTPS without the approval of the relevant director-general.

19 Personal use of IT resources

- (1) An officer must not access, download or store inappropriate electronic material.
- (2) An officer must not use IT Resources to publish or communicate inappropriate material, including material which could be considered defamatory.

- (3) An officer must not save unofficial software and/or large personal files, including personal cc:Mail archives, to any network drive.
- (4) An officer must ensure that personal correspondence does not interfere with their duties and wherever possible deal with this correspondence outside working hours.

20 Public holiday for the ACTPS

The Commissioner may declare that any day will be observed as a holiday in respect of any class of officers or employees in the ACTPS.

21 Equal employment opportunity programs

For the Act, section 40 the *ACT Public Service Respect, Equity and Diversity Framework* is the equal employment opportunity program for the service.

22 Second jobs

For the Act, section 244—

- (a) a second job includes—
 - (i) a second ACT Government position; or
 - (ii) a part-time job outside of core hours; or
 - (iii) employment taken up while on leave; or
 - (iv) a profitable activity outside official duties; and

Note An example is part of this standard, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see [Legislation Act](#), s 126 and s 132).

- (b) an officer must request approval for a second job as early as practical and before commencing the second job; and

Example

An office wishing to undertake a second job while on a period of extended leave should include an application for a second job with the leave application.

- (c) the head of service must—
- (i) consider the best outcome for the service;
 - (ii) not approve a second job that the head of service reasonably believes would create a real or perceived conflict of interest for the officer.

Chapter 3 Employment in the Service

Part 3.1 Merit and the selection process

28 Application—pt 3.1

- (1) This part applies if a function under the Act is exercised following a recommendation from a selection committee about the suitability of a person in relation to the following employment matters:
 - (a) an appointment;
 - (b) an engagement under the Act, section 28 or section 72;
 - (c) an engagement of more than nine months under the Act, section 30 or section 76;
 - (d) a temporary transfer to a higher office for more than three months;
 - (e) a fixed term engagement for 12 months or more;
 - (f) a promotion.

Note **Function** includes authority, duty and power (see [Legislation Act](#), dict, pt 1).

- (2) This part applies to a function exercised following a recommendation from a joint selection committee that was established under part 3.3 in relation to a transfer or a promotion.

29 Identified positions

- (1) Eligibility for an identified position must be restricted to—
 - (a) an Aboriginal or Torres Strait Islander person; or
 - (b) a person with disability.

- (2) The head of service may determine prior to the commencement of a selection process for an employment matter that an office is an identified position.
- (3) A reference to a designated position, in a document in relation to an employment matter, is taken to be a reference to an identified position.
- (4) In this section:

employment matter means an employment matter mentioned in the Act, section 65 (1).

identified position—see the Act, section 65 (6).

30 Merit in selection

- (1) The head of service may only exercise a function in relation to an employment matter if the head of service—
 - (a) is satisfied that the process used to assess the comparative ability of the applicants to perform the duties of an office complied with the merit principle stated in the Act, section 65; and
 - (b) has used appropriate ways of assessing the comparative ability of applicants against selection criteria, including the following:
 - (i) written applications;
 - (ii) resumes;
 - (iii) referee comments;
 - (iv) interviews;
 - (v) approved psychometric testing;
 - (vi) approved practical skills testing;
 - (vii) an Equal Employment Opportunity Program in division 2.2.2;

- (viii) the principle of reasonable adjustment under anti-discrimination laws;
 - (ix) another method which supports the merit principle set out in the Act, section 65.
- (c) has considered the recommendations about the suitability of applicants made by a selection committee or a joint selection committee in a written selection report.
- (2) The head of service must exercise a function in relation to an employment matter in writing.

31 Testing of applicants

- (1) The director-general may arrange for testing to assess the comparative ability of applicants to perform the duties of an office.
- (2) However, testing may only be used if—
- (a) the head of service approves the testing; and
 - (b) the office will be filled by appointment, transfer or promotion.

32 Advertising

- (1) The head of service must advertise an office in the gazette unless the office is—
- (a) to be filled by transfer; or
 - (b) to be filled by promotion of an applicant selected on merit to a recurring or identical vacancy; or
 - (c) to be filled by promotion by advancement from a training office; or
 - (d) to be filled by appointment, transfer or promotion of an applicant under an Equal Employment Opportunity Program under division 2.2.2; or

- (e) for an Administrative Service Officer Class 5 office that the head of service will fill the vacancy with an officer who is—
 - (i) a Graduate Administrative Assistant; and
 - (ii) confirmed as an officer;

- (f) to be filled under part 3.2;

Note It may be necessary to advertise in the gazette under pt 3.2.

- (g) an office mentioned in 1 of the following sections:
 - (i) section 53G (Appointment—certain Health Professional offices);
 - (ii) section 53H (Direct appointment—Health Directorate);
 - (iii) section 53I (Direct appointment—Education and Training Directorate).

- (2) However, if a joint selection committee has been established in relation the office, the office must be advertised in the gazette and must state that—

- (a) the office is to be considered by a joint selection committee established under the Act; and
- (b) a promotion made on the recommendation of a joint selection committee under the Act is not subject to appeal; and
- (c) a promotion made on the unanimous recommendation of a management-initiated joint selection committee established under the Act is not subject to appeal.

- (3) The advertisement of an office must state the following information about the office:

- (a) if it has mandatory qualifications;

- (b) if it is an identified position;

Note A reference to a designated position in an advertisement is taken to be a reference to an identified position (see s 29 (3)).

- (c) if it has eligibility requirements.

- (4) The head of service must be satisfied that the advertisement of the office allowed all eligible people a reasonable opportunity to apply for the office.

33 Recurring and identical vacancies

The head of service may use a selection committee's recommendation for up to 12 months, to fill an office by appointment, transfer or promotion, if the office—

- (a) is the same office; or
(b) is at the same level and has the same selection criteria as the original office.

33A Notice of appointment or engagement

At the time of appointment or engagement, the head of service must inform a person in writing of the person's terms of employment, including—

- (a) the type of employment; and
(b) whether a probationary period applies and the expected duration of the period; and
(c) if the person is engaged as a fixed term employee, the duration of the engagement; and
(d) the ordinary weekly hours; and

- (e) the ordinary weekly hours before overtime is payable; and
- (f) a list of the main instruments governing the terms and conditions of employment.

Part 3.2 Merit and the selection process in temporary employment

34 Application—pt 3.2

This part applies if a function under the Act is exercised for a fixed term engagement for less than 12 months.

Note **Function** includes authority, duty and power (see [Legislation Act](#), dict, pt 1).

35 Interpretation—pt 3.2

In this part—

temporary employee register means a register of people who have applied for employment—

- (a) for a period of less than 12 months; and
- (b) with the ACTPS.

36 Temporary employee registers

- (1) The head of service may—
 - (a) approve the establishment of an ACTPS temporary employee register; and
 - (b) set out additional requirements for that register.
- (2) The director-general may establish a temporary employee register in an administrative unit.
- (3) A temporary employee register must advertise the duties, or range of duties, and classifications that an applicant may be engaged to perform.

37 Advertising temporary employment

- (1) The head of service must advertise a temporary position by—
 - (a) advertising the position in accordance with subsection (2); or
 - (b) advertising the existence of a temporary employee register in accordance with subsection (3); or
 - (c) lodging the position with an employment agency.
- (2) If a position is expected to be available for a period of six months or longer the position must be advertised in the gazette.
- (3) The existence of a temporary employee register must be advertised at least every 12 months.

38 Selection of employees

- (1) A temporary employee must be selected from—
 - (a) a field of applicants for a vacancy; or
 - (b) a temporary employee register; or
 - (c) a field of applicants provided by an employment agency.
- (2) A temporary employee must be selected on the basis of relative efficiency, having regard to their—
 - (a) abilities; and
 - (b) qualifications; and
 - (c) experience; and
 - (d) availability to perform the work on the basis required, including—
 - (i) on a full-time or part-time basis; and
 - (ii) at the relevant location.

Part 3.3 Use of joint selection committees in the selection process

39 Application—pt 3.3

This part applies to a joint selection committee that is established under the Act to make recommendations about the exercise of a function in relation to the following employment matters:

- (a) a transfer;
- (b) a promotion;
- (c) an appointment in accordance with section 53G.

Note **Function** includes authority, duty and power (see [Legislation Act](#), dict, pt 1).

40 Interpretation—pt 3.3

In this part—

officer includes an employee.

Note The head of service may determine which union is the principal union.

41 Procedure of a joint selection committee

- (1) The head of service may use a joint selection committee to—
 - (a) reduce the time and cost of filling positions; or
 - (b) fill multiple positions with similar or identical duties.

Note Unless the head of service and principal union agree otherwise, multiple positions means five or more positions.

- (2) A joint selection committee must—
 - (a) assess the relative ability of applicants to perform the duties of an office in accordance with the merit principle set out in the Act, section 65; and

- (b) attempt to make the assessment as quickly and using the simplest methods appropriate; and
 - (c) make recommendations about the suitability of applicants in a written selection report.
- (3) An irregularity or defect in the formation of a joint selection committee does not make a promotion, transfer or appointment made following the recommendation of the joint selection committee invalid.
- (4) A member of a joint selection committee is not subject to direction from any person or body (other than a court) in considering a promotion.

42 Composition of a joint selection committee

- (1) A joint selection committee will normally comprise, but not be limited to—
- (a) a chairperson who has appropriate skills and experience, nominated by the head of service; and
 - (b) a person who has appropriate skills and experience, nominated by the head of service, from a list of officers agreed by the agency and principal union; and
 - (c) a person nominated by the principal union—
 - (i) in all cases for a union agreed joint selection committee; or
 - (ii) if that union nominates a person within 14 days of notice being given to the union, for a management-initiated joint selection committee.

- (2) If a person nominated by the principal union is an officer—
- (a) the nominee is on duty for all purposes while serving on a joint selection committee; and
 - (b) if the nominee was receiving a higher duties allowance immediately prior to the formation of the joint selection committee, they are entitled to receive a higher duties allowance while performing work relevant to a joint selection committee; and
 - (c) the head of service should provide relief staffing as necessary for the nominee; and
 - (d) the head of service should provide the nominee appropriate training in selection techniques and joint selection committee procedures.

43 Establishing a union agreed joint selection committee

- (1) The head of service must consult with the principal union to decide how a union agreed joint selection committee will be established in an agency.
- (2) The head of service must notify the principal union and any other relevant union or unions of a proposal to establish a union agreed joint selection committee.
- (3) The notification must—
 - (a) identify each office to be filled; and
 - (b) seek union agreement and the name of a nominee for the joint selection committee; and
 - (c) in the case of a union that is not the principal union, include a statement to the effect that the union can give written notice that it objects to the proposal, if it does so within seven days.

- (4) If the principal union agrees to the establishment of a joint selection committee, and no other relevant union objects within seven days, the head of service must establish a joint selection committee.
- (5) If a principal union does not consent to the establishment of the union agreed joint selection committee or a relevant union objects within seven days the joint selection committee proposal cannot proceed.
- (6) If the head of service is unable to arrange for the establishment of a union agreed joint selection committee the head of service may transfer or promote an officer to fill the vacant office under the Act, section 83.

44 Reconstituting a union agreed joint selection committee

- (1) If the chairperson of a union agreed joint selection committee ceases to take part in the deliberations of the committee before the committee makes a recommendation the committee will be reconstituted by—
 - (a) the remaining member or members; and
 - (b) another chairperson nominated by the head of service.
- (2) If a member of a union agreed joint selection committee ceases to take part in the deliberations of the committee before the committee makes its recommendations, the committee will be reconstituted by—
 - (a) the remaining members; and
 - (b) a replacement from the entity whose nominee has ceased to take part.
- (3) If a union agreed joint selection committee is reconstituted after an original members ceases to take part, it may continue to use information collected and recommendations made by the previous joint selection committee.

45 Establishing a management-initiated joint selection committee

- (1) A management-initiated joint selection committee must not be used unless there has been prior consultation between the head of service and the relevant union about—
 - (a) the use of management-initiated joint selection committees in that agency; and
 - (b) the implementation and operation of management-initiated joint selection committees in that agency.
- (2) If the head of service intends to fill positions using a management-initiated joint selection committee he or she must—
 - (a) notify the principal union; and
 - (b) provide the principal union with details of vacancies and related selection documents; and
 - (c) invite the principal union to nominate a member of the joint selection committee within fourteen days, if it wishes to participate.
- (3) After 14 days, the head of service must establish a joint selection committee.

46 Reconstituting a management-initiated joint selection committee

- (1) If the chairperson of a management-initiated joint selection committee ceases to take part in the deliberations of the committee before the committee makes a recommendation the committee will be reconstituted by—
 - (a) the remaining member or members; and
 - (b) another chairperson nominated by the head of service.

- (2) If the member of a management-initiated joint selection committee nominated by the head of service ceases to take part in the deliberations of the committee before the committee makes its recommendations and—
- (a) if the head of service nominates another person within 14 days of their nominee ceasing to act, then the committee will be reconstituted by—
 - (i) the remaining members or member; and
 - (ii) the head of service's new nominee; or
 - (b) if the head of service does not nominate another person within 14 days of their nominee ceasing to act, then the committee will be reconstituted by the remaining members.
- (3) If a member of a management-initiated joint selection committee nominated by the relevant union ceases to take part in the deliberations of the committee, then the head of service will notify the principal union and—
- (a) if the principal union nominates another person within 14 days of being notified by the head of service, then the committee will be reconstituted—
 - (i) by the remaining members; and
 - (ii) the principal union's new nominee; or
 - (b) if the principal union does not nominate another person within 14 days of being notified by the head of service, then the committee will be reconstituted by the remaining members.

47 Failure to reach a unanimous recommendation—union agreed joint selection committees

- (1) A joint selection committee should seek to resolve any significant differences of opinion about the suitability of applicants.
- (2) If the members of a union agreed joint selection committee cannot reach a unanimous recommendation—
 - (a) the recommendation of the majority of the members of the joint selection committee becomes the recommendation of the joint selection committee; or
 - (b) if neither a unanimous nor a majority decision can be reached, the recommendation of the chairperson becomes the recommendation of the joint selection committee.

48 Appealable and non appealable promotions

- (1) A promotion is not appealable if it is made—
 - (a) in accordance with the recommendation of a union agreed joint selection committee; or
 - (b) in accordance with the unanimous recommendation of a management-initiated joint selection committee.

Note A promotion in these circumstances is not appealable because of the independent tripartite nature of the committee.

- (2) If the head of service promotes an officer who was not recommended by the union agreed joint selection committee the promotion is subject to appeal.
- (3) If the head of service promotes an officer who was not unanimously recommended by the management-initiated joint selection committee the promotion is subject to appeal.

- (4) When a promotion is notified in the gazette, the notification must include a footnote which details—
- (a) that the selection process was undertaken by a joint selection committee, and whether the committee was union agreed or management-initiated; and
 - (b) whether the promotion is appealable.

49 Notification of applicants

After the completion of a joint selection committee recommended selection the head of service should advise all applicants in writing as soon as practicable, including details of—

- (a) any officers who were promoted under the Act, section 88; and
- (b) any officers who were transferred or promoted under the Act, section 83; and
- (c) the date of the gazette in which the transfers or promotions are expected to appear.

Part 3.4 Appointment

50 Application—pt 3.4

- (1) This part applies to the appointment of a person as an officer in the ACTPS in accordance with the Act, division 5.3.
- (2) This part does not apply to the re-appointment of former officers in accordance with the Act, section 117, section 118 or section 118A.

50A Interpretation—pt 3.4

In this part:

administrative arrangements means the Administrative Arrangements under the Act.

Canberra Institute of Technology means the institute established under the [Canberra Institute of Technology Act 1987](#).

commencement day means the day this section commences.

Education and Training Directorate means the Education and Training Directorate established under the administrative arrangements.

Health Directorate means the Health Directorate established under the administrative arrangements.

Justice and Community Safety Directorate means the Justice and Community Safety Directorate established under the administrative arrangements.

nominally vacant, in relation to an office, means an office that does not have an officer appointed to it.

teaching classification means classification mentioned in—

- (a) the *ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 – 2013*, Annex D; or
- (b) if the *ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 – 2013* is no longer in effect—the industrial instrument that succeeds the *ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2011 – 2013*.

teaching office means an office with a teaching classification.

51 Appointment

- (1) The head of service may appoint a person to an office or unattached, if the person—
 - (a) is eligible to apply for the office; and
 - (b) is qualified for the office.
 - (2) If two applicants for appointment are assessed as equal, and one is a returned soldier, the head of service must appoint the returned soldier.
 - (3) The date of effect of appointment of an officer is the latest of the following:
 - (a) the date on which the officer commences duty;
 - (b) the date the instrument is signed;
 - (c) a date within a period specified on the instrument.
- Note* This section does not apply to a teacher appointed from a state teaching service, or immediately after teacher training.
- (4) However, if an officer is appointed while on specified defence service, the date of effect of appointment is the date specified on the instrument.

52 Eligibility for appointment

- (1) For the Act, section 68 (2) (b)—
permanent resident of Australia includes New Zealand citizens who reside in Australia and who hold a Special Category temporary residence visa.
- (2) All permanent vacancies advertised in the gazette are open to all Australian Citizens or permanent residents of Australia unless—
 - (a) a former officer is restricted from re-employment under the Act, section 114; or
 - (b) a former statutory office-holder is restricted from re-employment under section 641; or
 - (c) the head of service has decided, because of cost or operational efficiency, that a vacancy is only open to officers.

53 Appointment after temporary engagement—general

- (1) Appointment under this section may be started by—
 - (a) the head of service; or
 - (b) a written request from an employee.
- (2) The head of service may appoint an employee as an officer to a nominally vacant office if—
 - (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process made potential applicants aware that the successful candidate may be eligible for appointment; and

Note A selection process must be advertised in the gazette (see s 32) and may be advertised in more than one place.

- (iii) the employee has exercised the functions of the office for a continuous period of 12 months or more; and
- (b) the head of service believes on reasonable grounds that—
 - (i) an additional selection process would not identify a more suitable candidate for the office; and
 - (ii) the employee is sufficiently efficient and diligent and has satisfactory conduct for the office; and
- (c) there is no excess officer eligible for the office.
- (3) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.
- (4) This section is subject to sections 53A to section 53F.
- (5) In this section:
 - continuous period***—
 - (a) means a period with no break in service; and
 - (b) includes the following:
 - (i) a period in another office with the same classification and identical selection criteria as the office;
 - (ii) a period in a higher office.

selection process means a selection process in accordance with part 3.1 (Merit and the selection process).

53A Appointment after temporary engagement—Canberra Institute of Technology—non-teaching offices

- (1) This section applies if on the commencement day an employee is employed in a nominally vacant office, other than a teaching office, in the Canberra Institute of Technology.

- (2) Appointment under this section may be started by—
- (a) the head of service; or
 - (b) a written request from the employee.
- (3) The head of service may appoint the employee as an officer to the nominally vacant office if—
- (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process made potential applicants aware that the successful candidate may be eligible for appointment; and
- Note* A selection process must be advertised in the gazette (see s 32) and may be advertised in more than one place.
- (iii) the employee has exercised the functions of the office for a continuous period of 12 months or more; and
 - (b) the head of service believes on reasonable grounds that—
 - (i) an additional selection process would not identify a more suitable candidate for the office; and
 - (ii) the employee is sufficiently efficient and diligent and has satisfactory conduct for the office; and
 - (c) there is no excess officer eligible for the office; and
 - (d) appointing the employee is consistent with organisational requirements and financial arrangements; and
 - (e) if the employee made a written request to be appointed—the head of service is satisfied that the request is reasonable.
- (4) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.

(5) In this section:

continuous period—

- (a) means a period with no break in service; but
- (b) does not include a period in another office.

selection process means a selection process in accordance with part 3.1 (Merit and the selection process).

53B Appointment after temporary engagement—Canberra Institute of Technology—teaching offices

- (1) This section applies if on the commencement day an employee is employed in a nominally vacant teaching office in the Canberra Institute of Technology.
- (2) Appointment under this section may be started by—
 - (a) the head of service; or
 - (b) a written request from the employee.
- (3) The head of service may appoint the employee as an officer to the nominally vacant office if—
 - (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process—
 - (A) made potential applicants aware that the successful candidate may be eligible for appointment; and
 - (B) appeared in a daily newspaper and any relevant ACT government publication; and

Note A selection process must be advertised in the gazette (see s 32).

- (iii) the employee has exercised the functions of the office for a continuous period of 24 months or more; and
 - (b) the head of service believes on reasonable grounds that an additional selection process would not identify a more suitable candidate for the office; and
 - (c) the employee meets the selection criteria for the position; and
 - (d) there is no excess officer or potentially excess officer eligible for the office; and
 - (e) appointing the employee is consistent with organisational requirements and financial arrangements; and
 - (f) if the employee made a written request to be appointed—the head of service is satisfied that the request is reasonable.
- (4) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.
- (5) In this section:
- continuous period***—
- (a) means a period with no break in service; and
 - (b) includes the following:
 - (i) a period in another office with the same classification and identical selection criteria as the office;
 - (ii) a period in a higher office.

selection process means a selection process in accordance with part 3.1 (Merit and the selection process).

53C Appointment after temporary engagement—Education and Training Directorate

- (1) This section applies if on the commencement day an employee is employed in a nominally vacant office in the Education and Training Directorate.
- (2) The head of service may appoint the employee as an officer to the nominally vacant office if—
 - (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process made potential applicants aware that—
 - (A) the initial period of employment would be at least 6 months; and
 - (B) the period of employment may be extended; and
 - (C) the successful applicant may be appointed; and
 - Note* A selection process must be advertised in the gazette (see s 37) and may be advertised in more than one place.
 - (iii) the employee has exercised the functions of the office for a continuous period of more than 12 months; and
- (b) the head of service believes on reasonable grounds that an additional selection process would not identify a more suitable candidate for the office; and
- (c) the employee meets the selection criteria for the position; and
- (d) there is no excess officer or potentially excess officer eligible for the office; and
- (e) appointing the employee is consistent with organisational requirements and financial arrangements.

Section 53D

- (3) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.
- (4) In this section:
- continuous period*—
- (a) means a period with no break in service; and
- (b) includes the following:
- (i) a period in another office with the same classification and identical selection criteria as the office;
- (ii) a period in a higher office.

selection process means—

- (a) if the initial period of employment is less than 12 months—a selection process in accordance with part 3.2 (Merit and the selection process in temporary employment) that is conducted by a selection committee or a joint selection committee; or

Note A selection process conducted by a selection committee or a joint selection committee does not include selection from a temporary employee register or selection from a field of applicants provided by an employment agency which are otherwise possible under pt 3.2.

- (b) in any other case—a selection process in accordance with part 3.1 (Merit and the selection process).

53D Appointment after temporary engagement—Health Directorate

- (1) This section applies if on the commencement day an employee is employed in a nominally vacant office in the Health Directorate.

- (2) The head of service may appoint the employee as an officer to the nominally vacant office if—
- (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process made potential applicants aware that the successful candidate may be eligible for appointment; and

Note A selection process must be advertised in the gazette (see s 32) and may be advertised in more than one place.

 - (iii) the employee has exercised the functions of the office for a continuous period of 12 months or more; and
 - (b) the head of service believes on reasonable grounds that—
 - (i) an additional selection process would not identify a more suitable candidate for the office; and
 - (ii) the employee is sufficiently efficient and diligent and has satisfactory conduct for the office; and
 - (c) there is no excess officer eligible for the office; and
 - (d) the office is not higher than—
 - (i) a senior officer grade C classification; or
 - (ii) a health professional level 4 classification; or
 - (iii) a classification with a salary equivalent to—
 - (A) a senior officer grade C classification; or
 - (B) a health professional level 4 classification; and
 - (e) if the employee has an employee representative—the head of service has consulted with the employee representative.

(3) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.

(4) In this section:

continuous period—

- (a) means a period with no break in service; but
- (b) does not include a period in another office.

employee representative means a person chosen by an employee to represent the employee.

selection process means a selection process in accordance with part 3.1 (Merit and the selection process).

53E Appointment after temporary engagement—Justice and Community Safety Directorate

(1) This section applies if on the commencement day an employee is employed in a nominally vacant office in the Justice and Community Safety Directorate.

(2) The head of service may appoint the employee as an officer to the nominally vacant office if—

(a) the head of service is satisfied that—

(i) the employee was engaged in the office after being found suitable for the office through a selection process; and

(ii) advertising for the selection process—

(A) made potential applicants aware that the successful candidate may be eligible for appointment; and

(B) appeared in 1 or more of the ACT Staff Bulletin and a daily newspaper; and

Note A selection process must be advertised in the gazette (see s 32).

- (iii) the employee has exercised the functions of the office continuously for a period of more than 24 months; and
 - (b) the head of service believes on reasonable grounds that an additional selection process would not identify a more suitable candidate for the office; and
 - (c) the employee meets the selection criteria for the position; and
 - (d) there is no excess officer or potentially excess officer eligible for the office; and
 - (e) appointing the employee is consistent with organisational requirements and financial arrangements.
- (3) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.
- (4) In this section:
- continuous period*—
- (a) means a period with no break in service; and
 - (b) includes a period in a higher office; and
 - (c) does not include a period in another office with the same classification.

selection process means a selection process in accordance with part 3.1 (Merit and the selection process).

53F Appointment after temporary engagement—certain other directorates

- (1) This section applies if on the commencement day an employee is employed in a nominally vacant office in—
- (a) the Economic Development Directorate; or
 - (b) the Territory and Municipal Services Directorate.

- (2) The head of service may appoint the employee as an officer to the nominally vacant office if—
- (a) the head of service is satisfied that—
 - (i) the employee was engaged in the office after being found suitable for the office through a selection process; and
 - (ii) advertising for the selection process made potential applicants aware that—
 - (A) the initial period of employment would be at least 6 months; and
 - (B) the period of employment may be extended; and
 - (C) the successful applicant may be appointed; and
 - Note* A selection process must be advertised in the gazette (see s 37) and may be advertised in more than one place.
 - (iii) the employee has exercised the functions of the office for a continuous period of more than 12 months; and
 - (b) the head of service believes on reasonable grounds that an additional selection process would not identify a more suitable candidate for the office; and
 - (c) the employee meets the selection criteria for the position; and
 - (d) there is no excess officer or potentially excess officer eligible for the office; and
 - (e) appointing the employee is consistent with organisational requirements and financial arrangements.
- (3) The appointment of an officer under this section must be notified in the gazette as an appointment to a non-advertised vacancy.

(4) In this section:

continuous period—

- (a) means a period with no break in service; and
- (b) includes a period in another office with the same classification and identical selection criteria as the office; but
- (c) does not include a period in a higher office.

Economic Development Directorate means the Economic Development Directorate established under the administrative arrangements.

selection process means a selection process in accordance with part 3.2 (Merit and the selection process in temporary employment).

Territory and Municipal Services Directorate means the Territory and Municipal Services Directorate established under the administrative arrangements.

53G Appointment—certain Health Professional offices

(1) This section applies—

(a) to an office—

(i) in the Community Services Directorate with 1 of the following classifications:

- (A) health professional level 1;
- (B) health professional level 2; or

(ii) in the Health Directorate with 1 of the following classifications:

- (A) health professional level 1;
- (B) health professional level 2;
- (C) health professional level 3;

- (D) health professional level 4;
- (E) health professional level 5;
- (F) health professional level 6; or
- (iii) in the Justice and Community Safety Directorate with 1 of the following classifications:
 - (A) health professional level 1;
 - (B) health professional level 2;
 - (C) health professional level 3;
 - (D) health professional level 4;
 - (E) health professional level 5;
 - (F) health professional level 6; and
- (b) if—
 - (i) the office is vacant; and
 - (ii) it is less than 12 months since a selection process for the office was undertaken; and
 - (iii) the selection process did not result in a suitable person being engaged in or appointed to the office.
- (2) The head of service may appoint a person to the office without advertising the office if—
 - (a) the head of service is satisfied—
 - (i) there is a shortage of people able to exercise the functions of the office; and
 - (ii) the person is suitably qualified to exercise the functions of the office; and

- (b) a joint selection committee with at least 2 members recommends the person is suitable for appointment to the office.

Note Members of a joint selection committee are selected in accordance with s 42.

- (3) If the appointment is to an office in the Health Directorate or the Justice and Community Safety Directorate, before recommending a person under subsection (2) (b), the joint selection committee must—
- (a) consider—
- (i) a certified copy of the person's mandatory qualifications; and
 - (ii) the person's current resume; and
- (b) get the contact details for at least 2 referees for the person.
- (4) An appointment under this section must be on probation.
- (5) In this section:

Community Services Directorate means the Community Services Directorate in accordance with the administrative arrangements.

53H Direct appointment—Health Directorate

- (1) This section applies to a vacant office in the Health Directorate with 1 of the following classifications:
- (a) administrative service officer class 1;
 - (b) administrative service officer class 2;
 - (c) health service officer level 2;
 - (d) health service officer level 3;
 - (e) technical officer level 1;

- (f) facilities technical officer level 1;
 - (g) facilities service officer level 3;
 - (h) facilities service officer level 4;
 - (i) facilities service officer level 5;
 - (j) health professional level 1;
 - (k) registered nurse level 1;
 - (l) registered midwife level 1.
- (2) The head of service may appoint an employee, including a casual employee, to the office if—
- (a) the employee meets the selection criteria for the position; and
 - (b) the relevant employee representative agrees to the appointment; and
 - (c) the appointment is consistent with the requirements of any policy developed between the Health Directorate and the relevant employee representative about appointments under this section.
- (3) In this section:
employee representative—see section 53D.

53I Direct appointment—Education and Training Directorate

- (1) This section applies to an office in the Education and Training Directorate with 1 of the following classifications:
- (a) school assistant 2;
 - (b) school assistant 2/3;
 - (c) school assistant 3.

- (2) The head of service may appoint an employee to an office—
- (a) if the employee has been continuously engaged in an office for 2 school years or more since the first day of the 2011 school year; and
 - (b) in accordance with a process—
 - (i) developed by the Education and Training Directorate in consultation with the relevant union; and
 - (ii) that includes a requirement for an employee to be sufficiently efficient and diligent and to have satisfactory conduct; and
 - (iii) that allows an employee to be appointed to any suitable vacant office.
- (3) In this section:
- school year* means the period—
- (a) starting on the first day that a school is open for student attendance in a year; and
 - (b) ending on the last day that a school is open for student attendance in a year.

Part 3.5 Re-appointment

54 Application—pt 3.5

This part applies to former officers who are re-appointed under the Act, section 117, section 118 or section 118A.

55 Re-appointment process

- (1) An officer who is re-appointed as a result of an appeal or review against dismissal or after resigning to contest an election must be paid at the salary point that applied when they resigned or were dismissed.
- (2) Following successful appeal, or applications for re-appointment, the officer must be re-appointed without probation, unless they were on probation at the time of dismissal or resignation.
- (3) Probation will continue from the date of re-appointment as if there was no break.
- (4) The date of effect of a re-appointment of an officer is the later of—
 - (a) the date the instrument of re-appointment is made; or
 - (b) the date the officer re-commences duty.

Part 3.6 Recognition of prior service on appointment or engagement

56 Interpretation—pt 3.6

In this part—

government means the Commonwealth, a State or a Territory.

government owned includes joint ownership by more than one government.

industrial instrument for an executive or a full-time statutory office-holder means this standard.

officer includes an employee and a full-time statutory office-holder.

public authority means—

- (a) an authority, whether incorporated or not, that was or is constituted under government law, for a public purpose; or
- (b) a local governing body that was or is established under government law.

57 Recognition of prior service—officer appointed before 23 January 2006

An officer who was an officer on 22 January 2006 will have prior service recognised, as if it had been service with the Territory, in accordance with Information Note 4 of 2006 ‘Prior Service’.

58 Recognition of prior service in Papua New Guinea

An officer who was in continuous public employment in Papua New Guinea before and after 16 September 1975 will have that period of service recognised, as if it had been service with the Territory, for all entitlements affected by length of service in the ACTPS.

Note On 16 September 1975 Papua New Guinea achieved independence of Australia.

59 Recognition of prior service with a Territory-owned corporation

- (1) In this section—
territory-owned corporation—see the [Territory-owned Corporations Act 1990](#), dictionary definition of territory-owned corporation.
- (2) An officer who was employed by a territory-owned corporation will have that period of service recognised, as if it had been service with the Territory, for all entitlements affected by length of service in the ACTPS.
- (3) However, service with a territory-owned corporation will not be recognised if there is any break between that service and service with the Territory.
- (4) If previous service with a Territory-owned corporation is recognised as service which counts towards the accrual of personal leave the date on which personal leave accrues can be varied to reflect a previous accrual date.

60 Recognition of prior service—personal leave

- (1) Service for calculating personal leave accrual includes prior service that at the time was—
 - (a) with a government agency; or
 - (b) with a public authority; or
 - (c) with a wholly government owned organisation, body or corporation; or
 - (d) with a territory-owned corporation; or
 - (e) predominantly for the purpose of delivering acute public health care services.
- (2) The head of service may recognise an officer's prior service as service that accrues personal leave if, at the time of the employment—
 - (a) the employment was with an organisation, body or corporation that was at least 50% government owned; or
 - (b) the employment was with an organisation, body or corporation that was created for a public purpose, and is recognised for the purposes of long service leave by a government.
- (3) Prior part-time service will be recognised for calculating personal leave accrual on a pro rata basis only if—
 - (a) the service attracted an entitlement to personal leave from the previous employer; and
 - (b) the service occurred after 1 March 1990; and
 - (c) if the service attracted a salary loading in lieu of leave, it was rendered between 1 March 1990 and 15 July 1991.

- (4) However, prior service will not be recognised as service that accrues personal leave if any break between that service and service with the Territory is longer than two months, unless the head of service determines that a break exceeding two months does not break continuity because of—
- (a) unforeseen complications or deficient administration; or
 - (b) an unduly protracted selection and appointment process; or
 - (c) inadequate or incorrect advice regarding a suitable commencement date; or
 - (d) other problems which, through no fault of the officer, prevented them from commencing in the required time.
- (5) If an officer's prior service is recognised as service for calculating personal leave accrual—
- (a) the officer will be credited with personal leave from the date the recognised prior service commenced, in accordance with the accrual methodology set out in the relevant industrial instrument; and
 - (b) the officer's personal leave credit will be reduced by—
 - (i) any period of personal leave taken during the recognised prior service, or, if there are no available records, by five days for every year of recognised prior service; and
 - (ii) the period equivalent to any payment in lieu of personal leave made to the officer during the recognised prior service.

61 Recognition of prior service—operational service personal leave

- (1) Service for calculating operational service personal leave accrual includes prior service with the Territory or the APS.
- (2) If an officer's prior service is recognised as service for calculating operational service personal leave accrual—
 - (a) the officer will be credited with operational service personal leave from the date the recognised prior service commenced, in accordance with the accrual methodology set out in the relevant industrial instrument; and
 - (b) the officer's operational service personal leave credit will be reduced by—
 - (i) any period of operational service personal leave taken during the recognised prior service; and
 - (ii) the period equivalent to any payment in lieu of operational service personal leave made to the officer during the recognised prior service.

62 Recognition of prior service—annual leave

- (1) Service for calculating annual leave accrual includes prior service with the APS.
- (2) However, prior service will not be recognised as service that accrues annual leave if there is any break between that service and service with the Territory.
- (3) If an officer's prior service is recognised as service for calculating annual leave accrual—
 - (a) the officer will be credited with annual leave from the date the recognised prior service commenced, in accordance with the accrual methodology set out in the relevant industrial instrument; and

- (b) the officer's annual leave credit will be reduced by—
 - (i) any period of annual leave taken during the recognised prior service; and
 - (ii) the period equivalent to any payment in lieu of annual leave made to the officer during the recognised prior service.

63 Recognition of prior service—annual leave loading

- (1) In this section officer does not include—
 - (a) a person engaged as the head of service under the Act, section 23C or section 23J; or
 - (b) a person engaged under the Act, section 28 or section 30 to perform the duties of an office of director-general; or
 - (c) a person engaged under the Act, section 72 or section 76 to perform the duties of an executive office; or
 - (d) a full-time statutory office-holder.
- (2) Service for calculating annual leave loading includes prior service with the APS.
- (3) However, prior service will not be recognised as service for calculating annual leave loading if there is any break between that service and service with the Territory.
- (4) If an officer's prior service is recognised as service for calculating annual leave loading the officer will be paid the annual leave loading in accordance with the relevant industrial instrument.

64 Recognition of prior service—long service leave

- (1) Service for calculating long service leave accrual includes prior service that at the time was—
 - (a) with a government agency; or
 - (b) with a public authority; or
 - (c) with a wholly government owned organisation, body or corporation; or
 - (d) with a territory-owned corporation; or
 - (e) predominantly for the purpose of delivering acute public health care services.
- (2) The head of service may recognise prior service an officer's as service that accrues long service leave if, at the time of the employment—
 - (a) the employment was with an organisation, body or corporation that was at least 50% government owned; or
 - (b) the employment was with an organisation, body or corporation that was created for a public purpose, and is recognised for the purposes of long service leave by the Commonwealth, a State or the Northern Territory.
- (3) The head of service may approve an application for recognition of a period of unrecorded employment for calculating an officer's long service leave accrual if—
 - (a) the employment would be recognisable prior service if it had been recorded; and
 - (b) the applicant submits—
 - (i) a statutory declaration that sets out the details of the prior service; and

- (ii) statutory declarations from 2 people that worked with the applicant for the period that verify the details in the applicant's statutory declaration.
- (4) Full-time service with an organisation, in accordance with the *Fair Work (Registered Organisations) Act 2009* (Cwlth), is included as service for calculating long service leave accrual if, while undertaking the service, the officer was on leave approved for that purpose.
- (5) However, prior service will not be recognised as service that accrues long service leave if any break between that service and service with the Territory is longer than 12 months.
- (6) If an officer's prior service is recognised as service for calculating long service leave accrual—
 - (a) the officer will accrue long service leave in accordance with part 4.3 from the date the recognised prior service commenced; and
 - (b) the officer's long service leave credit will be reduced by—
 - (i) any period of long service leave taken during the recognised prior service; and
 - (ii) the period equivalent to any payment in lieu of long service leave made to the officer during the recognised prior service.

65 Recognition of prior service—paid maternity leave and primary care giver leave

- (1) This section applies to—
 - (a) officers who are entitled to personal leave; and
 - (b) people employed by an incorporated company that has been declared by the head of service to be a relevant body corporate.

- (2) Service for calculating eligibility for paid maternity leave or primary care giver leave includes prior service that at the time was—
 - (a) with a Commonwealth department or agency or ACT government agency; or
 - (b) with a Commonwealth or ACT public authority; or
 - (c) with a wholly Commonwealth or ACT government owned organisation, body or corporation (including ownership shared across the Commonwealth or Australian Capital Territory); or
 - (d) with a territory-owned corporation; or
 - (e) predominantly for the purpose of delivering acute public health care services in a Commonwealth or ACT organisation.
- (3) The head of service may recognise an officer's prior service as service for calculating eligibility for paid maternity leave or primary care giver leave if, at the time of the employment—
 - (a) the employment was with an organisation, body or corporation that is at least 50% Commonwealth or ACT government owned; or
 - (b) the employment was with an organisation, body or corporation that was created for a public purpose, and is recognised for the purposes of maternity leave by the Commonwealth.
- (4) However, prior service will not be recognised for calculating eligibility for paid maternity leave or primary care giver leave if there is any break between that service and service with the Territory.

66 Recognition of prior service—redundancy

- (1) Service for calculating a severance benefit for redundancy purposes under the relevant industrial instrument includes prior service with the Territory or the APS.
- (2) However, prior service will not be recognised as service for calculating a severance benefit for redundancy purposes if—
 - (a) there is any break between that service and service with the Territory; or
 - (b) the service would not be recognised for calculating long service leave accrual under section 64; or
 - (c) the period of service ended for one of the following reasons:
 - (i) retrenchment;
 - (ii) invalidity retirement or retirement because of being unable to perform duties because of physical or mental incapacity;
 - (iii) inefficiency or under performance;
 - (iv) loss of qualifications;
 - (v) forfeiture of office;
 - (vi) dismissal as a result of disciplinary action;
 - (vii) termination of probationary appointment for reasons of unsatisfactory service;
 - (viii) voluntary retirement at or above the minimum retiring age.

- (3) An absence that is not recognised as service for calculating long service leave accrual—
- (a) will not be recognised as service for calculating a severance benefit for redundancy purposes; and
 - (b) will not break continuity of service for calculating a severance benefit for redundancy purposes.

67 Recognition of service—reappointment following forfeiture of office

The head of service may determine that all or part of a period between an officer being retired through forfeiture of office under the Act, section 221 and reappointed under the Act, section 222 counts as service for any purpose.

68 Recognition of prior service—head of service discretion

- (1) The head of service may approve recognition of an officer's prior service as if it had been service with the Territory for the purpose of calculating any entitlement affected by the length of service in the ACTPS, if—
- (a) the prior service would otherwise not be recognised; and
 - (b) the prior service was employment predominantly for a public purpose.
- (2) The head of service's approval must—
- (a) be in writing; and
 - (b) identify the previous employment; and
 - (c) state the length of service that has been recognised; and
 - (d) state the entitlement or entitlements that prior service is recognised for.

69 Re-credit of personal leave

An officer is entitled to be re-credited any unused personal leave that they accrued prior to retirement if—

- (a) the officer retired from the ACTPS because they were unable to perform duties appropriate to their classification at the time of retirement because of physical or mental incapacity; and
- (b) the officer is reappointed as a result of action taken under the *Superannuation Act 1976* (Cwlth) or the *Superannuation Act 1990* (Cwlth).

Part 3.7 Promotions

70 Interpretation—pt 3.7

In this part—

appellable level position means any office—

- (a) with a maximum salary lower than the minimum salary of the senior officer grade C classification; or
- (b) for which teaching qualifications are required.

71 Promotion after acting for 12 months

- (1) Promotion under this section may be initiated by the head of service or on request by an individual officer.
- (2) The head of service may promote an officer into a nominally vacant office without an additional selection process if—
 - (a) the head of service believes it would be reasonable to do so; and
 - (b) immediately before appointment the officer has performed the duties of the office, or an identical office continuously, for a period of 12 months or more; and

Note The 12 months continuous period may be considered not to have been broken if the officer performs the duties of another office at a higher level during the period.

- (c) the officer was initially selected for the office on the basis of a merit based selection process, and the initial advertisement made potential applicants aware that the successful candidate may be eligible for promotion; and
- (d) an additional merit based selection process would not reasonably be expected to identify a more meritorious candidate for the nominally vacant office; and

- (e) immediately before appointment the head of service assesses the employee's efficiency, diligence and conduct as satisfactory; and
 - (f) there are no excess officers who would be eligible for the office.
- (3) The promotion of an officer under this section will be notified in the gazette as a promotion to a non-advertised vacancy.
 - (4) If the office was an appealable level position, any suitable qualified officer may lodge an appeal of the decision.
 - (5) If the office was above an appealable level position any suitable qualified officer may apply for a review of the process.

72 Re-notifying promotions with major errors

If a major error occurs in a promotion notification, the promotion must be re-notified.

73 Date of effect of promotions

- (1) If an officer accepts a promotion and no appeal is made against that promotion, the promotion takes effect on the later of—
 - (a) the 21st day after the last appealable promotion was notified; or
 - (b) the 7th day after the last non-appealable promotion was notified.
- (2) If an appeal against an appealable promotion is disallowed or becomes inoperative, the date of effect of that promotion is the later of—
 - (a) the 21st day after the promotion was notified;
 - (b) the day the appeal is disallowed or becomes inoperative; or
 - (c) the day the office becomes vacant.

- (3) The date of effect of a promotion after a successful appeal is the later of the day the appeal is allowed or the day the office becomes vacant.
- (4) If an officer applies to the head of service to cancel a promotion under the Act, division 5.5, and the head of service refuses the application, the date of effect of that promotion is the later of—
 - (a) the day the head of service notifies the officer that the application has been refused; or
 - (b) the day the office becomes vacant.

74 Multiple promotions

- (1) An officer may elect, in writing, to accept one promotion if the officer is offered promotion to more than one office with the same or equivalent classification and—
 - (a) the first promotion is notified in the gazette; and
 - (b) the later promotions are notified in the gazette—
 - (i) no more than 20 days after the first promotion was, if the first promotion is appealable; or
 - (ii) no more than 6 days after the first promotion was, if the first promotion is non-appealable.
- (2) A promotion election must be received by the head of service before the later of—
 - (a) 21 days after the last appealable promotion was notified; or
 - (b) 7 days after the last non-appealable promotion was notified.

- (3) If the officer does not make a valid promotion election, the officer is taken to have been offered the following promotion:
- (a) if an appeal has been made against all but one of the promotions—the promotion that has not been appealed;
 - (b) if no appeal has been made against any of the promotions—
 - (i) the promotion that was notified first; or
 - (ii) if more than one promotion was notified at the earliest time, the promotion nominated by the head of service;
 - (c) if appeals have been made against all the promotions—
 - (i) the promotion that was notified first; or
 - (ii) if more than one promotion was notified at the earliest time, the promotion nominated by the head of service;
 - (d) in any other case, a promotion, that is not subject to appeal, nominated by the head of service.
- (4) If a promotion takes effect, any other offers of promotion to that officer lapse on the later of—
- (a) 21 days after the last appealable promotion was notified; or
 - (b) 7 days after the last non-appealable promotion was notified.
- (5) If an officer is offered promotion to more than one office with different classifications and the officer does not make a promotion election—the promotion to the office with the highest classification takes effect and the other promotion lapses on that day.

75 Cancellation of promotion

- (1) An officer may apply in writing to the head of service to have a promotion cancelled.
- (2) The promotion will not take effect until a decision is made on the application if the head of service receives the application—
 - (a) less than 21 days after a appealable promotion was notified; or
 - (b) less than 7 days after a non-appealable promotion was notified.

76 Officers allowed to appeal

If an appealable promotion was not advertised before the promotion of an officer, any other officer may appeal.

Part 3.8 Transfer

77 Interpretation—pt 3.8

In this part—

transfer means any movement of an officer to another office that is not a promotion.

78 Date of effect of transfers

The date of effect of a transfer of an officer is the date agreed by all relevant parties, or the later of—

- (a) the seventh day after notice of the transfer is given to the officer; or
- (b) the date of effect indicated in the notice of the transfer; or
- (c) the day the office becomes vacant; or
- (d) if the officer applies for permission to decline the transfer—the day the head of service notifies the officer that permission is refused.

79 Declining transfer

- (1) An officer may apply in writing to decline a transfer to an office in the same administrative unit.
- (2) An application to decline a transfer must be made in writing before the seventh day after the officer is given notice of the transfer.
- (3) If the original transfer decision was made by a delegate of the head of service, the application to decline the transfer must be made to a person with a higher office than the original decision-maker.
- (4) If an application is accepted the transfer is taken not to have been made.

80 Salary on transfer

If an officer is transferred to an office with the same classification, the officer will be paid at the pay point they are paid at in their first office.

81 Reduction in classification

- (1) The head of service may approve a reduction of an officer's classification by transfer if the officer has given written agreement to the transfer on reduction.
- (2) If an officer is transferred to an office of a lower classification on the day the transfer takes effect the officer will—
 - (a) be paid at the lowest pay point in the lower classified office; and
 - (b) receive increments in accordance with previous substantive service using the 1 year in 2 year rule; and
 - (c) receive increments in accordance with previous higher duties using the 1 year in 2 year rule.
- (3) In this section:

1 year in 2 rule for calculating a total period of service means—

 - (a) 12 months in the immediate preceding two years; or
 - (b) two years in the immediate preceding four years; or
 - (c) three years in the immediate preceding six years.

Part 3.9 Temporary transfer

81A Interpretation—pt 3.9

In this part—

temporary transfer means a transfer of an officer for a fixed period, where the officer returns to their substantive office at the end of the fixed period.

81B Appealable directions

- (1) A temporary transfer to perform duties of a higher office is appealable if—
 - (a) promotion to that office would be subject to appeal; and
 - (b) the transfer is for a period longer than 6 months, or is continuous with another transfer to the same office so that the total period of temporary transfer is longer than 6 months; and
 - (c) the transfer is to continue until a specified event; and
 - (d) the officer was not selected on the recommendation of a joint selection committee.

81C Temporary reduction of classification

The head of service may approve a temporary reduction of an officer's classification by temporary transfer if—

- (a) the officer has given written agreement to the transfer on reduction; and
- (b) the head of service is satisfied that the temporary reduction is in the interests of the officer's career.

81D Salary on temporary transfer

An officer who is on temporary transfer to another office under the Act, section 100 (1) will be paid the salary of the second office.

81E Skills and qualifications payments

- (1) Allowances for skills and qualifications regularly paid to an officer in their substantive office will continue to be paid to an officer on temporary transfer if—
 - (a) the officer is temporary transferred to another office in which no higher duties allowance is payable; and
 - (b) the officer would have continued to receive the allowance if they had not been transferred.
- (2) If an officer is on temporarily transfer to an office that attracts an allowance for skills and qualifications and the officer has the necessary qualification at the time they are transferred, the officer must be paid the allowance.

81F Periods when higher duties allowance is payable

- (1) An officer will be paid a higher duties allowance for the period the officer is on temporary transfer to a higher office if—
 - (a) the second office has a maximum salary at or above the minimum salary of the senior officer grade C classification; and
 - (b) the transfer is for a period of five or more consecutive working days.

Note A public holiday at the start or end of the period does not count towards the minimum number of days.
- (2) In special circumstances the head of service may approve payment of a higher duties allowance for temporary transfer for a period less than five consecutive days.

Section 81G

- (3) If a public holiday falls on a day when an officer would be eligible to be paid a higher duties allowance, the officer will be paid the allowance on that day.

Note An officer is not eligible to be paid a higher duties allowance if the public holiday is one of the 5 consecutive days required for eligibility for the payment.

81G Higher duties allowance pay points and increments

- (1) If an officer who has received a salary in their substantive office (a *substantive salary*) for less than 12 months—
- (a) is temporarily transferred to a higher office that has a pay point equal to the officer's substantial salary, the officer will be paid—
- (i) on the pay point equal to the officer's substantial salary until the officer's increment date in their substantial office; and
- (ii) from that date, a higher duties allowance at the next pay point in the higher salary range; or
- (b) is temporarily transferred to a higher office that does not have a pay point equal to the officer's substantive salary, the officer will be paid—
- (i) a higher duties allowance on the pay point in the higher salary range that is immediately above the officer's substantive salary, until the officer's increment date in their substantial office; and
- (ii) from that date, a higher duties allowance at the next pay point in the higher salary range if—
- (A) the higher duties allowance being paid before that date is less than the officer's next substantive increment; or

- (B) the officer's substantive salary only has one pay point.
- (2) If an officer who has received their substantive salary for 12 months or more is temporarily transferred to a higher office the officer will be paid—
- (a) a higher duties allowance at the pay point in the higher salary range that is immediately above the officer's salary in their substantive office; and
 - (b) after 12 months, a higher duties allowance at the next pay point in the higher salary range.
- (3) If the officer is still on temporary transfer to the higher office 12 months after receiving an incremental increase in that office, the officer will be paid a higher duties allowance at the next pay point in the higher salary range.
- (4) If an officer is temporarily transferred to higher offices for broken or non-continuous periods the officer's increment date—
- (a) for their first incremental increase while in a higher office is calculated in accordance with the 1 year in 2 rule; and
 - (b) for their second incremental increase while in a higher office is when the total service is two years in the immediate preceding four years.
- (5) In this section:
- 1 year in 2 rule*** for calculating a total period of service means—
- (a) 12 months in the immediate preceding two years; or
 - (b) two years in the immediate preceding four years; or
 - (c) three years in the immediate preceding six years.

Part 3.10 Structure and classification standards

Division 3.10.1 General

82 Application—pt 3.10

This part applies to all offices and training offices.

83 Classification descriptions

Positions must be classified with reference to the applicable work level standards.

84 Qualifications and other entry conditions including remuneration

- (1) The minimum professional, technical or other special qualifications and conditions for appointment, promotion (including conditions of advancement) or permanent transfer to particular offices, including training offices, are set out in division 3.10.2 and division 3.10.3.
- (2) Division 3.10.4 provides for remuneration and other conditions of independent reviewers as defined in section 241.

85 Training offices

For the purposes of the Act, section 71 and section 98, training offices are the offices specified in division 3.10.2.

86 Salary and accelerated advancement provisions

- (1) An officer occupying an office with a classification specified in division 3.10.2 or division 3.10.3, who satisfies the set conditions, must be paid at the rate determined in the scale of rates of salary from the date on which the condition was met.

- (2) If a rate of salary is payable for a level of qualification for a classification in division 3.10.3, an officer with that classification meeting the prescribed conditions must be paid at that rate.

87 Aboriginal Cadetship Program

For the purposes of the Act, section 65 (3) the following classifications listed in division 3.10.2 are included in the Aboriginal Cadetship Program:

- (a) Aboriginal Cadet Economist;
- (b) Aboriginal Cadet Information Technology Officer;
- (c) Aboriginal Cadet Legal;
- (d) Aboriginal Cadet Professional Officer;
- (e) Aboriginal Cadet Professional Officer (Engineer);
- (f) Aboriginal Cadet Research Scientist;
- (g) Aboriginal Cadet Veterinary Officer;
- (h) Aboriginal Cadet Professional Assistant.

88 Aboriginal Technical Traineeship Program

For the purposes of the Act, section 65 (3) the following classifications listed in division 3.10.2 are included in the Aboriginal Technical Traineeship Program:

- (a) Aboriginal Radiographer-in-Training;
- (b) Aboriginal Trainee Technical Officer.

89 Graduate Administrative (Indigenous Employment) Program

For the purposes of the Act, section 65 (3) the classification of Graduate Administrative Assistant (Indigenous Employment) listed in division 3.10.3 is included in the Graduate Administrative (Indigenous Employment) Program.

90 Administrative Service Officer (Aboriginal Services) Class 1 Program

For the purposes of the Act, section 65 (3) the classification of Administrative Service Officer (Aboriginal Services) Class 1 listed in division 3.10.3 is included in the Administrative Service Officer (Aboriginal Services) Class 1 Program.

Division 3.10.2 Qualifications and training advancement for training offices

Subdivision 3.10.2.1 Aboriginal Cadet Economist

91 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is willing and eligible to undertake a course of training for advancement to Research Officer, Grade 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (3) The person is undertaking or eligible to undertake an approved degree in Economics at an Australian University.

92 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability, having regard to experience, interview performance, referee reports and academic qualifications, including the extent to which the specified course has been completed.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference is given to those applicants with less academic study to complete.

93 Training provisions

Cadets must undertake a course of full-time academic study qualifying for a degree with Honours in Economics.

94 Advancement

On successful completion of the course of training, Aboriginal Cadet Economists will be advanced to Research Officer, Grade 1.

**Subdivision 3.10.2.2 Aboriginal Cadet Information
Technology Officer**

95 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is willing and eligible to undertake a course of training for advancement to Information Technology Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

- (3) The person is either—
- (a) eligible to undertake an associate diploma at a Technical and Further Education (TAFE) institution or an Australian tertiary institution; or
 - (b) undertaking or eligible to undertake an approved degree in Computing/Information Science; or
 - (c) graduates who are undertaking or are eligible to undertake an approved graduate diploma course in Computing Science.

96 Selection requirements

- (1) The suitability of each applicant will be determined in the following way:
- (a) an initial assessment of suitability will be made on the basis of information provided on the application form;
 - (b) applicants regarded as suitable for further consideration will be required to undertake an aptitude test. The most suitable applicants, determined on the basis of scores achieved at the test, will then be interviewed.
- (2) At interview the selection committee will assess applicants' ability to complete the course of training satisfactorily, and their relative suitability having regard to qualifications, experience, performance at the aptitude test and communication skills.
- (3) Offers of appointment, promotion or transfer will be made to applicants assessed as suitable by a directorate selection committee, in order of merit based on scores achieved at an aptitude test.

97 Training provisions

Cadets must undertake a course of full-time study qualifying for an associate diploma in Computer Science from an approved Technical and Further Education (TAFE) institution or an Australian tertiary institution for—

- (a) a pass degree in Computing/Information Science; or
- (b) a graduate diploma in Computing or Information Science.

98 Advancement

On successful completion of the course of training, Aboriginal Cadet Information Technology Officers will be advanced to Information Technology Officer, Class 1.

Subdivision 3.10.2.3 Aboriginal Cadet Legal

99 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is eligible to undertake an approved course of practical legal training for advancement to Legal 1.

100 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on reports of a directorate selection committee.

101 Training provisions

- (1) Cadets must undertake a course of study leading to admission as a practitioner of the Supreme Court of an Australian State or Territory.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have completed part of the required course of study, the period of training may be reduced.

102 Advancement

On successful completion of the course of training, Aboriginal Cadets Legal will be advanced to Legal 1.

Subdivision 3.10.2.4 Aboriginal Cadet Professional Officer

103 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is eligible to undertake an approved course of training for a degree or diploma at an Australian tertiary institution in a professional discipline.
- (3) The person is willing to undergo a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

104 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

105 Training provisions

- (1) Cadets must undertake an approved course of full-time study qualifying for admission to a degree or diploma from an Australian tertiary institution, in an approved field of study.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have completed part of the required course of study, the period of training may be reduced.

106 Advancement

On successful completion of the course of training, Aboriginal Cadet Professional Officers will be advanced to Professional Officer, Class 1.

Subdivision 3.10.2.5 Aboriginal Cadet Professional Officer (Engineer)

107 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) In the case of appointment—
 - (a) the person is willing and eligible to undertake a course of training for advancement as Professional Officer, Class 1; and
 - (b) in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (3) In the case of promotion or transfer—
 - (a) the person is eligible to undertake a degree in Engineering which, in the opinion of the head of service, is appropriate to the duties of the office; and a minimum of four years' technical or drafting experience or training; or
 - (b) the person has partially completed a degree in Engineering, which, in the opinion of the head of service, is appropriate to the duties of the office; and
 - (c) the person is willing to undergo a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (4) Only people eligible to undertake an approved degree in Engineering in an Australian University can be considered.

108 Selection requirements

- (1) Eligible applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

109 Training provisions

- (1) Cadets must undertake an approved course of study leading to a degree in Engineering.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have already completed part of the required course of study, the period of training may be reduced.

110 Advancement

On successful completion of the course of training, Aboriginal Cadet Professional Officers (Engineer) will be advanced to Professional Officer, Class 1.

Subdivision 3.10.2.6 Aboriginal Cadet Research Scientist

111 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person—
 - (a) has partially completed an approved course of study for a degree of Doctor of Philosophy in Science or Engineering; or
 - (b) is eligible to undertake an approved course of study for a degree of Doctor of Philosophy in Science or Engineering.
- (3) Applications can only be considered from—
 - (a) people who are undertaking a degree of Doctor of Philosophy in Science, Engineering or other approved discipline in such fields as Physics, Mathematics, Electronics, Optics, Aerodynamics, Chemistry, Computing, Marine Sciences, Metallurgy, or Materials Science at an Australian university; or
 - (b) graduates who are eligible to commence a degree of Doctor of Philosophy in the above fields.

112 Selection arrangements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to experience, interview performance, referee reports and academic qualifications, including the extent to which the specified course has been completed.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

113 Training provisions

- (1) Cadets must complete an approved degree of Doctor of Philosophy in Science or Engineering.
- (2) The period of training will generally be determined by the minimum time required for the completion of the course.
- (3) If cadets have already completed part of the prescribed course of study, the period of training may be reduced.
- (4) Cadets may be required to undertake approved research, on-the-job, at a directorate establishment, as may be required to complete the Doctor of Philosophy qualification.

114 Advancement

- (1) Following submission of a thesis, cadets will be employed as Scientific Officers pending the examination and approval of the thesis.
- (2) Subject to approval of the thesis, Aboriginal Cadet Research Scientists will be advanced to Research Scientist.

Subdivision 3.10.2.7 Aboriginal Cadet Veterinary Officer

115 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is willing and eligible to undertake a course of training for advancement to Veterinary Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (3) Only people who are undertaking, or who are eligible to undertake an approved course in Veterinary Science at an Australian tertiary

institution shall be considered for appointment, promotion or transfer as Aboriginal Cadet Veterinary Officer.

116 Selection requirements

- (1) Eligible applicants will be selected for interview on the basis of academic qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

117 Training provisions

- (1) Cadets must undertake an approved course of study leading to a degree in Veterinary Science.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have already completed part of the required course of study, the period of training may be reduced.

118 Advancement

On successful completion of the course of training, Aboriginal Cadet Veterinary Officers will be advanced to Veterinary Officer, Class 1.

Subdivision 3.10.2.8 Aboriginal Professional Assistant

119 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is eligible to undertake an approved degree of Bachelor of Laws in an Australian tertiary institution.

120 Selection

- (1) Eligible applicants will be selected for interview on the basis of academic qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

121 Training provisions

- (1) Aboriginal Professional Assistants must undertake an approved course of study leading to a degree in Laws.
- (2) The period of training will generally be determined by the minimum time required for the completion of the course.
- (3) If officers have already completed part of the required course of study, the period of training may be reduced.

122 Advancement

On satisfactory completion of the course of training Aboriginal Professional Assistants will be advanced to Legal 1.

123 Salary advancements

- (1) An officer must not be advanced to a salary rate exceeding the third salary point in the scale unless the officer has passed in all subjects required for the completion of the first year and second year of a four year or five year course for a degree in Laws of an Australian tertiary institution.
- (2) If the salary payable to the officer on appointment, promotion or transfer to the office exceeds the third salary point in the scale, the officer must not be advanced to a salary exceeding that which was payable on appointment, promotion or transfer to the office unless he or she has complied with the conditions specified in subsection (1).
- (3) An officer, who has complied with the conditions specified in subsection (1) is entitled to be advanced to—
 - (a) salary at the fourth salary point in the scale; or
 - (b) if the salary payable to the officer on appointment, promotion or transfer exceeds the fourth salary point in the scale—salary at that higher rate.
- (4) An officer must not be advanced to a salary exceeding the fifth salary point in the scale, unless the officer has passed in all subjects required for the completion of the first year, second year, and third year of a four year or five year course for a degree in Laws of an Australian tertiary institution.

- (5) If the salary payable to the officer on appointment, promotion or transfer to the office, exceeds the fifth salary point in the scale, the officer must not be advanced to a salary exceeding that which was payable on appointment, promotion or transfer to the office unless he or she has complied with the conditions specified in subsection (4).
- (6) An officer, who has complied with the conditions specified in subsection (5), is entitled to be advanced to—
 - (a) salary at the sixth salary point in the scale, or
 - (b) if the salary payable to the officer on appointment, promotion or transfer exceeds the sixth salary point in the scale—salary at that higher rate.

Subdivision 3.10.2.9 Cadet Economist

124 Eligibility requirements

- (1) The person is willing and eligible to undertake a course of training for advancement to Research Officer, Grade 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (2) Only people undertaking or eligible to undertake an approved degree in Economics at an Australian university should be considered for appointment, promotion or transfer as Cadet Economist.

125 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to experience, interview performance, referee reports and academic qualifications, including the extent to which the specified course has been completed.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

126 Training provisions

Cadets must undertake a course of full-time academic study qualifying for a degree with Honours in Economics.

127 Advancement

On successful completion of the course of training, Cadet Economists will be advanced to Research Officer, Grade 1.

Subdivision 3.10.2.10 Cadet Information Technology Officer

128 Eligibility requirements

- (1) The person is willing and eligible to undertake a course of training for advancement to Information Technology Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

- (2) Applications should only be considered from people who are—
 - (a) eligible to undertake an associate diploma at a TAFE institution or an Australian tertiary institution; or
 - (b) undertaking or who are eligible to undertake an approved degree in Computing/Information Science; or
 - (c) graduates who are undertaking or are eligible to undertake an approved graduate diploma course in Computing Science.

129 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

130 Training provisions

- (1) Cadets must undertake a course of full-time study qualifying for an associate diploma in Computer Science from an approved TAFE institution or an Australian tertiary institution; for a pass degree in Computing/Information Science; or for a graduate diploma in Computing/Information Science.

- (2) Cadets must work in their employing directorate during vacations and for such additional periods as may be required to complete the specified course of study. If full-time courses are not available, cadets must undertake such part-time courses as will enable them to complete the academic requirements.

131 Advancement

On successful completion of the course of training, Cadet Information Technology Officers will be advanced to Information Technology Officer Class 1.

Subdivision 3.10.2.11 Cadet Legal

132 Eligibility requirements

Successful completion of the first year of a four year course of Bachelor of Laws or the first two years of a five year degree of Bachelor of Laws of an Australian tertiary institution.

133 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to qualifications, experience, interview performance and referee reports.
- (3) Referee reports may be a sensitive issue for outside applicants and they should be assured that references from current employers will not be sought unless they agree or there is a high possibility of selection.
- (4) Successful applicants are appointed, promoted or transferred in order of merit based on reports of a directorate selection committee.

134 Training provisions

- (1) Cadets must undertake an approved course of study leading to admission as a practitioner of the Supreme Court of an Australian State or Territory.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have completed part of the required course of study, the period of training may be reduced.
- (4) Cadets must work in their employing directorate during vacations.

135 Advancement

On successful completion of the course of training, Cadet Legals will be advanced to Legal 1.

Subdivision 3.10.2.12 Cadet Professional Officer

136 Eligibility requirements

- (1) The person is eligible to undertake a course of training for a degree or diploma at an Australian tertiary institution in a professional discipline, which, in the opinion of the head of service is appropriate to the duties of the office.
- (2) The person is willing to undergo a course of training for advancement to Professional Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (3) Only people who are eligible to undertake an approved degree or diploma at an Australian tertiary institution, in an approved field of study, should be considered for appointment, promotion or transfer as a Cadet Professional Officer.

137 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

138 Training provisions

- (1) Cadets must undertake an approved course of full-time study qualifying for admission to a degree or diploma from an Australian tertiary institution, in an approved field of study.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have completed part of the required course of study, the period of training may be reduced.

139 Advancement

On successful completion of the course of training, Cadet Professional Officers will be advanced to Professional Officer, Class 1.

Subdivision 3.10.2.13 Cadet Professional Officer (Engineer)

140 Eligibility requirements

- (1) In the case of appointment, the person is willing and eligible to undertake a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily; or
- (2) In the case of transfer or promotion the person must—
 - (a) be eligible to undertake an approved degree in Engineering; and
 - (b) have a minimum of four years' technical or drafting experience or training; or
 - (c) have partially completed a degree in Engineering, which, in the opinion of the head of service, is appropriate to the duties of the office.
- (3) The person is willing to undergo a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the head of service, is likely to successfully complete that course.
- (4) Only people who are undertaking, or who are eligible to undertake an approved course in Engineering, should be considered for entry to this category.

141 Selection requirements

- (1) Eligible applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.

- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

142 Training provisions

- (1) Cadets must undertake a course of study leading to a degree in Engineering.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have already completed part of the required course of study, the period of training may be reduced.
- (4) Cadets must work in directorate establishments during vacations and for such additional periods as may be required to complete the specified course of academic study.

143 Advancement

On successful completion of the course of training, Cadet Professional Officer (Engineer)s will be advanced to Professional Officer, Class 1.

Subdivision 3.10.2.14 Cadet Research Scientist

144 Eligibility requirements

- (1) The person has partially completed a course of study for a degree of Doctor of Philosophy in Science or Engineering; or
- (2) The person is eligible to undertake an approved course of study for a degree of Doctor of Philosophy in Science or Engineering.

- (3) The person is either—
- (a) undertaking a degree of Doctor of Philosophy in Science, Engineering or other approved discipline in such fields as Physics, Mathematics, Electronics, Optics, Aerodynamics, Chemistry, Computing, Marine Sciences, Metallurgy, or Materials Science at an Australian university; or
 - (b) a graduate who is eligible to commence a degree of Doctor of Philosophy in the above fields.

145 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.
- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

146 Training provisions

- (1) Cadets must undertake an approved degree of Doctor of Philosophy in Science or Engineering.
- (2) The period of training will generally be determined by the minimum time required for the completion of the course.
- (3) If cadets have already completed part of the required course of study, the period of training may be reduced.

- (4) Cadets may be required to undertake approved research, on-the-job, at a directorate establishment, as needed, to complete the Doctor of Philosophy qualification.

147 Advancement

- (1) Following submission of a thesis, cadets will be employed as Scientific Officers pending the examination and approval of the thesis.
- (2) Subject to approval of the thesis, Cadet Research Scientists will be advanced to Research Scientist.

Subdivision 3.10.2.15 Cadet Veterinary Officer

148 Eligibility requirements

- (1) The person is willing and eligible to undertake a course of training for advancement as Veterinary Officer, Class 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (2) Only people who are undertaking, or who are eligible to undertake an approved course in Veterinary Science should be considered for appointment, promotion or transfer as Cadet Veterinary Officer.

149 Selection requirements

- (1) Eligible applicants will be selected for interview on the basis of academic qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

- (4) If applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

150 Training provisions

- (1) Cadets must undertake an approved course of study leading to a degree in Veterinary Science.
- (2) The period of training will generally be determined by the minimum time required for completion of the course.
- (3) If cadets have already completed part of the required course of study, the period of training may be reduced.

151 Advancement

On satisfactory completion of the course of training, Cadet Veterinary Officers will be advanced to Veterinary Officer, Class 1.

Subdivision 3.10.2.16 Aboriginal Radiographer-in-training

152 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is undertaking or is eligible to undertake a course of training in Radiography which, in the opinion of the head of service, is appropriate to the duties of the office.
- (3) The person is willing to undertake a course of training for advancement to Radiographer, Grade 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

153 Selection requirements

- (1) Eligible applicants will be selected for interview on the basis of academic qualifications and experience.

- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

154 Training provisions

- (1) Trainees will undertake the course of training leading to eligibility for ordinary membership of the Australian Institute of Radiography.
- (2) When trainees are not attending lectures they must work in their employing directorate.
- (3) Trainees must have successfully completed all subjects of any particular year before proceeding to the next year of the course.
- (4) The period of training will normally be three years.
- (5) If applicants have already completed one or more years of the course, the period of training may be reduced.
- (6) If appropriate, trainees may be granted a reasonable period of private study in official hours to compensate for attendance at lectures held outside normal working hours.
- (7) The amount of time will be determined according to the duration of after-hours lectures and the trainees progress.
- (8) Trainees will be subject to normal supervision during study periods.

155 Advancement

On successful completion of the course of training, Aboriginal Radiographers-in-training will be advanced to Radiographer, Grade 1.

Subdivision 3.10.2.17 Aboriginal Trainee Technical Officer

156 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) The person is eligible to undertake a course of training for an associate diploma or a certificate of technology at a Technical and Further Education (TAFE) institution, which, in the opinion of the head of service, is appropriate to the duties of the office.
- (3) The person is willing to undergo a course of training for advancement to Technical Officer, Level 2 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (4) Only people who are eligible to undertake a course of training for an associate diploma or a certificate of technology at a TAFE institution should be considered for appointment, promotion or transfer as Aboriginal Trainee Technical Officer.

157 Selection requirements

- (1) Applicants may be required to sit an aptitude test.
- (2) Eligible applicants will be selected for interview on the basis of qualifications, experience and test results.
- (3) The selection committee will then assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (4) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

158 Training provisions

- (1) Eligible trainees must undertake an approved associate diploma or certificate of technology course at a TAFE institution.
- (2) When attendance is not required at the TAFE institution, trainees must participate in a training program including on-the-job training and experience.
- (3) The period of the traineeship is normally determined by the minimum time required for completion of the course.
- (4) If trainees have already completed part of the required course of study and/or practical training, the period of training may be reduced.
- (5) Alternatively, trainees with appropriate experience, or qualifications approved by the head of service, may be required to undertake a training course of between 6 and 12 months duration, where this is offered, consisting of theoretical training, on-the-job training, and training in other agencies performing similar functions.

159 Advancement

On successful completion of the course of training, Aboriginal Trainee Technical Officers will be advanced to Technical Officer, Level 2.

Subdivision 3.10.2.18 Audiologist-in-training

160 Eligibility requirements

- (1) A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, which includes a major (or equivalent) in one or more of the following areas: Acoustics, Education, Electronics, Linguistics, Physics, Physiology, Psychology, or other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office; or
- (2) The person is willing to undertake a course of training in Audiology and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

161 Selection requirements

- (1) Applicants will be selected for interview on the basis of qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

162 Training provisions

- (1) Applicants will undergo a course of training approved by the head of service.
- (2) Training conducted by Commonwealth departments may be accessed on a user pays basis.

163 Advancement

On successful completion of the course of training, Audiologists-in-training will be advanced to Professional Officer, Class 1.

Subdivision 3.10.2.19 Professional Assistant

164 Eligibility requirements

- (1) Successful completion of the first year of a four year degree course of Bachelor of Laws or of the first two years of a five year degree course of Bachelor of Laws from an Australian tertiary institution.
- (2) People who are undertaking, or who are eligible to undertake the second or subsequent years of an approved four year course in Laws or the third or subsequent years of an approved five year course in Laws will be considered for appointment, promotion or transfer as Professional Assistant.

165 Selection arrangements

- (1) Applicants are selected for interview on the basis of academic qualifications and experience.
- (2) The selection committee assesses applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

166 Training provisions

- (1) Professional Assistants must undertake an approved course of study leading to a degree in Laws.
- (2) The period of training will generally be determined by the minimum time required for the completion of the course.
- (3) If Professional Assistants have already completed part of the required course of study, the period of training may be reduced.

167 Advancement

On satisfactory completion of the course of training, Professional Assistants will be advanced under the provisions for promoting from training offices in chapter 5 as a Legal 1.

168 Salary advancement provisions

- (1) An officer must not be advanced to a salary exceeding the third salary point in the scale unless the officer has passed in all subjects required for the completion of the first year and second year of a four year or five year course for a degree in Laws of an Australian tertiary institution.
- (2) If the salary payable to the officer on appointment, transfer or promotion to the office exceeds the third salary point in the scale, the officer shall not be advanced to a salary exceeding that which was payable on appointment, transfer or promotion to the office unless he or she has complied with the conditions specified in subsection (1).
- (3) An officer, who has complied with the conditions specified in subsection (1), is entitled to be advanced to—
 - (a) salary at the fourth salary point in the scale; or

- (b) if the salary payable to the officer on appointment, transfer or promotion exceeds the fourth salary point in the scale—salary at that higher rate.
- (4) An officer must not be advanced to a salary exceeding the fifth salary point in the scale, unless the officer has passed in all subjects required for the completion of the first year, second year, and third year of a four year or five year course for a degree in Laws of an Australian tertiary institution.
- (5) If the salary payable to the officer on appointment, transfer or promotion to the office, exceeds the fifth salary point in the scale, the officer advanced to a salary exceeding that which was payable on appointment, transfer or promotion to the office unless the officer has complied with the conditions specified in subsection (4).
- (6) An officer, who has complied with the conditions specified in subsection (5), is entitled to be advanced to—
 - (a) salary at the sixth salary point in the scale; or
 - (b) if the salary payable to the officer on appointment, transfer or promotion exceeds the sixth salary point in the scale to salary at that higher rate.

Subdivision 3.10.2.20 Radiographer-in-training

169 Eligibility requirements

- (1) The person is undertaking or is eligible to undertake a course of training in Radiography, which, in the opinion of the head of service, is appropriate to the duties of the office; and
- (2) The person is willing to undertake a course of training for advancement to Radiographer, Grade 1 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.

170 Selection arrangements

- (1) Applicants will be selected for interview on the basis of academic qualifications and experience.
- (2) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (3) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

171 Training provisions

- (1) Trainees must undertake a course of full-time study qualifying for a degree or diploma in Radiography.
- (2) Trainees must have successfully completed all subjects of any particular year before proceeding to the next year of the course.
- (3) The period of training will normally be three years.
- (4) If applicants have already completed one or more years of the course, the period of training may be reduced.
- (5) If appropriate, trainees will be granted a reasonable period of private study in official hours to compensate for attendance at lectures held outside normal working hours.
- (6) The amount of time will be determined according to the duration of after-hours lectures and trainees' progress.
- (7) Trainees will be subject to normal supervision during study periods.

172 Advancement

On successful completion of the course of training, Radiographers-in-training will be advanced to Radiographer, Grade 1.

173 Additional information

- (1) Fees for all subjects studied under the training course will be paid by the agency, including lecture fees, charges for lecture notes, laboratory materials, hire of microscopes, special materials, stationery and the amount paid for admission as a student member of the Australian Institute of Radiography.
- (2) Charges for printed texts and reference books will not be allowed.

Subdivision 3.10.2.21 Trainee Technical Officer

174 Eligibility requirements

- (1) Eligibility to undertake a course of training for an associate diploma or a certificate of technology at a TAFE institution, which, in the opinion of the head of service is appropriate to the duties of the office; and
- (2) The person is willing to undergo a course of training for advancement as Technical Officer, Level 2 and, in the opinion of the head of service, is likely to complete the course of training satisfactorily.
- (3) Only people who are eligible to undertake a course of training for an associate diploma or certificate of technology at a TAFE institution should be considered for appointment, promotion or transfer as Trainee Technical Officer.

175 Selection arrangements

- (1) Applicants may be required to sit an aptitude test.
- (2) Eligible applicants will be selected for interview on the basis of qualifications, experience and any test results.

- (3) The selection committee will assess applicants' ability to complete the course of training satisfactorily and their relative suitability having regard to educational qualifications, experience, interview performance and referee reports.
- (4) Successful applicants are appointed, promoted or transferred in order of merit based on the reports of a directorate selection committee.

176 Training provisions

- (1) Eligible trainees must undertake an approved associate diploma or certificate of technology course at a TAFE institution.
- (2) When attendance is not required at the TAFE institution, trainees will participate in a directorate training program including on-the-job training and experience.
- (3) The period of the traineeship is normally determined by the minimum time required for completion of the course.
- (4) Where trainees have already completed part of the required course of study and/or practical training, the period of training may be reduced.
- (5) Alternatively, trainees with appropriate experience, may be required to undertake a training course of between 6 and 12 months duration, where this is offered, consisting of theoretical training, conducted by agencies or at a tertiary institution, on-the-job training, and training in other areas or agencies performing similar functions.

177 Advancement

On successful completion of the course of training, Trainee Technical Officers will be advanced to Technical Officer, Level 2.

Division 3.10.3 Qualifications and salary advancement for offices

Subdivision 3.10.3.1 Academic

178 Eligibility requirements

- (1) A degree or diploma of an Australian tertiary institution, or an overseas qualification comparable to those referred to in this section, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

179 Salary advancement provisions—Academic Level 1

Accelerated advancement

Fourth salary point

- (1) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than four years; or
- (2) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification; and
- (3) A graduate or post-graduate award of an Australian tertiary institution, or a comparable overseas qualification, which in the opinion of the head of service, is appropriate to the duties of the office.

Subdivision 3.10.3.2 Actuary

180 Eligibility requirements

- (1) Fellowship of the Institute of Actuaries of Australia; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

Subdivision 3.10.3.3 ASO (Aboriginal Services) Class 1

181 Eligibility requirements

- (1) The person is an Aboriginal or Torres Strait Islander.
- (2) Suitability for appointment as an ASO1 as set out in part 3.2 (Entry and Advancement).
- (3) Successful completion of a traineeship in the Australian Traineeship System.

Subdivision 3.10.3.4 Darkroom Operator

182 Salary advancement provisions

Salary barrier

Fourth salary point

When the head of service is satisfied that the officer is capable of performing efficiently the whole of the duties of the office.

183 Accelerated advancement

Fifth salary point

If—

- (a) the officer has attained the age of 21 years; and
- (b) the head of service is satisfied that the officer is capable of performing efficiently the whole of the duties of the office.

Subdivision 3.10.3.5 Dental Specialist

184 Eligibility requirements

- (1) A degree or diploma in Dental Surgery or Dental Science of an Australian tertiary institution, which, in the opinion of the head of service, is appropriate to the duties of the office; and a postgraduate qualification in Orthodontia, Oral Surgery, Pedodontia or Periodontia; or
- (2) An award of an overseas institution which is acceptable for registration in one of the fields specified in subsection (1), under the law of one of the States or Territories of Australia; or
- (3) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

Subdivision 3.10.3.6 Dentist 1, 2, 3, 4

185 Eligibility requirements

- (1) A degree in Dental Surgery or Dental Science of an Australian tertiary institution, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) An award of an overseas institution which is acceptable for registration in one of the fields specified in subsection (1), under the law of one of the States or Territories of Australia; or
- (3) Eligibility for registration in one of the fields specified in subsection (1), in the Australian Capital Territory; or
- (4) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

186 Salary advancement provisions

Salary barrier

Fourth point

- (1) An officer must not be paid a salary at a rate exceeding the fourth salary point, unless the head of service is satisfied as to the officer's experience and proficiency following assessment of performance against approved criteria.

Accelerated advancement

Fifth salary point

- (2) An officer must be paid at the fifth salary point, if the head of service is satisfied as to the officer's experience and proficiency following assessment of performance against approved criteria.

Subdivision 3.10.3.7 Enrolled Nurse

187 Eligibility requirements

- (1) A Nursing Aide Certificate of an institution recognised by the relevant State Nurses' Registration Board; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

Subdivision 3.10.3.8 General Service Officer

188 Eligibility requirements

- (1) If an office, which until 30 August 1990, would have had the classification of Electrical Assistant, has a classification which has been translated to General Service Officer, Level 3—a pass in a practical test approved by the head of service.

- (2) If an office, which until 30 August 1990, would have had the classification of Electrical Tradesman, has a classification which has been translated to General Service Officer, Levels 5 and 6—
- (a) First Class Tradesman qualifications in an Apprenticeship Tradesman course, which, in the opinion of the head of service, is appropriate to the duties of the office; or
 - (b) Tradesman Rights and a current licence to operate as an Electrical Tradesman in a State or Territory of Australia; or
 - (c) other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.
- (3) If an office, which until 30 August 1990, would have had the classification of Lineman, has a classification which has been translated to General Service Officer, Levels 3 and 4—a pass in an examination approved by the head of service.
- (4) If an office, which until 30 August 1990, would have had the classification of Lines Supervisor, Grade 2, 3, and Lines Controller, Grade 1, 2, 3, has a classification which has been translated to General Service Officer, Levels 8, 9, 10 respectively—
- (a) compliance with the salary barrier conditions for Lineman; or
 - (b) the person was, on 21 August 1985, the occupant of an office or was an unattached officer performing the duties of an office of Lines Supervisor, Grade 2, Lines Supervisor, Grade 3, or Line Inspector; or
 - (c) other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

- (5) If an office, which until 30 August 1990, would have had the classification of Senior Electrical Fitter and Mechanic, Grade 1, 2 and Foreman Electrical Fitter and Mechanic, Grade 1, has a classification which has been translated to General Service Officer, Levels 8 and 9 respectively—
- (a) compliance with the salary barrier conditions for Electrical Fitter and Mechanic (specified in the salary advancement provisions below); or
 - (b) the person was the occupant, on 1 December 1971, of one of the following offices or was an unattached officer having the designation of either Senior Electrical Fitter and Mechanic, Grade 1, 2; or
 - (c) the person was the occupant, on 1 December 1971, of an office of Electrical Fitter and Mechanic and was in receipt of a salary rate of \$4 241, \$4 356 or \$4 471 per annum; or
 - (d) other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.
- (6) If an office, which until 30 August 1990, would have had the classification of Senior Electrical Tradesman and Electrical Foreman, has a classification which has been translated to General Service Officer, Levels 7 and 9 respectively—
- (a) First Class Tradesman qualifications or Tradesman Rights and a current licence to operate as an Electrical Tradesman in a State or Territory of Australia; and compliance with the salary barrier conditions for Electrical Tradesman (specified in the salary advancement provisions below); or
 - (b) other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

189 Selection arrangements

If an office, which until 30 August 1990 would have had the classification of Senior Electrical Fitter and Mechanic, Grade 1, Foreman Electrical Fitter and Mechanic, or Senior Electrical Tradesman and Electrical Foreman, and have classifications which have been translated to the General Service Officer structure, direct appointment is not normally made.

190 Salary advancement provisions

- (1) If an office, which until 30 August 1990, would have had the classification of Dental Assistant, has a classification which has been translated to General Service Officer, Level 2—
 - (a) accelerated advancement to second salary point—
 - (i) a National Certificate of Proficiency awarded by the Dental Assistants' Association.
- (2) If an office, which until 30 August 1990, would have had the classification of Electrical Fitter and Mechanic, has a classification which has been translated to General Service Officer, Level 5—
 - (a) salary barrier—third salary point—
 - (i) a pass in an accredited examination for advancement beyond this point.
 - (b) accelerated advancement to fourth salary point—
 - (i) a minimum of twelve months service at the second salary point; and
 - (ii) a pass in an accredited examination for advancement beyond the salary barrier.

- (3) If an office, which until 30 August 1990, would have had the classification of Electrical Tradesman, has a classification which has been translated to General Service Officer, Level 5, the following salary advancement provisions apply:
- (a) accelerated advancement to fourth salary point—
 - (i) a minimum of 12 months service at the second salary point; and
 - (ii) a pass in an accredited examination.

Subdivision 3.10.3.11 Information Technology Officer, Class 1

201 Eligibility requirements

- (1) Successful completion of a course of training as Aboriginal Cadet Information Technology Officer or Cadet Information Technology Officer; or
- (2) Completion, or completion by the end of the year in which applications are invited, an associate diploma or higher qualification in Computing/Information Science; or
- (3) Significant relevant work experience (generally two or more years).

202 Selection arrangements

Applicants are selected for interview on the basis of quality of academic results and relevance of studies and work experience.

203 Salary advancement provisions

Accelerated Advancement to fifth salary point—

- (a) a minimum of two years' relevant on-the-job experience in information technology work, not including experience gained through a training course; and

- (b) the head of service is satisfied as to the officer's ability to create, innovate, analyse and evaluate; ability to organise time and resources; ability to meet deadlines; and ability to communicate effectively.

Subdivision 3.10.3.12 Legal 1

204 Eligibility requirements

- (1) A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory; or
- (3) Successful completion of a course of training as Aboriginal Professional Assistant or Professional Assistant.

205 Salary advancement

- (1) On appointment an officer must be paid salary at the second salary point applicable to the Legal 1 classification, unless the head of service determines otherwise (that is, approves a salary above the minimum as described in section 254) or the officer—
 - (a) has been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory; and
 - (b) has served under articles of clerkship for a period of not less than one year; or
 - (c) before being so admitted, successfully completed a course of training in the Legal Workshop conducted by the Faculty of Law at the Australian National University or a comparable course in Australia; or
 - (d) has gained equivalent experience, in the opinion of the head of service.

- (2) On promotion, automatic advancement or transfer to Legal 1, the officer must be paid—
 - (a) salary at the second point in the scale; or
 - (b) salary at a higher rate, if the salary payable to an officer on transfer or promotion exceeds the second salary point in the scale, subject to subsection (5).
- (3) An officer must not be paid a higher salary than that which was paid on appointment, promotion, automatic advancement or transfer, unless the officer has complied with the conditions specified in subsection (1).
- (4) A person, who has complied with the conditions specified in subsection (1), must be paid—
 - (a) salary at the third point in the scale; or
 - (b) at the higher rate payable to the officer on appointment, transfer or promotion.
- (5) On appointment, promotion or transfer, an officer must not be paid salary above the seventh salary point unless the officer has complied with the conditions specified in subsection (1).
- (6) An officer who has complied with the conditions specified in subsection (1) is entitled to be advanced to salary points in the scale below in accordance with—
 - (a) performance appraisal procedures applicable to the classification; and
 - (b) conditions specified in subsection (7).

- (7) An officer who has attained a performance rating of 3, 4, or 5 must be advanced by the corresponding salary points specified in table 205, column 2, unless otherwise specified in subsections (7) to (10), if after transfer or promotion, the officer has completed at least three months service as a Legal 1 at the rate payable on transfer or promotion.

Table 205

column 1 performance rating	column 2 rate of advancement
1 and 2	no advancement
3	one salary point
4	two salary points
5	three salary points

- (8) An officer should not be advanced beyond the seventh salary point in the scale unless—
- (a) in the opinion of the head of service, the level of the work allocated for the office is classified as higher level work; and
 - (b) the officer has performed work at the higher level for a minimum period of three months and attained a performance rating of 3, 4, or 5 shown in table 205.
- (9) If an officer has complied with the provisions of conditions for advancement beyond the seventh salary point, the officer is entitled to advance to the eighth salary point.
- (10) An officer must not advance beyond the eighth salary point in the scale until the officer has completed 12 months service at the eighth salary point.

Subdivision 3.10.3.13 Legal 2

206 Eligibility requirements

Admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

207 Salary advancement

- (1) An officer must be advanced in accordance with—
 - (a) performance appraisal procedures applicable to the classification, and
 - (b) conditions specified in subsection (2).
- (2) An officer is entitled to be paid salary at a rate exceeding that which was payable on appointment, transfer or promotion if the officer has attained a performance rating of 3, 4, or 5 if—
 - (a) the officer has completed 12 months service after appointment; or
 - (b) after transfer or promotion the officer has completed at least three months service as a Legal 2 at the rate payable on transfer or promotion.

Subdivision 3.10.3.14 Medical Officer Group

208 Application—sdiv 3.10.3.14

- (1) This subdivision applies to—
 - (a) Assistant Medical Superintendent; and
 - (b) Chief Medical Adviser; and
 - (c) Deputy Medical Superintendent, Grade 1, 2; and
 - (d) Medical Officer, Class 1(b), 1(a), 2, 3, 4, 5, 6; and

- (e) Medical Superintendent, Grade 1, 2, 3, 4, 5; and
- (f) Rehabilitation Medical Officer; and
- (g) Senior Registrar.

209 Eligibility requirements

Registration as a medical practitioner under the laws of an Australian State or Territory.

Subdivision 3.10.3.15 Nurse Educator

210 Salary advancement provisions

Salary barrier

Fourth salary point

- (1) The Diploma in Nursing Education of the College of Nursing, Australia, the Sister Tutor Diploma of the New South Wales College of Nursing, a Degree or Diploma in Nursing Education of a University (formerly a College of Advanced Education) or equivalent qualification recognised by the head of service.

Accelerated advancement

Fifth salary point

- (2) The Diploma in Nursing Education of the College of Nursing, Australia, the Sister Tutor Diploma of the New South Wales College of Nursing, a Degree or Diploma in Nursing Education of a University (formerly a College of Advanced Education) or equivalent qualification recognised by the head of service.

Subdivision 3.10.3.16 Professional Officer and Senior Professional Officer

211 Application—sdiv 3.10.3.16

- (1) This subdivision applies to—
 - (a) Professional Officer, Class 1, 2; and
 - (b) Senior Professional Officer , Grade A, B, C; and
 - (c) Senior Professional Officer (Engineering and Related), Grade A.

212 Eligibility requirements

- (1) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) Eligibility for graduate membership of, or registration by, a professional body, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (3) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification and a graduate diploma in Librarianship of an Australian tertiary institution, or a comparable overseas qualification, which in the opinion of the head of service, is appropriate to the duties of the office; or
- (4) Other qualifications, comparable to those referred to in subsection (1), which, in the opinion of the head of service, are appropriate to the duties of the office; or

- (5) The person was on 31 December 1985, eligible for admission to Graduate Membership or Corporate Membership of the Institution of Engineers, Australia, and was the occupant of, or was performing the whole of the duties of, one of the following offices:
- (a) Engineer, Class 1, 2, 3, 4, 5;
 - (b) Naval Architect, Class 1, 2, 3, 4, 5;
 - (c) Experimental Officer, Class 1, 2, 3, 4, 5;
 - (d) Area Manager, Class 1, 2, 3;
 - (e) Construction Manager;
 - (f) Project manager, Class 1, 2, 3;
 - (g) Science 1, 2, 3, 4, 5.
- (6) Successful completion of a course of training as—
- (a) Aboriginal Cadet Professional Officer; or
 - (b) Aboriginal Cadet Professional Officer (Defence Science); or
 - (c) Aboriginal Cadet Professional Officer (Engineer); or
 - (d) Aboriginal Cadet Professional Officer (Naval Architect); or
 - (e) Cadet Professional Officer; or
 - (f) Cadet Professional Officer (Defence Scientist); or
 - (g) Cadet Professional Officer (Engineer); or
 - (h) Cadet Professional Officer (Naval Architect); or
 - (i) Audiologist-in-training.

**213 Salary advancement provisions for Professional Officer
Class 1**

Accelerated advancement

Third salary point

- (1) On and from 21 November 1991, an officer who has obtained a degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than three years.

Accelerated advancement

Fourth salary point

- (2) On and from 21 November 1991, an officer who has obtained—
- (a) a degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, and the minimum period of full-time study for which is equivalent to four years; or
 - (b) a degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, and a graduate or post-graduate award of an Australian tertiary institution, or a comparable overseas qualification which, in the opinion of the head of service, are appropriate to the duties of the office; or
 - (c) a degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; and eligibility for registration with an Australian Pharmacy Board or Council.

Accelerated advancement

Fifth salary point

- (3) On and from 21 November 1991, an officer who has obtained—
- (a) a license or registration as a Surveyor in an Australian State or Territory; or
 - (b) a degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, and the minimum period of full-time study for which is three years; or Certificate of Competency from a Surveyors' Board of an Australian State or Territory.

Accelerated advancement

Sixth salary point

- (4) On and from 21 November 1991, an officer who has obtained—
- (a) a licence or registration as a Surveyor in an Australian State or Territory; or
 - (b) a degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than four years.

Subdivision 3.10.3.17 Prosthetic/Orthotic Assistant

214 Salary advancement provisions

Salary barrier

Fourth salary point

- (1) Successful completion of an approved training course for advancement beyond this salary point.

Accelerated advancement

Second salary point

- (2) A trades certificate in woodwork, metalwork or plastics work.

Accelerated advancement

Fifth salary point

- (3) Successful completion of the Prosthetic/Orthotic Fabrication Skills training course.

Subdivision 3.10.3.18 Prosthetic/Orthotist Grade 1, 2, 3, 4, 5

215 Eligibility requirements

- (1) A Diploma of Applied Science in Prosthetics and Orthotics from the Lincoln Institute of Health Sciences, La Trobe University; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office; or
- (3) At 31 December 1991, completion of the Certificate of Competence in Prosthetics or Orthotics conducted by the Department of Veterans' Affairs; and
- (4) A minimum of five years experience as a Limbmaker and Fitter in the Commonwealth Department of Veterans' Affairs which includes such experience gained while undertaking the Certificate of Competence in Prosthetics or Orthotics, or other comparable experience.

Subdivision 3.10.3.19 Public Affairs Officer

216 Application—sdiv 3.10.3.19

This subdivision applies to—

- (a) Public Affairs Officer, Grade 1, 2, 3; and
- (b) Senior Public Affairs Officer, Grade 1, 2.

217 Eligibility requirements

- (1) Completion of a media cadetship leading to employment as a graded journalist, public relations or marketing officer, press photographer, film or video director or producer, or creative or graphic art designer; or
- (2) A degree or diploma or postgraduate diploma with a major in journalism, editing, communications, public relations, marketing, press photography, television or radio production, film or video production, creative or graphic art design, of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (3) Possession of recognised skills or relevant experience which, in the opinion of the head of service, are appropriate to the duties of the office.

Subdivision 3.10.3.20 Radiographer Grade 1, 2, 3, 4

218 Eligibility requirements

- (1) Eligibility for ordinary membership of the Australian Institute of Radiography; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.
- (3) Successful completion of a course of training as Aboriginal Radiographer-in-training.

Subdivision 3.10.3.21 Research Officer

219 Application—sdiv 3.10.3.21

This subdivision applies to—

- (a) Research Officer, Grade 1; and
- (b) Research Officer, Grade 2 (ASO 4); and
- (c) Senior Research Officer, Grade 1 (ASO 5); and
- (d) Senior Research Officer, Grade 2 (ASO 6); and
- (e) Principal Research Officer (SOG C).

220 Eligibility requirements

- (1) A degree of an Australian tertiary institution, or a comparable overseas qualification; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.
- (3) Successful completion of a course of training as—
 - (a) Aboriginal Cadet Agricultural Economist; or
 - (b) Aboriginal Cadet Economist; or
 - (c) Aboriginal Cadet Statistician; or
 - (d) Cadet Agricultural Economist; or
 - (e) Cadet Economist; or
 - (f) Cadet Statistician; or
 - (g) Graduate Administrative Assistant; or
 - (h) Graduate Administrative Assistant (Indigenous Employment).

221 Salary Points

- (1) Salaries payable to Research Officers, Grade 1 are based on the level of academic qualifications held on the date of commencement—
 - (a) Degree of Bachelor with Second Class Honours—second salary point;
 - (b) Degree of Bachelor with First Class Honours—third salary point.
- (2) Normal incremental advancement applies thereafter.

Subdivision 3.10.3.22 Research Scientist

222 Application—sdiv 3.10.3.22

This subdivision applies to—

- (a) Research Scientist; and
- (b) Senior Research Scientist; and
- (c) Principal Research Scientist; and
- (d) Senior Principal Research Scientist; and
- (e) Chief of Division, Grade 1, 2, 3; and
- (f) Chief Research Scientist, Grade 1, 2.

223 Eligibility requirements

- (1) A degree of Doctor of Philosophy of an Australian university or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office; and

- (2) The head of service is satisfied that the scientist possesses—
- (a) scientific research ability, a breadth and depth of scientific interests and the potential to vary those scientific interests and to accept responsibility for scientific research in fields broader than those encompassed by university training; and
 - (b) scientific skill and judgement, together with the capacity to make mature assessments and decisions on the progress of his or her scientific research work and to accept responsibility for—
 - (i) the accuracy and validity of that work; and
 - (ii) the scientific conclusions derived personally from that work; and
 - (iii) the advancement of that work in directions which might have a bearing on its application.
- (3) Successful completion of training as—
- (a) Aboriginal Cadet Research Scientist; or
 - (b) Cadet Research Scientist.

224 Salary advancement provisions for Research Scientist, Senior Research Scientist, Principal Research Scientist and Senior Principal Research Scientist

- (1) An officer must be advanced to salary points in the scale in accordance with—
- (a) performance appraisal procedures applicable to the classification; and
 - (b) conditions specified below.

- (2) An officer who has attained a performance rating of ‘outstanding’, ‘superior’ or ‘fully effective’, shown in table 224, column 1, is entitled to be advanced by the number of salary points specified in column 2 corresponding to the performance rating attained by the officer, except as specified otherwise.

Table 224

column 1 performance rating	column 2 rate of advancement
outstanding	two salary points
superior—first year	one salary point
superior—each successive year	two salary points
fully effective	one salary point
adequate	no advancement
unsatisfactory	no advancement

- (3) Performance appraisal-related remedial and regression provisions apply to officers holding an office within the classification of Senior Principal Research Scientist, Chief of Division Grade 1, 2 & 3 and Chief Research Scientist Grade 1 & 2.
- (4) Regression action will apply when an officer holding one of the above offices—
- (a) has attained a performance rating of ‘adequate’ in column 1, in which case remedial action must be initiated no later than one month after notification of an officer’s performance rating; or
 - (b) has attained a performance rating of ‘unsatisfactory’ in column 1, in which case regression action will apply; or
 - (c) has not achieved a performance rating of ‘fully effective’ after remedial action has been taken.

Subdivision 3.10.3.23 Scientific Officer

225 Eligibility requirements

A degree with First or Second Class Honours in Science or Engineering of an Australian university, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office, or other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

226 Salary points

- (1) Salaries payable to Scientific Officers are based on the level of academic qualifications held on the date of commencement.
- (2) A Masters degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office—third salary point.
- (3) A degree of Doctor of Philosophy of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office—fourth salary point.

Subdivision 3.10.3.24 Senior Theatre Technician

227 Eligibility requirements

- (1) A Nursing Aide Certificate recognised by the relevant Nurses' Registration Board; and a minimum of 12 months experience as a Nursing Aide or a minimum of 12 months equivalent experience in operating theatre duties; and the certificate of the Australian Society of Anaesthetic and Operating Theatre Technicians; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.

Subdivision 3.10.3.25 Specialist

228 Application—sdiv 3.10.3.25

This subdivision applies to—

- (a) Specialist; and
- (b) Senior Specialist-in-charge; and
- (c) Consultant.

229 Eligibility requirements

- (1) Registration as a medical practitioner under the laws of an Australian State or Territory; and
- (2) A postgraduate degree or diploma of an Australian institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office.

Subdivision 3.10.3.26 Teacher (Schools)

230 Eligibility requirements

Approved courses for status on appointment or engagement of teachers are classified using the nomenclature of the Australian Council on Tertiary Awards and are—

- (a) Undergraduate Awards—
 - Bachelor's Degree
 - Diploma;
- (b) Postgraduate Awards—
 - Graduate Diploma
 - Master's degree or higher qualification.

231 Salary advancement

Category C

- (1) A teacher who has successfully completed an approved course in teacher training which is at least of two years duration will be placed in Category C.

Category B

- (2) A teacher will be placed in Category B by satisfying one of the following conditions:
 - (a) successful completion of a three year undergraduate Diploma teacher training course at an approved Australian tertiary institution;
 - (b) two years of recognised teacher training plus the equivalent of one year of full-time study within an undergraduate degree or diploma level course, or higher qualification, at an approved tertiary institution;
 - (c) two years of recognised teacher training, the subsequent completion of eight years of recognised full-time teaching service and the completion of a minimum of one half of a year of full-time study within an undergraduate degree or diploma level course, or higher qualification, at an approved Australian tertiary institution;
 - (d) two years of recognised teacher training, the subsequent completion of nine years of recognised full-time teaching service and the completion of a minimum of one quarter of a year of full year study within an undergraduate degree or diploma, or higher qualification, at an approved Australian tertiary institution;
 - (e) two years of recognised teacher training and the subsequent completion of 10 years of recognised full-time teaching service.

Category A

- (3) A teacher must be placed in Category A by satisfying one of the following conditions:
- (a) successful completion at approved tertiary institutions of either an undergraduate Bachelor's degree or undergraduate Diploma course, and of a pre-service postgraduate Graduate Diploma course in teacher training;
 - (b) successful completion of a 4-year integrated degree in education at an approved Australian tertiary institution;
 - (c) successful completion of an approved 4-year diploma course in education in an approved Australian tertiary institution;
 - (d) Category B or Category C plus the successful completion of a Bachelor's Degree course at an approved Australian tertiary institution, or Category B, as set out in subsections (2) (a) and (b) under category B, plus the successful completion of an appropriate, approved Graduate Diploma course at an approved Australian tertiary institution;
 - (e) a Category B teacher must be placed in Category A on the successful completion of an approved balanced selection of final year units offered as part of an integrated four year Bachelor of Education course (or its equivalent) at an Australian tertiary institution, provided—
 - (i) these units of study are the equivalent of one year of full-time study at fourth year level; and
 - (ii) that the units are the same as those taken by students in the fourth year of a Bachelor of Education degree program;

- (f) it should be noted that the determination of a balanced selection remains the relevant authority's prerogative and that the determination of Category A status on this basis is subject to approval by the relevant authority;
- (g) Category C teachers who commence a Post-Graduate Diploma course on or after 1 January 1990 will not be considered for Category A status on completion of that course;
- (h) overseas and other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office;
- (i) for appointment, promotion or transfer to Teacher Level 3, officers must have Category A status or have completed upgrading to Category A status by 1 January 1995;
- (j) for appointment, promotion or transfer to Teacher Level 4 and Teacher Level 5, officers must have Category A status.

232 Salary advancement—accelerated advancement

A teacher with Category A classification who has satisfactorily completed a course or courses listed below, whether as pre-service or post-service training must be awarded one, and only one, additional increment in salary—

- (a) first or second class honours degree involving at least one year of additional full-time study following a Bachelor's degree from an approved Australian tertiary institution or its equivalent (eg certain acceptable Master's degree qualifying courses and post-graduate diplomas from approved Australian tertiary institutions); or
- (b) a degree at Master's or Doctorate level from an approved Australian tertiary institution; or
- (c) overseas or other qualifications considered by the head of service to be the equivalent of those listed above.

233 Credit for completed years of teaching

- (1) Level 1 teachers will be credited with the number of completed years and part of a year of full-time teaching experience which were—
 - (a) subsequent to the completion of an approved course of teacher education; and
 - (b) undertaken in an approved Government school or an approved non-Government school or other approved institution.
- (2) For the purposes of the above, non-continuous teaching experience equivalent to one year of full-time teaching may be considered equivalent to one completed year.

234 Teacher Level 1—salary barrier

- (1) No teacher will be advanced beyond the seventh year of service salary level of the Level 1 classification unless they have successfully completed one of the conditions specified to qualify as a Category A teacher.
- (2) Category B teachers must be considered for advancement beyond the seventh incremental point after a minimum of eight years service, by demonstrating at least 15 hours of relevant professional development in the year immediately preceding the application for advancement.
- (3) Once a teacher has moved to the eighth incremental point, they will then be entitled to progress through the remaining increments as set out in part 4.3.

235 Advanced Skills Teacher 1 (AST 1)

- (1) An officer must meet one of the following prerequisites to be eligible to apply for advancement to Advanced Skills Teacher Level 1—
 - (a) Category A on the tenth or eleventh incremental point;
 - (b) Category B on the eighth incremental point and with a minimum of 10 years of teaching experience which in the opinion of the head of service is appropriate;
 - (c) Category A with a minimum of 10 years of teaching experience which in the opinion of the head of service is appropriate.
- (2) Teachers who meet one of the above eligibility requirements may apply in writing to the head of service for AST 1 classification.
- (3) The head of service may approve advancement of applicants to this classification on the basis of a recommendation after assessment of the applicant.
- (4) The assessment process is subject to annual review by the Australian Industrial Relations Commission (AIRC) (See AIRC Case No. 90170 of 21 February 1992).

Subdivision 3.10.3.27 Teacher (Technical and further education)

236 Eligibility requirements

- (1) For promotion, appointment or transfer to Teacher Band 1, qualifications and experience which in the opinion of the head of service, are appropriate to the duties of the office, are required.
- (2) This may include relevant professional qualifications, in addition to a period of industry experience.

- (3) For promotion, appointment or transfer to a Senior Teaching Post, Teacher Band 2 and Teacher Band 3, qualifications in adult education, and relevant professional qualifications and industry experience, which in the opinion of the head of service are appropriate to the duties of the office, are required.

237 Salary advancement provisions

- (1) Qualifications in adult education, which in the opinion of the head of service are appropriate to the duties of the office, are required for a Band 1 Teacher to advance beyond the eighth increment point.
- (2) A teacher on the eighth incremental point may advance from that point to the ninth increment point if they—
- (a) possess a recognised teaching qualification; and
 - (b) undertake a minimum of 15 hours professional development in the 12-month period the teacher is actually on the eighth incremental point of the Band 1 classification.
- (3) A teacher on the ninth incremental point may advance from that point to the tenth increment point if they undertake a minimum of 15 hours professional development in the 12-month period the teacher is actually on the ninth incremental point of the Band 1 classification.

Subdivision 3.10.3.28 Technical Officer and Senior Officer (Technical)

238 Application—sdiv 3.10.3.28

This subdivision applies to—

- (a) Technical Officer, Level 2, 3, 4; and
- (b) Senior Officer (Technical), Grade B, C.

239 Eligibility requirements

- (1) An associate diploma from an Australian Technical and Further Education (TAFE) institution, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) Relevant experience, training or accreditation, which, in the opinion of the head of service, enable the officer competently to perform the duties appropriate to the office; or
- (3) A competency assessment, such as an eligibility test, approved by the head of service and recognised as determining a level of skill equivalent to that described in subsection (1); or
- (4) Other qualifications comparable to those referred to in subsection (1) which, in the opinion of the head of service, are appropriate to the duties of the office; or
- (5) The person was, on 29 August 1990, the substantive occupant of an office of Ambulance Officer (ACT Government) and received salary at the fourth salary point or higher within the salary range for that classification; or
- (6) The person was, on 13 November 1990, the substantive occupant of an office of House Manager (ACT Government) or was an unattached officer having this designation; or
- (7) The person was, on 1 February 1991, the substantive occupant of an office of Works Supervisor, Grade 1, 2, or was an unattached officer having this designation; or
- (8) The person was, on 1 August 1991, the substantive occupant of an office of Dental Mechanic or Senior Dental Mechanic, or was an unattached officer having one of these designations.
- (9) The person was, on 29 August 1990, the substantive occupant of the offices listed below—
 - (a) Aboriginal Electrical Technician; or

- (b) Aboriginal Navy Systems Technician; or
- (c) Aboriginal Radio Technician; or
- (d) Senior Ambulance Officer (ACT Government); or
- (e) Station Officer (ACT Government); or
- (f) Communicator, Grade 3, 4, 5 (Meteorology); or
- (g) Controller, Radio Inspection Services; or
- (h) Drafting Officer, Grade 1, 2; or
- (i) Chief Drafting Officer, Grade 1, 2, 3; or
- (j) Senior Drafting Officer; or
- (k) Supervising Drafting Officer; or
- (l) Electrical Technical Officer, Grade 1, 2; or
- (m) Senior Electrical Technical Officer, Grade 1, 2, 3; or
- (n) Electrical Technician; or
- (o) Fallout Shelter Surveyor, Grade 1, 2, 3; or
- (p) Fire Safety Officer, Grade 1, 2, 3, (DAS only); or
- (q) Graphic Designer, Grade 1, 2, 3, 4, 5; or
- (r) Manager, Grade 1, 2, 3; or
- (s) Quality Assurance Officer, Grade 2; or
- (t) Radio Technical Officer, Grade 1, 2; or
- (u) Principal Radio Technical Officer, Grade 1, 2; or
- (v) Senior Radio Technical Officer, Grade 1, 2, 3; or
- (w) Radio Technician; or
- (x) Senior Technical Cataloguer, Grade 1, 2; or

- (y) Supervising Technical Cataloguer, Grade 1, 2, 3; or
- (z) Technical Instructor, Grade 2, (Electrical, DT&C); or
- (za) Senior Technical Instructor, Grade 1, 2 (Electrical, DT&C); or
- (zb) Technical Instructor (Lines, DT&C); or
- (zc) Senior Technical Instructor, Grade 1, 2 (Lines, DT&C); or
- (zd) Technical Instructor (Mechanical, DT&C); or
- (ze) Senior Technical Instructor, Grade 1 (Mechanical, DT&C); or
- (zf) Technical Instructor, Grade 2 (Meteorology); or
- (zg) Technical Instructor, Grade 2 (Radio, Meteorology); or
- (zh) Senior Technical Instructor, Grade 1 (Meteorology); or
- (zi) Technical Instructor, Grade 2 (Radio, DT&C); or
- (zj) Senior Technical Instructor, Grade 1, 2, 3 (Radio, DT&C); or
- (zk) Technical Officer (Buildings), Grade 1, 2; or
- (zl) Chief Technical Officer (Buildings) Grade 1, 2, 3; or
- (zm) Senior Technical Officer (Buildings), Grade 1, 2, 3; or
- (zn) Controller (Buildings); or
- (zo) Technical Officer (Engineering), Grade 1, 2; or
- (zp) Senior Technical Officer (Engineering), Grade 1, 2, 3; or
- (zq) Principal Technical Officer (Engineering); or
- (za) Principal Technical Officer (Engineering), Grade 2; or
- (zb) Technical Officer (Medical Laboratory), Grade 1, 2; or
- (zc) Technical Officer (Meteorology), Grade 1, 2; or
- (zd) Senior Technical Officer (Meteorology), Grade 1, 2, 3; or

- (zr) Principal Technical Officer (Meteorology); or
 - (zs) Technical Officer (Science), Grade 1, 2; or
 - (zt) Senior Technical Officer (Science), Grade 1, 2, 3; or
 - (zu) Technical Officer (Surveying), Grade 1, 2; or
 - (zv) Senior Technical Officer (Surveying), Grade 1, 2, 3; or
 - (zw) was an unattached officer having one of the above designations.
- (10) Officers who successfully complete a course of training as—
- (a) Aboriginal Trainee Technical Officer; or
 - (b) Trainee Technical Officer;
- will be advanced to Technical Officer, Level 2 under provisions for promotion from a training office.

240 Salary advancement provisions

Technical Officer, Level 2

Salary barrier

- (1) If an office of Senior Mechanic (Maritime Aids) has been translated to Technical Officer, Level 2, the following salary advancement provisions apply:
- (a) an officer must not advance beyond the third salary point unless the officer—
 - (i) has satisfied the eligibility requirements for entry into the Technical Officer and Senior Officer (Technical) Structure; or
 - (ii) passed a competency test conducted by the Australian Maritime Safety Authority, which, in the opinion of the head of service, is appropriate to the duties of the office.

Technical Officer Level 4

Salary barrier

- (2) If an office of Supervisor (Maritime Aids) Grade 3, has been translated to Technical Officer, Level 4, the following salary advancement provisions apply:
- (a) an officer shall not advance beyond the third salary point unless the officer—
 - (i) has satisfied the eligibility requirements for entry into the Technical Officer and Senior Officer (Technical) Structure; or
 - (ii) passed a competency test conducted by the Australian Maritime Safety Authority, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (3) If an office of Works Supervisor Grade 1, has been translated to Technical Officer, Level 4, the following salary advancement provisions apply:
- (a) an officer shall not advance beyond the third salary point unless the officer—
 - (i) has satisfied the eligibility requirements for entry into the Technical Officer and Senior Officer (Technical) structure; or
 - (ii) passed a competency test conducted by a relevant body which, in the opinion of the head of service, is appropriate to the duties of the office.

Subdivision 3.10.3.29 Veterinary Officer Class 1, 2, 3, 4, 5

241 Eligibility requirements

- (1) A degree in Veterinary Science or Veterinary Medicine of an Australian university, or a comparable overseas qualification, which, in the opinion of the head of service, is appropriate to the duties of the office; or
- (2) Other comparable qualifications which, in the opinion of the head of service, are appropriate to the duties of the office.
- (3) On successful completion of a course of training as Aboriginal Cadet Veterinary Officer or Cadet Veterinary Officer, officers will be advanced to Veterinary Officer, Class 1.

Subdivision 3.10.3.30 Dental Assistants 1/2

242 Salary advancement provisions

- (1) A Dental Assistant who does not hold the Dental Assistant Educational Council of Australia (DAECA) Certificate or equivalent will not advance beyond the fourth salary point of Dental Assistant 1/2.
- (2) A Dental Assistant who has successfully completed a course of study which will lead to holding (or who already holds) the DAECA Dental Assistant Certificate or equivalent will be advanced to the fifth salary point in the salary scale of Dental Assistant 1/2.
- (3) In subsection (2):

equivalent means a nationally recognised portable dental assistant certificate from a recognised educational institution or a comparable qualification, which in the opinion of the head of service is appropriate to the duties of the office.

(4) A Dental Assistant who has successfully completed a course of study which will lead to holding (or who already holds) both the DAECA Dental Assistant Certificate and DAECA Radiography Certificate or equivalents will be advanced to the sixth salary point in the salary scale of Dental Assistants 1/2.

(5) In subsection (4):

equivalents mean a nationally recognised portable dental assistant certificate from a recognised educational institution and other qualifications relevant to the duties of the office, (eg Dental Radiography Certificate) or a comparable qualification, which in the opinion of the head of service is appropriate to the duties of the office.

Part 3.11 Equal Employment Opportunity Programs

247 Operation with the Public Sector Management Act 1994

- (1) This part provides for equal employment opportunity programs in accordance with the Act, section 39 and 40.
- (2) Equal employment opportunity programs provided for in this part are approved programs under the Act, section 65 (3)
- (3) The Disability Employment Program in division 3.11.2 is a prescribed scheme under the Act, section 109.

Division 3.11.1 Aboriginal and Torres Strait Islander Traineeship Program

247B Eligibility

Aboriginal peoples and Torres Strait Islanders who are eligible for appointment to the service under the Act, section 68 are eligible to participate in the Aboriginal and Torres Strait Islander Traineeship Program.

247C Selection

- (1) Successful applicants to the Aboriginal and Torres Strait Islander Traineeship Program will be appointed in order of merit based on the reports of selection committees.
- (2) Except if special arrangements have been approved by the head of service, relative suitability of applicants will be decided by reference to one or more of the following:
 - (a) expressions of interest;
 - (b) participation in a program preparing the applicant for full-time work;

(c) interviews.

247D Classification on appointment

Appointees to the Aboriginal and Torres Strait Islander Traineeship Program will be appointed as an Aboriginal and Torres Strait Islander Trainee.

247E Salary on appointment

- (1) The salary payable to an Aboriginal and Torres Strait Islander Trainee is equivalent to the base salary payable to an ASO Class 1 under the relevant industrial instrument.
- (2) The salary payable to an Aboriginal and Torres Strait Islander Trainee is not reduced if the participant is under 21 years of age.

247EA Approved training

In addition to the ordinary requirements for confirmation, the appointment of an Aboriginal and Torres Strait Islander Trainee will not be confirmed until the officer has been assessed by the approved training provider as having successfully completed a Certificate II or higher in the relevant area of training.

247F Promotion

The head of service may promote an Aboriginal and Torres Strait Islander Trainee to a position with the classification Administrative Service Officer Class 2, without an additional selection process if the appointment of the officer has been confirmed.

Division 3.11.2 Disability Employment Program

248 Interpretation—div 3.11.2

In this division:

Employment Service means a Commonwealth funded organisation established for the purpose of facilitating the provision of, coordination and/or access to employment for people with a disability.

person with a disability means a person with an employment restriction because of a disability. An employment restriction means that a person—

- (a) is restricted in the type of work that he or she can perform because of a disability; or
- (b) needs or would need modified hours of work (either a restriction in hours that can or could be worked, or different time schedules or flexible hours of attendance) because of a disability; or
- (c) requires or would require an employer to provide adaptive equipment, a modified work environment or to make other specific work related arrangements because of a disability; or
- (d) would require additional support to access employment or career development opportunities because of a disability.

Note Access to elements of the program as set out in s 251 (a) and s 251 (b) has additional eligibility requirements which are set out in s 250.

program means the Disability Employment Program.

249 Purpose—div 3.11.2

- (1) The Disability Employment Program supports the employment of people with disabilities in the ACTPS.
- (2) The program provides opportunities for people with disabilities to access permanent employment at various levels in the ACTPS, temporary contract engagement as an Executive or temporary employment opportunities that provide valuable training opportunities and may lead on to opportunities for permanent employment either within the ACTPS or elsewhere.
- (3) The program is consistent with the objectives of the *Human Rights Act 2004*, section 17 (c), the *Discrimination Act 1991*, section 27 and the *Disability Discrimination Act 1992* (Cwlth), section 45.

250 Eligibility

To be eligible to participate in elements set out in section 251 (a) and (b) of the program, a person must—

- (a) satisfy the requirements of the Act, section 68 for appointment, transfer, promotion or engagement to any position in the ACTPS; and
- (b) be registered with an Employment Service as a person with a disability; and
- (c) be provided as an applicant by an Employment Service for an identified vacancy or temporary employment position under the program.

251 Elements of the program

The head of service may take any or all of the following measures:

- (a) identify vacancies for permanent or temporary employment of a person under this program. The identified vacancy is to be filled from the pool of applicants provided by an Employment Service;
- (b) for temporary employment less than 12 months, engage a person from an employment register provided by an Employment Service;
- (c) without limiting the powers of the head of service, provide permanent or temporary employment by appointing, engaging, transferring or promoting a person with a disability under this program;
- (d) redesign positions or workplace arrangements to remove barriers to the employment of people with disabilities.

252 Other employment arrangements

- (1) In accordance with the principle of reasonable adjustment, an agency must also consider a person's disability and make reasonable adjustments in employment arrangements to accommodate the person.
- (2) This applies to this program and other positions in the ACTPS under ACT and Commonwealth anti-discrimination laws.
- (3) This may include, but is not limited to, any of the following adjustments:
 - (a) changes to recruitment and selection arrangements;
 - (b) changes to methods used for testing, assessing or selecting;
 - (c) changes to the workplace or work related premises, equipment, or facilities, including providing additional facilities;

- (d) changes to work-related communications or the provision of information;
- (e) changes to job design;
- (f) changes to work arrangements including hours of work and use of leave entitlements;
- (g) changes to work related rules or other matters necessary to enable a person to comply with rules;
- (h) changes to training, transfers, acting, trial or higher duties positions, traineeships, or other forms of opportunity to demonstrate or develop capacity in a position;
- (i) providing interpreters, readers, attendants or other work related assistance;
- (j) facilitating use of equipment or assistance;
- (k) providing training to co-workers and supervisors.

Part 3.12 Graduate Program

252A Interpretation—pt 3.12

In this part:

designated group has the same meaning as in the Act, section 39.

252B Eligibility

- (1) To participate in the Graduate Program a person must meet the eligibility requirements set out in the Graduate Program Policy Statement.
- (2) The Graduate Program may restrict eligibility for some of the offices in the program to people in a designated group.

252C Selection

- (1) The head of service must give written approval, having considered the recommendations of a written selection report, for the selection of a person to participate in the Graduate Program.
- (2) When considering the recommendations of a written selection report the head of service must be satisfied that the process used to assess the comparative ability of the applicants to perform the duties of a position complied with the merit principle set out in the Act, section 65 before approval is given.

252D Classification on appointment

A participant in the Graduate Program is appointed at the commencement of the Graduate Program at the classification Graduate Administrative Assistant.

252E Salary on appointment

The salary payable to a Graduate Administrative Assistant is equivalent to the base salary payable to an Administrative Service Officer Class 4 under the relevant collective agreement or enterprise agreement.

252F Probation

In addition to the ordinary requirements for confirmation, the appointment of a Graduate Administrative Assistant will not be confirmed until the officer has been assessed by the approved training provider as having successfully completed—

- (a) a Diploma in Government; or
- (b) a Diploma in Government (Management); or
- (c) a Diploma in Government (Project Management); or
- (d) a Diploma in Government (Policy Development); or
- (e) a Diploma in Government (Procurement); or
- (f) a Diploma in Government (Contract Management).

252G Promotion

- (1) For this section, unless the contrary intention appears, part 3.10 applies.
- (2) The head of service may promote a Graduate Administrative Assistant without an additional selection process, if the appointment of the Graduate Administrative Assistant has been confirmed.
- (3) For subsection (2), the head of service may only promote a person to a position if—
 - (a) the classification has a pay point that either—

- (i) is the same as the base salary of an Administrative Services Officer Class 5; or
 - (ii) does not exceed the base salary of an Administrative Services Officer Class 5 by more than 10%; and
- (b) the position has 1 of the following classifications:
- Administrative Services Officer Class 5
 - Correctional Officer Class 2
 - Custodial Officer Grade 3
 - Disability Support Officer Level 3
 - Facilities Technical Officer Level 3
 - Family Services Worker 1
 - General Service Officer Level 9
 - Health Professional Level 2
 - Health Services Officer Level 9
 - Information Technology Officer Class 2
 - Legal 1
 - Professional Officer Class 1
 - Prosecutor Grade 1
 - Public Affairs Officer 1
 - Senior Research Officer 1
 - Technical Officer Level 3
 - Tourism & Events Officer Class 5
 - Trust Officer Level 1
 - WorkCover Officer 5
- (4) The head of service must not promote a person to a classification at a pay point that is below the base salary of an Administrative Services Officer Class 5.

Chapter 4 Conditions of employment and attendance

Part 4.1 Continuity of service

253 Interpretation—pt 4.1

In this part—

full-time training means a prescribed course of full-time training that meets the requirements of the *Long Service Leave (Commonwealth Employees) Act 1976* (Cwlth), section 12 (6).

officer includes an employee or a full-time statutory office-holder.

254 Continuity of service—general

- (1) Continuity of service with the Territory is not broken if—
 - (a) a person who was engaged as an employee is engaged again and there are no working days between the periods of engagement; or
 - (b) a person who was engaged as an employee is appointed as an officer and there are no working days between the period of engagement and the period of appointment; or
 - (c) a person who was appointed as an officer is engaged as an employee and there are no working days between the period of appointment and the period of engagement.
- (2) Continuity of service for the purpose of calculating any entitlement affected by the length of service with the Territory includes and is not broken by—
 - (a) the period between an officer being dismissed and reappointment under the Act, section 117 following the result of an appeal about the dismissal; or

- (b) the period between an officer's resignation to contest an election and reappointment under the Act, section 118 following failure to be elected; or
- (c) the period between an officer being retired through forfeiture of office under the Act, section 221 and reappointment following an application to the head of service under the Act, section 222.

255 Continuity of service—personal leave

Continuity of service for calculating personal leave accrual is not broken by a break in service of two months or less to undertake full-time training.

256 Continuity of service—long service leave

Continuity of service for calculating long service leave accrual is not broken by—

- (a) a period of leave; or
- (b) a period of unauthorised absence of 12 months or less; or
- (c) a break in service of 12 months or less; or
- (d) a break in service to undertake full-time training for a period of 12 months or less;
- (e) a break in service over 12 months if—
 - (i) the first service was with of the following—
 - (A) the Territory;
 - (B) the Australian Public Service;
 - (C) a State public service;
 - (D) a State authority;
 - (E) the public service of another Territory;

- (F) the police force of the Northern Territory;
 - (G) an authority established under a law of an external territory;
 - (H) the public service of the former Territory of Nauru;
and
- (ii) ended because of an officer's ill health; and
 - (iii) the break between being well enough to resume the duties of the office which ended due to ill health and commencing the next period of service is 12 months or less.

Part 4.2 Attendance and absence

257 Interpretation—pt 4.2

In this part—

officer includes an employee.

258 Direction to work outside the officer's span of hours

- (1) The head of service may direct an officer to work outside the officer's span of hours if to do so would be in the interests of the administrative unit or the service as a whole.
- (2) An officer who is directed to work outside the officer's span of hours is entitled to payments relating to overtime and emergency duty.
- (3) If overtime duty commences or is completed outside the officer's span of hours, the period of a meal break is not treated as a break in overtime duty.

259 Unauthorised absences

- (1) An officer must report an absence from duty if the period of absence is more than 30 minutes and is not authorised within a reasonable time.
- (2) If an officer is absent from duty for a period of more than 30 minutes and the absence is not authorised, the head of service may make one of the following directions:
 - (a) that the absence will be without pay and will not count as service for any purpose;
 - (b) that the absence will be with pay and will count as service for all purposes;

- (c) that the officer must make up the period of absence by working an equivalent time outside the officer's span of hours.

Note No overtime or penalty payment will be paid for the time made up.

Part 4.3 Long service leave

260 Application—pt 4.3

- (1) The Act, section 5 applies to this part.
- (2) This part does not apply to a person who is—
 - (a) a member of the ACT Legislative Assembly; or
 - (b) employed under the *Legislative Assembly (Members' Staff) Act 1989*; or
 - (c) temporarily transferred to employment with the Territory or whose services are temporarily loaned to the Territory by the government of the Commonwealth, a State or a Territory; or
 - (d) appointed or engaged for employment outside Australia only.

Note This part also applies to executive employees and certain statutory office-holders (see s 658 (3)).

261 Interpretation—pt 4.3

In this part—

category A officer means an officer whose eligible service has either been entirely part-time service or entirely full-time service.

category B officer means an officer whose eligible service has been both part-time service and full-time service.

defence employment means—

- (a) employment in the Reserve Forces or of the Citizen Forces either on a continuous full-time basis or for a period fixed in accordance with the *Defence Act 1903* (Cwlth), the *Naval Defence Act 1910* (Cwlth), or the *Air Force Act 1923* (Cwlth), as in force at the relevant time; or
- (b) national service.

eligible employment means—

- (a) continuous employment by the Territory; and
- (b) continuous recognised prior service; and

Note Recognised prior service is set out in pt 3.6.

- (c) a period of leave without pay to count as service (other than personal leave without pay and leave in relation to defence employment); and
- (d) excludes—
 - (i) employment remunerated by fees, allowances or commission, honorarium or equivalent; and
 - (ii) appointment or engagement for the sole purpose of overseas employment; and
 - (iii) unauthorised absence.

minimum retiring age means—

- (a) for an officer that the Act, part 6 applies to the minimum retiring age set out in that part; or
- (b) for an officer whose minimum retiring age is fixed by their terms and conditions of employment other than under the Act, part 6 the fixed age; or
- (c) 60 years.

month may include part of a month.

officer means an officer or employee.

overtime payment means a payment of overtime made under the relevant industrial instrument.

public authority means an authority or a local governing body that was or is constituted under a law of the Territory, the Commonwealth, a State or another Territory for a public purpose

relevant day means

- (a) in relation to an officer who has been granted long service leave, the day immediately before the day that leave commences; and
- (b) in relation to an officer who receives a payment in lieu of long service leave, the day immediately before the day they cease to be an officer.

relevant rate per hour means the rate per hour that salary would be payable to the officer at on the relevant day.

shift penalty means a payment for shift workers made under the relevant industrial instrument.

Territory includes a Territory instrumentality or statutory office.

year may include part of a year.

262 Purpose—long service leave

Long service leave is available to officers to enable them to be absent from duty in recognition of their length of service in the public sector.

Note Historically and in other jurisdictions long service leave may have been, or be, known by other names, including long leave, furlough or extended leave.

263 Eligibility—long service leave

Long service leave is available to officers.

264 Entitlement—long service leave

- (1) An officer may be granted long service leave up to their available credit from the day they have completed seven years of eligible employment.
- (2) Long service leave is cumulative and there is no limit on the long service leave balance an officer may accrue.
- (3) Long service leave is measured in months.
- (4) For a category A officer who works full-time long service leave accrues at a rate of three months for every 10 years of service.

Note After seven years a category A officer who works full-time will have a long service leave credit of 2.1 months.

- (5) For a category A officer who works part-time, or a category B officer long service leave will accrue on a pro rata basis.
- (6) For officers who will return to service following completion of their long service leave—
 - (a) their long service leave credit is calculated based on completed years of eligible employment; and
 - (b) the *calculation day* is the day after the last day of the last completed year of eligible employment.
- (7) For officers who will not return to service following completion of their long service leave—
 - (a) their long service leave credit is calculated based on completed months of eligible employment; and
 - (b) the *calculation day* is the day after the last day of the last completed month of eligible employment.

- (8) The long service leave credit of a category A officer is worked out as follows:

$$\frac{3a}{10} - b$$

where—

a means the number of years of eligible employment accrued before the calculation day.

b means the aggregate number of months of long service leave previously granted to the officer at any time during their eligible employment.

- (9) The long service leave credit of a category B officer is worked out as follows:

$$\left(\frac{3c}{10} - d \right) + \left(\frac{3e}{10} - f \right)$$

c means the aggregate number of years of eligible employment in a full-time capacity before the calculation day.

d means the aggregate number of months of long service leave previously granted to the officer in relation to the officer's full-time employment at any time during their eligible employment.

e means the aggregate number of years of eligible employment in a part-time capacity before the calculation day.

f means the aggregate number of months of long service leave previously granted to the officer in relation to his or her part-time employment at any time during their eligible employment.

- (10) For calculating an officer's long service leave credit, if the long service leave previously granted to an officer during a period of eligible employment under any Act repealed by the *Long Service Leave (Commonwealth Employees) Act 1976* (Cwlth) or under the *Public Service Act 1922* (Cwlth) was not granted on full salary or half salary, that period of long service leave is taken to have been on full salary.
- (11) For calculating an officer's long service leave credit, if during a period of eligible employment an officer received a payment in lieu of long service leave, or an equivalent type of leave, in the ACTPS or another jurisdiction, the officer is taken to have been granted a period of long service leave equal to the period of long service leave that payment was made for.
- (12) If on the day an officer's long service leave is calculated he or she is concurrently employed in other eligible employment, the other employment does not count as eligible employment for the period that it was concurrent with employment by the Territory.
- (13) Eligible part-time employment that is or was concurrent with eligible full-time employment does not count as eligible employment.
- (14) If an officer is or was concurrently employed by the Territory in two offices both of which were in a part-time capacity, on a day when the officer works in both offices his or her period of employment on that day will be the sum of both periods.

265 Evidence and conditions—long service leave

- (1) An officer should discuss with the head of service as soon as practicable their intention to be absent on long service leave.
- (2) An officer must make an application to the head of service to access their long service leave entitlement.

- (3) Having considered the requirements of this section the head of service may approve an officer's application to access long service leave.
- (4) The head of service may grant long service leave to an eligible category A officer up to the officer's available credit.
- (5) The head of service may grant long service leave to an eligible category B officer for one or more of the following:
 - (a) a period not exceeding the officer's long service leave credit accrued while working full-time;
 - (b) a period not exceeding the officer's long service leave credit accrued while working part-time.
- (6) Subject to the rules for category A and category B officers—
 - (a) subject to operational requirements, long service leave may be granted at half salary, full salary or double salary with credits to be deducted on the same basis; and
 - (b) the minimum period of long service leave an officer may request is seven days or seven shifts.
- (7) If the head of service does not approve an application by an officer for long service leave because of operational requirements the head of service must consult with the officer to determine a mutually convenient alternative time (or times) for the officer to take the leave.

266 Rate of payment—long service leave

- (1) In this section:

current rate of salary means the salary an officer received on the relevant day.
- (2) The prescribed average number of hours for a category A officer is the greater of—

- (a) the officer's average number of hours of employment per week during the 12 months of eligible employment ending on the relevant day; or
 - (b) the officer's average number of hours of employment per week during the entire period of their eligible employment.
- (3) The prescribed average number of hours for a category B officer is the greater of—
- (a) the officer's average number of hours of employment per week during—
 - (i) the 12 months (or the periods aggregating 12 months) that the officer was last employed in a part-time capacity before the relevant day; or
 - (ii) if the officer has less than 12 months of eligible employment in a part-time capacity, the period or periods when the officer has been employed in a part-time capacity; or
 - (b) the officer's average number of hours of employment per week during the entire period of their eligible employment.
- (4) When determining an officer's prescribed average number of hours under subsection (2) or (3) the hours will be taken to be the hours calculated under subsection (2) (a) or (3) (a) unless the officer demonstrates that the hours under subsection (2) (b) or (3) (b) are greater.
- (5) A category A officer will receive the current rate of salary or relevant rate per week on the relevant day in relation to any part of long service leave they are granted if—
- (a) the officer's eligible employment has been in a full-time capacity; or
 - (b) in a part-time capacity with no change in their ordinary hours.

- (6) If a category A officer's eligible employment has been in a part-time capacity and there has been a change during that period in their ordinary hours the salary payable to the officer in relation to any part of long service leave they are granted is calculated by multiplying—
- (a) the relevant rate per hour for that part of the long service leave; and
 - (b) the prescribed average number of hours.
- (7) If a category B officer is employed in a full-time capacity on the relevant day the salary payable to the officer in relation to any part of leave that is granted—
- (a) in relation to eligible employment at a full-time capacity is at their current rate of salary on the relevant day; and
 - (b) in relation to eligible employment in a part-time capacity is at a weekly rate at the lower of—
 - (i) the officer's current rate of salary per week in relation to that part of the leave; or
 - (ii) worked out as follows:

$$\frac{ab}{c}$$

a means the officer's current rate of salary per week in relation to that part of the leave.

b means the prescribed average number of hours of the officer's employment.

c means the officer's number of hours of employment per week the officer worked on the relevant day.

- (8) If a category B officer is employed in a part-time capacity on the relevant day the salary payable to the officer in relation to any part of leave that is granted—

- (a) in relation to eligible employment at a full-time capacity is at the rate of salary that would be payable to the officer in relation to that part of the leave if the officer was working full-time on the relevant day; and
 - (b) in relation to eligible employment at a part-time capacity is at the rate per week is calculated by multiplying—
 - (i) the relevant rate per hour for that part of the long service leave; and
 - (ii) the prescribed average number of hours.
- (9) Salary for long service leave includes an allowance payable to an officer—
- (a) because they are required to perform their duties in a particular district in Australia if—
 - (i) the officer remains in a district for which the allowance is payable during their long service leave; or
 - (ii) if the officer is part of a domestic partnership, their family remains in the district during any part of their long service leave when the officer is absent from that district; and
 - (b) for the supply and maintenance by the officer of tools and equipment ordinarily required by them to perform the duties of their work.
- (10) Salary for long service leave does not include—
- (a) shift penalty payments; or
 - (b) overtime payments; or
 - (c) payments in the nature of a restriction, or on-call allowance.

267 Effect of other entitlements—long service leave

- (1) Long service leave will count as service for all purposes.

- (2) When applying for long service leave an officer must seek approval if they propose to engage in outside employment during the leave.

268 Access to other entitlements—long service leave

- (1) Public holidays and weekends that fall during periods of absence on long service leave are deducted from the officer's long service leave balance.
- (2) An officer who is ill or injured or cares for a member of the officer's immediate family or household who is sick, for one day or more while on long service leave and who produces a certificate from a registered health professional who is operating within their scope of practice may apply for personal leave.
- (3) If personal leave is granted to the officer, long service leave will be re-credited for the period of personal leave granted.
- (4) An officer may be granted long service leave during a period they would be eligible to be granted—
- (a) unpaid maternity leave; or
 - (b) unpaid parental leave; or
 - (c) grandparental leave; or
 - (d) community service leave for voluntary community service.
- (5) An officer who is prevented from attending for duty under the *Public Health Act 1997*, part 6 may be granted long service leave during that period.

Part 4.4 Reimbursements

269 Interpretation—pt 4.4

In this part—

life insurance policy—see definition of life policy in the *Life Insurance Act 1995* (Cwlth), section 9.

loading means a payment additional to a normal insurance premium.

officer includes an employee.

270 Life insurance indemnification payments

- (1) If an officer pays a premium for a life insurance policy on their life that includes a loading because of the officer's occupation, the head of service may reimburse the officer an amount equal to that loading.
- (2) The beneficiary of an insurance policy or the legal personal representatives of an officer's estate may be indemnified if a personal life insurance policy held by an officer is invalidated, or otherwise made inoperative, on death as a direct result of their ACTPS employment or the circumstances in which the officer worked.

271 Loss or damage to clothing or personal effects

- (1) The head of service may reimburse an officer for the loss or damage of the officer's clothing or personal effects if—
 - (a) the head of service accepts that the loss or damage is caused by the officer's employment; and
 - (b) the officer is not entitled to recover the amount of the loss or damage sustained under a contract of insurance.

- (2) The officer must reimburse the Territory an amount paid under subsection (1) if—
- (a) the officer was reimbursed under this section; and
 - (b) subsequently recovers damages equal to or greater than the amount paid by the Territory for the loss or damage from another source.

Part 4.5 Additional requirements for salary and allowances

Note The requirements in this part are additional to the requirements provided under industrial instruments, and should be read in conjunction to the relevant industrial instrument, especially an ACTPS Enterprise Agreement which applies to the officer or employee. Some matters in this part may be subordinate to the requirements of a relevant industrial instrument.

272 Salary deductions

An officer or employee may, in writing, authorise deductions from their salary.

273 Salary for unattached officers

- (1) An unattached officer will be paid salary at the rate of the classification of the office they held before unattachment.
- (2) However, the head of service may determine a rate of salary of an unattached excess officer that is not the rate of the classification of the office they held before unattachment.

274 Salary on reclassification

- (1) If under a decision or industrial instrument of a Federal Industrial Tribunal or a process established under such a decision or industrial instrument, an officer is eligible for back-pay in respect of a period, the head of service may approve the payment to the officer of that back-pay.
- (2) In this section:
back-pay means the difference between—
 - (a) the remuneration paid to the officer during a period; and
 - (b) the remuneration the officer is eligible for under the relevant decision or award of the Federal Industrial Tribunal.

275 Skills and qualifications allowance payment while on leave

- (1) Allowances for skills and qualifications are included in salary for paid leave.
- (2) Allowances for skills and qualifications for paid leave not granted at full pay will be paid on a pro rata basis.

276 First aid allowance for an officer with certain qualifications

- (1) An allowance may be paid to an officer as if they hold a Level 3 or equivalent award if the officer—
 - (a) holds a Certificate of General Nursing issued by a nurses registration authority; or
 - (b) is included on a nursing register and is not working full-time as a nurse; or
 - (c) holds a Medical Trade Certificate issued by the Australian Defence Force.

277 Calculation of salary for Sunday or public holiday duty

- (1) An allowance that is treated as part of salary under a relevant industrial instrument must be included when calculating the hourly rate for Sunday or public holiday duty.
- (2) If an officer or employee works on a public holiday the minimum payment is—
 - (a) four hours for duty which is not continuous with duty performed the day before or after; or
 - (b) four hours at public holiday salary rates for duty performed continuously over two consecutive days if all or part of the consecutive days includes a public holiday.

- (3) The period of a meal break must not be treated as a break in Sunday or public holiday duty.

Part 4.6 Additional requirements for increments

Note The requirements in this part are additional to the requirements provided under industrial instruments, and should be read in conjunction to the relevant industrial instrument, especially an ACTPS Enterprise Agreement which applies to the officer or employee. Some matters in this part may be subordinate to the requirements of a relevant industrial instrument.

278 Deferral of increments—effect of leave without pay not to count as service

- (1) If an officer or employee takes leave that does not count as service which aggregates to one or more working months in a calendar year, then the date on which an increment falls due is deferred by one month for each completed month of absence or each completed month of aggregated absences.
- (2) In this section:

one working month means 30 calendar days.

Note 30 calendar days is equivalent to 22 working days based on a 5-day working week.

Part 4.7 Additional requirements for managing overtime duty

Note The requirements in this part are additional to the requirements provided under industrial instruments, and should be read in conjunction to the relevant industrial instrument, especially an ACTPS Enterprise Agreement which applies to the officer or employee. Some matters in this part may be subordinate to the requirements of a relevant industrial instrument.

279 Application—pt 4.7

This part applies to officers and employees who are required or requested to work reasonable additional hours of duty, subject to the payment for overtime in accordance with an industrial instrument, and the reasonable additional hours provisions of the *Fair Work Act 2009* (Cwlth).

280 Interpretation—pt 4.7

In this part:

additional hours of duty means overtime duty that is performed in excess of an officer's ordinary hours of work that commence or are completed outside the officer's agreed span of hours.

officer includes an employee.

overtime means a period of duty that an officer performs in accordance with a direction of the head of service, in addition to the officer's ordinary hours of work or otherwise agreed span of hours, less the period, if any, for which the officer has been released from duty in lieu of payment for overtime.

281 Eligibility for paid meal breaks

An officer who is required to perform additional hours of duty is entitled to be paid for the meal break if the head of service is satisfied the officer cannot reasonably be expected to return home for a meal in the time allocated for the meal break.

282 Time spent travelling to and from overtime duty

Time spent in travelling to or from work must not be taken into account for calculating overtime payments unless—

- (a) officers are required by the head of service to drive, on official business and outside their normal hours of duty, an agency vehicle or their private motor vehicle; or
- (b) the travel is associated with emergency duty; or
- (c) excess travelling time is applicable under an industrial instrument.

283 Weekend and shift overtime duty

- (1) Payment must be made at the overtime rate relevant to the particular day on which it is worked unless it extends past midnight on a Sunday, when Sunday overtime rate must be applied until ceasing overtime on Monday.
- (2) If overtime extends beyond the time at which the officer would have commenced their rostered shift on Monday, the prescribed rate must change to the normal Monday rate starting from when the rostered Monday shift was due to commence.
- (3) Payment must be made at the overtime rate relevant to the particular day on which it is worked unless it extends past midnight on a public holiday, when public holiday overtime rate must be applied until ceasing overtime on the following day.

- (4) If overtime extends beyond the time at which the officer would have commenced their rostered shift on the following day, the prescribed rate must change to the normal rate for that day starting from when the rostered Monday shift was due to commence.
- (5) If overtime duty extends beyond Friday midnight, minimum Saturday overtime duty requirements continue to apply before a higher rate of penalty is payable.
- (6) Midnight does not break the continuity of an overtime attendance for the purposes of any minimum payment provisions.

Example

Three hours overtime must actually be worked, after midnight, on the Saturday (at time and a half) before a higher penalty rate (double time) can be applied.

Note An example is part of this standard, is not exhaustive and may extend, but does not limit, the meaning of the provision in which it appears (see [Legislation Act](#), s 126 and s 132).

- (7) If overtime (other than a full overtime shift) is being worked when clocks are adjusted from standard time to daylight saving time, or *vice versa*, payment must be made for the time actually worked, not clock time.

284 Overtime on a public holiday

- (1) If an officer works ordinary duty and overtime duty on a public holiday in one attendance, the minimum payment provisions must not be applied separately to the hours of ordinary duty and overtime duty.
- (2) In applying the minimum payment provisions, the period of duty worked must be taken as a whole, and payment based on the greater of either four hours or the hours of duty for that day if it had not been a public holiday.

- (3) For part-time officers, the minimum overtime payment for each separate attendance on a public holiday is the lesser of either four hours or the ordinary hours of duty for that day if it had not been a public holiday.

Part 4.8 Additional requirements for leave

Note The requirements in this part are additional to the requirements provided under industrial instruments, and should be read in conjunction to the relevant industrial instrument, especially an ACTPS Enterprise Agreement which applies to the officer. Some matters in this part may be subordinate to the requirements of a relevant industrial instrument.

285 Interpretation—pt 4.7

In this part:

medical officer means a legally registered medical practitioner engaged to conduct medical examinations on behalf of the ACTPS, including examinations in connection with fitness for continued duty.

officer includes an employee.

286 Officer's health a danger to others—personal leave

- (1) If the head of service determines that an officer is in a state of health that makes them a danger to others the head of service may require the officer to get and provide a report of their condition from a medical officer.
- (2) Having regard to the medical report, the head of service may require the officer to take personal leave.

287 Non-continuous primary care givers' leave

The head of service may approve an officer taking primary care givers' leave in a non-continuous manner, until the officer has exhausted their paid primary care givers' leave credit, so long as annual leave or long service leave is not approved in between period of primary care givers' leave.

Part 4.9 Working with vulnerable people

287A Definitions—pt 4.9

In this part:

employee includes an officer.

Working with Vulnerable People Act means the [Working with Vulnerable People \(Background Checking\) Act 2011](#).

287B Application—pt 4.9

- (1) This part applies if—
 - (a) an employee is engaged in a regulated activity under the Working with Vulnerable People Act; and
 - (b) the employee is required to be registered to engage in the activity under the [Working with Vulnerable People Act](#), section 12.
- (2) If the [Working with Vulnerable People Act](#), section 12 (2) (c) applies to an employee, this part applies to the employee as if the employee had been registered under the Working with Vulnerable People Act.

Note The [Working with Vulnerable People Act](#), s 12 (2) (c) applies to people who are registered under a corresponding law in relation to an activity and who are engaged in the activity for not more than 28 days in any 12-month period.

287C Redeployment—suspension of registration under Working with Vulnerable People Act

- (1) This section applies if an employee's registration is suspended under the [Working with Vulnerable People Act](#), section 57 (Grounds for suspension or cancellation of registration) or section 59 (Suspension or cancellation of registration).

- (2) The head of service must take reasonable steps to—
 - (a) give the employee duties that do not require registration under the Working with Vulnerable People Act; or
 - (b) if the employee cannot be given duties that do not require registration under the Working with Vulnerable People Act—find a vacant position in an administrative unit that the employee is capable of performing and qualified to fill.
- (3) If the head of service finds a position under subsection (2) (b) the head of service must—
 - (a) offer the position to the employee; and
 - (b) if the employee consents to be redeployed—redeploy the employee to the position.

287D Suspension of employment—suspension of registration under Working with Vulnerable People Act

- (1) This section applies if an employee’s registration is suspended under the [Working with Vulnerable People Act](#), section 57 (Grounds for suspension or cancellation of registration) or section 59 (Suspension or cancellation of registration).
- (2) The head of service may suspend the employee from work with pay until the earlier of the following:
 - (a) the day the employee is given alternative duties under section 287C (2) (a) or is redeployed under section 287C (3);
 - (b) the day the employee’s suspension under the Working with Vulnerable People Act ends and the employee becomes—
 - (i) unconditionally registered under the Working with Vulnerable People Act; or

- (ii) registered under the Working with Vulnerable People Act subject to a condition that does not stop the employee exercising the functions of the employee's position;
- (c) if the employee's registration is cancelled under the [Working with Vulnerable People Act](#), section 57 (Grounds for suspension or cancellation of registration) or section 59 (Suspension or cancellation of registration)—the later of the following:
 - (i) the day ending 6 weeks after the day the suspension under this subsection started;
 - (ii) the day the employee's registration is cancelled.

287E Redeployment—failure to hold etc registration under Working with Vulnerable People Act

- (1) This section applies if—
 - (a) an employee is refused registration under the [Working with Vulnerable People Act](#), section 40 (Negative notices); or
 - (b) an employee is unable to exercise the functions of the employee's position because of a condition imposed on the employee's registration under the [Working with Vulnerable People Act](#), section 42 (Conditional registration); or
 - (c) an employee's registration is cancelled under the [Working with Vulnerable People Act](#), section 57 (Grounds for suspension or cancellation of registration) or section 59 (Suspension or cancellation of registration); or
 - (d) an employee surrenders the employee's registration under the [Working with Vulnerable People Act](#), section 60 (Surrendering registration).

- (2) The Act, section 143 (3) to (8) apply as if an employee under this part were an officer under the Act, part 6.

Note The Act, s 143 (3) to (8) requires the head of service and the commissioner to take reasonable steps to identify a vacant position in an administrative unit that the employee is capable of performing and qualified to fill and, if the employee accepts the offer of the position, redeploy the employee.

287F Suspension of employment—failure to hold etc registration under Working with Vulnerable People Act

- (1) This section applies if section 287E (1) applies to an employee.
- (2) The head of service may suspend the employee from work with pay until the earlier of the following:
- (a) the day the employee is redeployed in accordance with the Act, section 143 (3) to (8);
 - (b) the day the employee becomes—
 - (i) unconditionally registered under the Working with Vulnerable People Act; or
 - (ii) registered under the Working with Vulnerable People Act subject to a condition that does not stop the employee exercising the functions of the employee's position;
 - (c) the day ending 6 weeks after the day the suspension under this subsection started.

287G Retirement for failure to hold etc registration under Working with Vulnerable People Act

- (1) This section applies if—
- (a) both of the following apply:
 - (i) an employee is suspended from work with pay under section 287D for 6 weeks or more;

- (ii) the employee's registration under the Working with Vulnerable People Act is cancelled; or
 - (b) the employee is suspended from work with pay under section 287F (2) for 6 weeks or more.
- (2) The Act, section 143 (9) applies as if—
 - (a) an employee under this part were an officer under the Act, part 6; and
 - (b) a referral had been given to the head of service.

Note 1 The Act, s 143 (9) allows the head of service to give the employee written notice of the head of service's intention to reduce the employee's classification or retire the officer from the service.

Note 2 A decision to give a notice under the Act, s 143 (9) is an appellable decision.

Chapter 5	Redeployment, retirement and cessation of employment
Part 5.1	Redeployment
Division 5.1.1	Officer unable to perform duties of classification—physical or mental incapacity

Section 288

case summary (non-compensation cases) means a record detailing an officer's medical condition and action taken by management to return, retrain and/or rehabilitate the officer to achieve a return to work for officers with a non-compensable injury or illness.

COMCARE means the organisation established under the *Safety, Rehabilitation and Compensation Act 1988* (Cwlth), section 68. A reference to COMCARE includes a reference to an officer or employee authorised by COMCARE for the purposes of the *Safety, Rehabilitation and Compensation Act 1988* (Cwlth).

compensation case means a case where the injury or illness is the subject of a compensation claim for which liability has been accepted under the *Safety, Rehabilitation and Compensation Act 1988* (Cwlth).

Comsuper means the Commonwealth Superannuation Administration.

health assessment means independent advice of an officer's fitness for continued duty, taking account of all previous medical, and other advice relating to the officer's condition.

independent advice means advice relating to an officer's medical condition obtained from a medical officer or an approved medical practitioner who is not providing treatment to the officer.

medical officer means a legally registered medical practitioner engaged to conduct medical examinations on behalf of the ACTPS, including examinations in connection with fitness for continued duty.

registered medical practitioner means a person registered, or licensed as a medical practitioner under a law of a state or territory that provides for the registration or licensing of medical practitioners.

registered medical specialist means a registered medical practitioner who is approved by Health Services Australia, on behalf of the ACTPS, to provide independent specialist medical advice on an officer's medical condition.

rehabilitation assessment means an assessment of an officer's capability to undertake a rehabilitation program.

Return to Work Program (compensation cases) means an agreed plan of action established under the *Safety, Rehabilitation and Compensation Act 1988* (Cwlth), section 40 detailing all the processes involved in returning an officer with a compensable condition to work.

SRC Act (Commonwealth) means the *Safety, Rehabilitation and Compensation Act 1988* (Cwlth), formerly the *Commonwealth Employees' Rehabilitation and Compensation Act 1988* (Cwlth).

the Board means the Commonwealth Superannuation Board of Trustees No 1, established under the *Superannuation Act 1990* (Cwlth) or the Commonwealth Superannuation Board of Trustees No 2 established under the *Superannuation Act 1976* (Cwlth).

totally and permanently incapacitated in relation to an officer, means that the officer is unlikely ever to be able to work again in a job for which the officer is reasonably qualified by education, training or experience or for which the officer could reasonably be qualified after retraining.

treating doctor means a legally registered medical practitioner chosen by an officer for the purposes of treatment of a medical condition of the officer.

289 Case summary—non-compensation cases

The head of service must prepare, or arrange for a supervisor to prepare, a case summary in the case of an officer not claiming compensation or if liability for a claim has not been accepted, if—

- (a) the officer has been absent from duty for a period of four weeks and is likely to be absent for more than 13 weeks; or
- (b) the officer has been absent from duty for a period of 13 weeks; or
- (c) it appears that the officer will be absent indefinitely and it is unclear whether they will be able to return to their former office.

290 Health assessment—non-compensation cases

- (1) A health assessment will be paid for by the administrative unit in which an officer is working at the time the injury is sustained or the illness is diagnosed.
- (2) The grant of further personal leave will be subject to the outcome of this medical examination.
- (3) A health assessment must be conducted by—
 - (a) an approved medical practitioner; or
 - (b) a medical officer; or
 - (c) a registered medical specialist; and
 - (d) not by the treating doctor.
- (4) A reasonable time before an officer is to be examined as part of a health assessment, the head of service must advise the officer, in writing of—
 - (a) the time and place of the examination; and

- (b) the purpose of the examination; and
 - (c) the relevant provisions of the *Health Records (Privacy and Access) Act 1997* relating to confidentiality of medical information and the officer's right to have access to any information provided to the person conducting the health assessment; and
 - (d) the officer's right to submit supporting material for consideration by the person conducting the health assessment.
- (5) On receipt of a health assessment, the head of service must provide a copy of the assessment report to the officer as soon as possible, subject to the rules on handling sensitive medical information.

291 Implementation of health assessment report—non-compensation cases

If, as a result of a health assessment report, the head of service considers an officer is fit for their normal duties, they must—

- (a) notify the officer in writing of the decision; and
- (b) advise the officer they have 14 days to dispute the decision; and
- (c) advise the officer that if they do not wish to dispute the decision, they must return to duty no later than 14 days after the date of the head of service's written notification.

292 Disputing the fitness for duty decision—non-compensation cases

- (1) An officer may dispute the decision by the head of service that they are fit for duty on the basis of new or more detailed medical evidence that they are not fit for duty.

- (2) The officer must provide any new or more detailed medical evidence within 14 days after the date of the head of service's written notification.
- (3) If at any stage it appears the officer is unable or unwilling to produce the required new evidence, the head of service must direct the officer to return to duty immediately.
- (4) If the head of service considers that new or more detailed evidence has been provided, they should grant the officer further personal leave and refer the matter to a medical review panel.

293 Medical review panels—non-compensation cases

- (1) If there is disputed medical evidence, the head of service may arrange an independent medical panel to review the officer's condition and make recommendations as to the officer's fitness for duty.
- (2) A panel's report to the head of service must be taken as the definitive opinion on the medical condition of the officer.
- (3) The composition of the independent medical panel must be—
 - (a) a medical officer as the chairperson; and
 - (b) an appropriate medical specialist; and
 - (c) a registered medical practitioner or specialist nominated by the officer whose case is being considered.
- (4) With the exception of the officer's nominee, no member of the panel should have had any previous involvement in the case.
- (5) The head of service must advise the officer, in writing, of the establishment and composition of the panel.
- (6) The head of service must also advise the officer that they have the opportunity to present written evidence to the medical review panel.

- (7) A review panel must submit a written report to the head of service, signed by all members of the panel.
- (8) A member of the panel may also submit a separate report.
- (9) If the members of the panel disagree, the majority view is taken to be the view of the panel regarding the case.
- (10) The head of service must advise the officer of their decision in light of the review panel's findings and recommendations.
- (11) If the head of service decides that an officer is fit to resume duty on the basis of a recommendation from the medical review panel, they must—
 - (a) direct the officer to return to work; and
 - (b) refer any further medical certificates in relation to the injury or illness to a senior medical officer for advice on their acceptability.
- (12) If an officer does not comply with a direction to return to work, the head of service must immediately commence forfeiture of office procedures against the officer.
- (13) If the head of service decides that the officer is not fit to resume duty on the basis of a recommendation from the medical review panel, they should proceed with action detailed in part 5.2.
- (14) An officer must cooperate with all actions taken by the head of service to place them in a suitable office.

Division 5.1.2 Officer not qualified to perform duties

294 Notifying loss of qualification

An officer must notify the head of service if they lose an essential qualification.

295 Voluntary redeployment

- (1) An officer may consent in writing to being redeployed before the head of service takes formal steps under the Act, section 143.
- (2) The head of service must provide a statement of reasons and explain that if an officer consents to redeployment, they will not be able to appeal against the redeployment.

Part 5.2 Retirement of officer from Service

Note Terms used in this part have the same meaning as in the Act, s 139, see [Legislation Act](#), s 148.

296 Application—pt 5.2

- (1) This section applies to an officer if the head of service for the office is satisfied on reasonable grounds that the officer—
 - (a) is unable to perform duties appropriate to the officer's classification, because of physical or mental incapacity; or
 - (b) is not qualified to perform the officer's duties; or
 - (c) is an excess officer.

297 Voluntary retirement

- (1) An officer may consent in writing to being retired before the head of service takes formal steps under the Act, section 143.
- (2) The head of service must provide a statement of reasons and explain that if an officer consents to retirement, they will not be able to appeal against the retirement.

298 Notice of retirement

A notice of retirement of an officer must—

- (a) provide a statement of the reasons for the notice; and
- (b) indicate the officer's right of appeal, unless the officer has given prior written consent to the retirement.

Part 5.3 Underperformance

Note 1 Terms used in this part have the same meaning as in the Act, s 139, see [Legislation Act](#), s 148.

Note 2 The procedures that apply to underperformance by an officer are—

- (a) if an industrial instrument applies to the officer and includes procedures for underperformance—the underperformance procedures in the industrial instrument; or
- (b) in any other case, the prescribed procedures.

299 Voluntary retirement

- (1) An officer may consent in writing to being retired before the head of service takes formal steps under underperformance procedures.
- (2) The head of service must provide a statement of reasons and explain that if an officer consents to retirement, they will not be able to appeal against the retirement.

300 Notice of retirement

A notice of retirement of an officer must—

- (a) provide a statement of the reasons for the notice; and
- (b) indicate the officer's right of appeal, unless the officer has given prior written consent to the retirement.

Part 5.4 Termination of probationary appointment

301 Application—pt 5.4

This part applies to an officer appointed on probation if their appointment is not yet confirmed.

302 Termination of probationary appointment

- (1) The head of service must give an officer on probation the opportunity to state their case before making a termination decision.
- (2) If the head of service decides to terminate an appointment, they must—
 - (a) notify the officer of the decision, the reason for it and the date of effect of the decision;
 - (b) issue and sign a formal instrument of termination that states the name and classification of the officer, the date of termination and the office details.
- (3) Decisions made under this section are non-appealable.

Part 5.5 Payment in lieu of entitlements on cessation of employment or death

303 Interpretation—pt 5.5

In this part:

dependant includes—

- (a) a surviving domestic partner; and
- (b) a former domestic partner; and
- (c) a child under 18 of the deceased officer; and
- (d) any person who is financially dependent on the deceased officer at the time of the officer's death, or at the time of the payment of the death benefit; and
- (e) any person with whom the deceased has an interdependency relationship.

officer includes an employee or a full-time statutory office-holder.

relevant day means the day immediately before the day an officer ceased to be an officer.

304 Payment in lieu of annual leave—cessation of employment

- (1) An officer who is eligible to be granted annual leave who ceases employment for a reason other than death will be paid as if they had taken their full annual leave credit at full pay on the relevant day.
- (2) If an officer resigns in order to accept a job with an organisation which will accept their annual leave credits, they are not entitled to a payment in lieu of annual leave.

305 Payment in lieu of annual leave loading—cessation of employment

- (1) An officer who is eligible to be granted annual leave who ceases employment for a reason other than death will be paid any accrued annual leave loading on a pro rata basis on the relevant day.
- (2) Payment in lieu of annual leave loading will be paid at the rate the officer was paid on—
 - (a) 1 January of the year the annual leave loading accrued; or
 - (b) if the officer was not employed on 1 January of the year the annual leave loading accrued, at the rate the officer was paid on the day their employment commenced.

306 Payment in lieu of annual leave—death

- (1) This section applies in relation to an officer who has died, or who is considered by the head of service to have died.
- (2) The head of service may authorise payment of the amount that would have been authorised to be paid in accordance with this section if an officer had ceased to be an officer other than by death to—
 - (a) a dependant of the officer; or
 - (b) two or more dependants of the officer; and
 - (c) if a dependant of the officer is under a legal disability—
 - (i) a trustee for the benefit of the dependant; or
 - (ii) the legal personal representative of the officer.
- (3) If the officer has two or more dependants the head of service must consider the respective losses suffered by those dependants as a result of the loss of earnings.

- (4) The amount payable under this section in relation to the officer's death must not be paid if the officer had no next of kin.

307 Payment in lieu of long service leave—cessation of employment

- (1) In this section:

category B officer means an officer whose eligible service has been both full-time and part-time service.

relevant day means—

- (a) for an officer who has been granted long service leave, the day immediately before the day that leave commences; and
- (b) for an officer who receives a payment in lieu of long service leave, the day immediately before the day they cease to be an officer.
- (2) An officer who is eligible to be granted long service leave, who ceases to be an officer for a reason other than death will be paid at their full rate of pay as if they had taken their entire long service leave credit on the relevant day.
- (3) An officer with between one and seven years of service for the purpose of accruing their long service leave entitlement—
- (a) who will cease to be an officer—
- (i) on or after attaining the minimum retirement age; or
- (ii) on his or her redundancy; or
- (iii) due to ill health which the head of service is satisfied is the reason for ceasing employment

- (b) may elect to—
- (i) be paid an amount equal to the salary they would have received had they taken long service leave on the relevant day; or
 - (ii) be granted long service leave up to their available credits so that the long service leave ends immediately before they cease to be an officer.

Note A category B officer may choose the order in which they are granted their full-time and part-time credits.

- (4) If an officer who is eligible to receive payment or pro rata payment in lieu of long service leave requests in writing not to receive the payment, or to receive a lesser amount, that request must be approved.
- (5) An officer is not eligible to receive payment or pro rata payment in lieu of long service leave if their employment with the ACTPS ceases because they resign for the purpose of being appointed to the APS under mobility provisions.
- (6) A payment or pro rata payment in lieu of long service leave is paid—
 - (a) if the officer was employed in the same capacities on the relevant day and the day immediately before the relevant day—at the officer's full rate of pay on the relevant day; or
 - (b) if the officer is employed in different capacities on the relevant day and on the day immediately before the relevant day—at the officer's full rate of pay on the day immediately before the relevant day.

- (7) Payment in lieu of long service leave that must include an amount in respect of a higher duties allowance, if—
- (a) the officer has performed the duties of an office with a higher classification than their substantive office for a continuous period of 12 months or ending on the relevant day; or
 - (b) immediately before the person ceased to be an officer, the officer had performed the duties of two or more offices with a higher classification than their substantive office for periods that were continuous with one another aggregating 12 months or more.
- (8) Payment in lieu of long service leave which includes an amount in respect of higher duties allowance is paid at the lowest rate at which higher duties allowance was paid to the officer during that period of higher duties.

308 Payment in lieu of long service leave—death

- (1) In this section:
- dependant* includes—
- (a) a surviving domestic partner; and
 - (b) a former domestic partner; and
 - (c) a child under 18 of the deceased officer; and
 - (d) any person who is financially dependent on the deceased officer at the time of the officer's death, or at the time of the payment of the death benefit; and
 - (e) any person with whom the deceased has an interdependency relationship.

minor means a person under 18 years old.

relevant day means—

- (a) in relation to an officer who has been granted long service leave, the day immediately before the day that leave commences; and
 - (b) in relation to an officer who receives a payment in lieu of long service leave, the day immediately before the day they cease to be an officer.
- (2) After consideration of all the circumstances, the head of service may direct that the death of an officer is to be presumed to have occurred on a specified date (*presumed death*).
 - (3) If an officer who is eligible to be granted long service leave or to receive a payment or pro rata payment in lieu of long service leave dies, an amount equal to the salary they would have received had they taken or received a pro rata payment in lieu of long service leave immediately before they died will be paid to their dependant, or divided between two or more dependants.
 - (4) If there are two or more dependants of a deceased officer, the head of service will have regard to the respective losses suffered by those dependants as a result of the loss of earnings of the officer.
 - (5) If a person dependent upon a deceased officer is a minor, or person under a legal disability, the money must be held in the Public Trustee's Common Fund where it will be invested, in accordance with the "Prudent Person Investment Principle" in the *Trustee Act 1925*, on behalf of the dependant and the amount is to be taken to have been paid to the person.
 - (6) If money is to be paid and the dependants are incapable of managing their own affairs, the head of service should authorise payment either to a public trustee or other official with authority to receive payment, or appoint either one or preferably two trustees to whom the payment will be made.

- (7) If an officer dies and payment has not been made to a dependant of the officer the head of service must authorise payment of an amount payable to the dependants to the legal personal representative of the officer within 12 months of the death or presumed death of the officer.
- (8) If an officer with no dependants and no legal personal representative dies intestate the amount is payable to the Territory.
- (9) Payment in lieu of long service leave that must include an amount in respect of higher duties allowance, if—
 - (a) the officer has performed the duties of an office with a higher classification than their substantive office for a continuous period of 12 months or ending on the relevant day; or
 - (b) immediately before the person ceased to be an officer, the officer had performed the duties of two or more offices with a higher classification than their substantive office for periods that were continuous with one another aggregating 12 months or more.
- (10) Payment in lieu of long service leave which includes an amount in respect of higher duties allowance is paid at the lowest rate at which higher duties allowance was paid to the officer during the period of higher duties.

309 Payment in lieu of long service leave—members of the teaching service

(1) In this section:

prescribed teacher A means a member of the service who became a member after 13 September 1973 and before 1 January 1974 and was, immediately before becoming such a member—

- (a) employed in the teaching service of New South Wales and engaged in teaching duties in a Territory school in the ACT; or
- (b) employed in the teaching service of South Australia and engaged in teaching duties in a Territory school in the Northern Territory.

prescribed teacher B means a member of the service who became a member after 31 December 1976 and before 1 April 1977 and was, immediately before becoming such a member, employed in the teaching service of New South Wales and engaged in full-time teaching duties in the ACT in relation to the provision of technical and further education, provided by way of a course of instruction or training—

- (a) that is, or that is preparatory to, a course of a kind relevant to a trade, technical or other skilled occupation; or
- (b) that otherwise meets the educational needs of people who are not enrolled in a full-time course of education at a primary school, a secondary school or a secondary college.

relevant date means in relation to a prescribed teacher A 1 January 1974 and in relation to the definition of prescribed teacher B 1 April 1977.

relevant State means the State in the teaching service of which a prescribed teacher was employed immediately before becoming a member of the service.

service means the Australian Capital Territory Teaching Service established by the *Teaching Service Act 1972*.

- (2) If the payment in lieu of long service leave on cessation of employment that a prescribed teacher would ordinarily be entitled to under section 307 is less than the long service leave entitlement the teacher would be entitled to if the scale of accrual of long service leave that applied to the teacher under the law of the relevant State on the relevant date if the teacher had continued to be employed in the teaching service of the relevant State the long service leave entitlement to which he or she is entitled will be determined in accordance with the former scale of accrual.
- (3) If a prescribed teacher ceases their employment with the ACTPS because they resign for the purpose of being appointed to the APS under mobility provisions, they are eligible to be paid the difference between the payment under section 307 and the entitlement they would be entitled to in accordance with the former scale of accrual less the long service leave entitlement to which he or she would be entitled in accordance with this part for the equivalent period of service.

Chapter 7 Administration and training

Part 7.1 Travel—domestic and international

519 Application—pt 7.1

- (1) This part applies to officers and employees who travel for official purposes.
- (2) Officers and employees who travel for official purposes must follow Agency Travel Guidelines made under this part.

Note This part and Agency Travel Guidelines made under this part may be subject to industrial instruments.

520 Interpretation—pt 7.1

In this part:

domestic travel is defined as official travel to any destination within Australia.

international travel is defined as official travel to any destination outside Australia.

lowest Logical Fare is defined as the most economical available air fare that suits the requirements of a traveller in enabling business objectives to be met, and ensures effective use of the traveller's time.

reasonable costs are defined as legitimate work related expenses that are incurred to conduct official business efficiently and effectively.

traveller means an officer or employee who is travelling away from their normal place of work for official purposes.

521 Agency travel guidelines

It is the responsibility of the director-general of each agency to develop, implement and communicate current Travel Guidelines consistent with this part.

522 Authority to travel

- (1) All official ACT Public Service travel is to be authorised prior to travel.
- (2) Travel must not be authorised by the traveller under any circumstances.
- (3) All domestic travel is to be authorised according to arrangements determined by agency directors-general, that must be specified in agency Travel Guidelines.
- (4) All official international travel must be authorised by the relevant Minister or delegate.
- (5) This includes all official travel paid for privately or by the ACT Public Service.

523 Travel arrangements

- (1) The ACT Public Service will select, through a competitive process, a travel manager as a preferred provider of travel and related services.
- (2) The travel manager must be used at all times to provide domestic and international air travel, accommodation, rental cars and all other travel related services.
- (3) Details of the travel manager must be maintained in agency Travel Guidelines.

524 Air travel class and booking

- (1) The travel manager has been instructed to book all travel at the lowest logical fare.
- (2) All travel must be undertaken within the class specified in table 524 and every effort should be made to utilise any advance purchase ticket options available.

Table 524

column 1	column 2 domestic	column 3 international
head of service, directors-general and executives	<ul style="list-style-type: none"> • lowest logical fare, economy class for all trips or parts of trips under 4 hours in the air • lowest logical fare, business class for all trips or parts of trips exceeding 4 hours in the air 	lowest logical fare, business class
non-executives	lowest logical fare, economy class for all travel	lowest logical fare, economy class

- (3) Booking procedures must be stated in agency Travel Guidelines.
- (4) The traveller must promptly advise the travel manager of cancelled or changed travel arrangements and arrange for a refund on unused tickets or portions of tickets.
- (5) This includes all paper and electronic tickets.
- (6) Lost or stolen tickets must be reported promptly to obtain the maximum refund.

- (7) Unused official tickets must not be used for unofficial purposes.

525 Accommodation rating and booking

- (1) All accommodation bookings should be in accordance with the approved maximum accommodation standards in table 525.

Table 525

column 1	column 2 domestic	column 3 international
head of service and directors-general	4.5 star	4.5 star
executives	4 star	4 star
non-executives	3 star	3.5 star

- (2) Any deviation must be justified as being a reasonable cost.

526 Payment arrangements for travel related expenses

- (1) The preferred arrangement for payment of travel expenses (including airfares, accommodation and car hire) is through the agreed charging arrangements with the ACT Public Service travel manager.
- (2) This arrangement must be stated in agency Travel Guidelines.
- (3) Other payment options available for expenses are—
- (a) reimbursement of reasonable travel expenses; and
 - (b) use of Cabcharge; and
 - (c) use of corporate credit card; and
 - (d) cash advances.

527 Reimbursement of reasonable travel expenses

- (1) The ACTPS will reimburse all reasonable and legitimate travel related expenses incurred in the course of travelling for official purposes.
- (2) This information must be incorporated into agency Travel Guidelines.

528 Meals

- (1) Travellers will be reimbursed for actual, reasonable and appropriate meal expenses.
- (2) Meal expenses must not be reimbursed for travel that is less than 10 hours or during single day travel, when meals would normally be provided by the traveller in the normal course of the working day.
- (3) Meal expenses must not be claimed when included in other travel expenses.

529 Incidental expenses

- (1) Reasonable incidental expenses, when directly related to official travel, are reimbursable by the ACTPS.
- (2) These include reasonable work related expenses not normally incurred in the normal course of the working day.
- (3) In instances when it is not practical or possible to use a corporate credit card, the traveller can claim a cash reimbursement provided legible receipts are provided.

530 Corporate credit cards

- (1) Corporate credit cards are a payment mechanism for official travel and related expenses for those travellers formally issued with a card.
- (2) Alternative reimbursement mechanisms will be available for those staff not approved to hold a corporate credit card.

- (3) Travellers issued with a corporate credit card should use the card to settle costs incurred when travelling for official purposes, if these costs are not able to be paid under the agreed charging arrangements with the ACT Public Service selected travel manager.
- (4) Corporate credit cards must not be used for the purchase of airline tickets except in exceptional circumstances, such as cancelled flights, lost tickets, etc.
- (5) Corporate cards must be used in accordance with cardholder agreements, the ACT Public Service's contractual obligations, agency Travel Guidelines and this part.
- (6) Corporate cards are intended for official use only and must not be used for personal expenses.

531 Cash access

- (1) A cash access facility is available and should be authorised in accordance with arrangements determined by individual agencies which must be set out in agency Travel Guidelines.
- (2) In the event that a cash access facility is approved, the cardholder must submit a detailed substantiation of cash usage when requesting card reimbursement.

532 Reimbursement of cards

- (1) Travellers must certify monthly corporate credit card expense statements, confirming that all costs were reasonable and incurred for official purposes.
- (2) All expenses charged to corporate credit cards must be supported by receipts or other acceptable documentation.
- (3) Managers must approve all expenditure as reasonable and for travel related purposes prior to payment of the account being authorised.

- (4) This includes an audit of expense claims for accuracy, validity and compliance with this part.
- (5) These procedures must be stated in agency Travel Guidelines.

533 Misuse

- (1) Misuse of corporate credit cards including non-approved or unaccountable expenditure will be subject to recovery action and disciplinary action.
- (2) Disciplinary provisions must be stated in agency Travel Guidelines.

534 Cash advances

- (1) In certain circumstances an acquittable cash advance facility is available for domestic and international travel expenses.
- (2) Authorisation procedures for this facility must be outlined in agency Travel Guidelines.

535 Frequent Flyer Program

- (1) Frequent flyer points accrued as a result of travel and accommodation paid for by the ACT Public Service must be used for further official travel.
- (2) The points should not be used to upgrade the class of air travel to a level exceeding that stated within this part.
- (3) The head of service is accountable for ensuring that points earned by directors-general are used to the maximum benefit of the ACT Public Service.
- (4) Directors-general are accountable for ensuring that points earned by executives and non-executives are used to the maximum benefit of the ACT Public Service.

536 Official non-ACT Public Service travel

- (1) Travel paid for by the ACT Public Service for non-ACT Public Service travellers may include official domestic partner travel, travel by interviewees and travel by consultants or contractors.
- (2) Travel must only be approved if it directly relates to the effective accomplishment of official business.
- (3) In these limited instances, prior written approval of the director-general or delegate must be obtained.

537 Recreation leave while travelling

- (1) Authorised travellers wishing to take recreation leave during, or at the conclusion of official travel should obtain the appropriate approval consistent with arrangements determined by agency directors-general.
- (2) Expenses incurred during leave are at the traveller's own cost.
- (3) If insurance has been obtained for official travel, it will not cover the traveller for the duration of the recreation leave.

538 Travel insurance

- (1) Travel insurance decisions should be based on risk management principles and include factors such as the nature and destination of the trip.
- (2) International travel will normally require travel insurance.
- (3) If necessary, the cost of travel insurance will be met as a reasonable work related expense by the ACT Public Service.
- (4) All legitimate and reasonable work related claims will be covered by the ACT Public Service.

539 Traveller's health and safety

- (1) Adequate resources and procedures must be established within agencies to ensure that appropriate precautions are taken to protect the health and safety of the traveller.
- (2) These procedures and strategies must be detailed in agency Travel Guidelines.

Part 7.2 Non-executive vehicles

539A Application—pt 7.2

This part applies to officers and employees.

539B Interpretation—pt 7.2

In this part:

officer includes an employee.

540 Authorised use

- (1) An ACTPS vehicle must be made available for use by authorised personnel during normal working hours.
- (2) The use of a non-executive vehicle must be approved by the relevant director-general and include authority to drive and to carry passengers.
- (3) Approval to carry people other than officers may only be given if the use is related to the business operations of an agency or as a result of an emergency or special circumstance.
- (4) If a person other than an officer is transported in an ACTPS vehicle in an emergency or special circumstance the driver must advise their supervisor as soon as possible as to the circumstances.

541 Driver responsibilities

- (1) A driver is responsible for the care of an ACTPS vehicle in their control in accordance with the guidelines set out in the whole of government policy for non-executive vehicle management and the general obligations of public employees as set out the Act, section 9.

- (2) A driver must hold a current, valid and appropriate licence, or if they are required to upgrade an existing driver's licence for employment purposes they must comply with the relevant conditions set out in the whole of government policy for non-executive vehicle management including obtaining the prior approval of their supervisor.
- (3) A driver of an ACTPS vehicle must not—
 - (a) smoke in an ACTPS vehicle; or
 - (b) consume alcohol in an ACTPS vehicle; or
 - (c) carry alcohol in or on an ACTPS vehicle unless special approval has been given by the relevant director-general.
- (4) A driver is personally responsible for any breaches of ACT Road Transport Law if they are in control of a vehicle and must pay any fine incurred.

542 Home garaging

- (1) Home garaging of non-executive vehicles, including home garaging outside of the ACT, is not permitted unless approved by the relevant director-general in accordance with the whole of government policy for non-executive vehicle management.
- (2) Approval for home garaging of a non-executive vehicle extends to travel to and from work for the purposes of home garaging, but does not extend to the private use of the vehicle.
- (3) A home garaged vehicle must be parked behind the property line and, if available, under cover.

543 Private use

Private use of a non-executive vehicle is not permitted unless approved by the relevant director-general.

544 Recording and reporting

An agency must keep appropriate records of ACTPS vehicles, including home garaging and private use, and comply with the reporting requirements set out in the whole of government policy for non-executive vehicle management.

545 Range of available vehicles

- (1) The relevant director-general will determine the range of vehicles available to agencies and the related replacement parameters.
- (2) In determining the range of available vehicles, including replacement vehicles, the relevant director-general should have regard to the specification requirements set out in the whole of government policy for non-executive vehicle management.
- (3) If the agency sells the vehicle early, the agency is liable for all financial penalties resulting from the sale.

546 Additional vehicles

All additional non-executive vehicles must be justified on the grounds of operational necessity or cost effectiveness and approved by the relevant director-general.

547 Vehicle hire

- (1) Vehicles must not be hired on a short term basis to cover a long term need.
- (2) Each vehicle hire must be individually justified to and approved by the relevant director-general.

548 Private plated vehicles

- (1) A private-plating of a non-executive vehicle is limited to special circumstances and subject to approval from the relevant director-general.

- (2) A request for approval must outline the purpose, requirements and justification for the request including details of compliance with government policy.

549 Vehicle maintenance

- (1) An ACTPS vehicle is to be maintained in a safe and roadworthy condition and serviced in accordance with the whole of government policy for non-executive vehicle management.
- (2) An agency must advise the Territory Fleet Provider of a defect requiring correction or arrange to have the defect corrected by an authorised repairer. A vehicle with a defect that renders it unsafe must not be driven.
- (3) An ACTPS vehicle must not be modified or have accessories added without the prior approval of the Territory Fleet Provider.
- (4) Prior approval by the relevant director-general is required before any logos are affixed to ACTPS vehicles.

550 Purchase of fuel

- (1) A fuel card is to be used only for the purchase of fuel and top up oil from approved outlets for the official use of specified ACTPS vehicles.
- (2) The use of a fuel card for any other vehicle or receptacle or for other than official purposes is not permitted.
- (3) An accurate odometer reading must be recorded each time an ACTPS vehicle is supplied with fuel.
- (4) A loss of fuel from an ACTPS vehicle is to be reported to agency management.
- (5) Damage to a fuel card must immediately be reported to the agency contact officer and to the Territory Fleet Provider.

Part 7.4 Training and development

558 Performance Management Schemes

- (1) The head of service is responsible for—
 - (a) issuing principles and guidelines for ACT Public Service Performance Management Schemes; and
 - (b) ensuring appropriate monitoring and assistance to agencies in the implementation of Performance Management Schemes.
- (2) The relevant director-general is responsible for—
 - (a) implementing a Performance Management Scheme in the agency that is consistent with any principles and guidelines issued by the head of service; and
 - (b) ensuring that the Performance Management Scheme is regularly reviewed and evaluated.

559 Performance Management Plans

- (1) The relevant director-general is responsible for ensuring that—
 - (a) 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
 - (b) strategies are implemented, within available resources, to address the training, information and development needs as outlined in individual Performance Management Plans.
- (2) Individual staff members, in conjunction with managers, are responsible for—
 - (a) identifying current and future skills gaps; and
 - (b) identifying personal learning and development needs; and

- (c) initiating and participating in appropriate training, information and development activities as agreed in their Performance Management Plan.

560 Studies assistance

- (1) 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.
- (2) This part gives directors-general discretion over studies assistance arrangements and decisions within the agency, including the amount of any financial assistance, consistent with the following framework.
- (3) The relevant director-general shall establish and make available to staff, guidelines for studies assistance within the agency which incorporate the following areas:
 - (a) eligibility and approval process; and
 - (b) critical and relevant courses or study areas; and
 - (c) types and levels of assistance, including—
 - (i) approval as a student; and
 - (ii) paid study leave; and
 - (iii) financial assistance, if any;
 - (d) review and appeal procedures; and
 - (e) any provisions relating to consideration of special circumstances, such as—
 - (i) hardship; or
 - (ii) staff moving between agencies; or
 - (iii) those applying to particular employment, EEO or other groups.

- (4) The relevant director-general is responsible for ensuring that agency guidelines pay due consideration to—
- (a) the director-general, or their delegate, having discretion over the approval of studies assistance, including the type and level of assistance; and
 - (b) the maintenance of appropriate records relating to decision making processes, including written notification to studies assistance applicants; and
 - (c) access by studies assistance applicants to appropriate informal review processes, and if an applicant is still dissatisfied to available formal appeal and review procedures.
- (5) The relevant director-general shall ensure that decisions and procedures relating to applications for studies assistance reflect—
- (a) due consideration to the strategic needs of the agency, and the individual's needs for current and future skills development; and
 - (b) consideration of broader service-wide skills needs; and
 - (c) consistency and equity in the application of agency guidelines; and
 - (d) accountability in relation to processes and outcomes.

561 Reporting

A director-general must report annually on training and development activities as set out in the *Chief Minister's Annual Reports Directions*.

Chapter 8 Miscellaneous

Part 8.2 Payments for work performed for the board of senior secondary studies

575 Application—pt 8.2

This part applies to officers or employees who perform work for the ACT Board of Senior Secondary Studies under the *Board of Senior Secondary Studies Act 1997*, section 5.

576 Interpretation—pt 8.2

In this part:

course accreditation panel means people appointed as members or chair of an advisory panel, under the *Board of Senior Secondary Studies Act 1997*, section 6 (a), for the purposes of reviewing and accrediting courses.

moderation means those processes designed to ensure comparability of grades and scores reported on the ACT Year 12 Certificate.

moderation group leader means a person appointed under the *Board of Senior Secondary Studies Act 1997*, section 6 (a) to oversee, direct and manage moderation day proceedings at a venue at which moderation day meetings are held.

small group moderator means a person appointed under the *Board of Senior Secondary Studies Act 1997*, section 6 (a) to oversee, monitor and report on teaching, curriculum and assessment practices in relation to subject moderation groups of 10 or fewer tertiary-eligible students.

Note From time to time the Board of Senior Secondary Studies may issue guidelines for the appointment of these positions.

subject group leader means a person appointed under the *Board of Senior Secondary Studies Act 1997*, section 6 (a) to oversee, direct and manage moderation for a specific subject group during scheduled moderation days.

577 Eligibility

- (1) The head of service may approve the payment of additional remuneration to an officer or employee who is appointed, under the *Board of Senior Secondary Studies Act 1997*, section 6 (a), to perform work for the Board of Senior Secondary Studies.
- (2) The officer or employee is eligible to receive, in addition to normal salary, a payment as set out in this part on completion of the specific work.

578 Payments

- (1) Payments count as salary for taxation purposes only.
- (2) The rates of payment are as set out in this part.
- (3) These rates will be subject to annual review with effect from 1 January 2002, and will be adjusted by the annual percentage increase in the Consumer Price Index (CPI) (All Groups—ACT) for the previous calendar year.
- (4) If there is no increase in the CPI the rate of payment will remain the same for that year.

Table 578.1 Payments to Course Accreditation Panels

column 1 number of courses accredited	column 2 payment to panel members	column 3 payment to chairs of course accreditation panels
1 – 4	\$225	\$350
5 – 9	\$275	\$400
10 or more	\$325	\$450

Payments to Moderation Group Leaders and Subject Group Leaders

- (5) A single payment of \$100 is payable to Moderation Group Leaders and Subject Group Leaders for each moderation day, or part thereof.

Payments to Small Group Moderators

- (6) Payments to Small Group Moderators will be made according to table 578.2 for each school they moderate.

Table 578.2 Payments to Small Group Moderators

column 1 number of students moderated	column 2 payment to moderator
1 – 4	\$120
5 – 9	\$230

Part 8.3 Joint Council

579 Interpretation—pt 8.3

In this part:

Joint Council means the ACT Public Service consultative forum referred to in the *Public Sector Management Act 1994*, section 44.

member means people appointed to the Joint Council other than the Commissioner.

580 Function of the Joint Council

Subject to this part, the functions and operating arrangements of the Joint Council will be set in Terms of Reference approved by the Minister for Industrial Relations.

581 Chair and deputy chair

- (1) The Chair of the Joint Council is the Commissioner.
- (2) The Deputy Chair is a member of the Joint Council nominated by UnionsACT.

582 Members

- (1) The Commissioner and UnionsACT may nominate members for appointment to Joint Council.
- (2) The Joint Council must be comprised of an equal number of UnionsACT and Commissioner nominated members.
- (3) A person nominated for appointment to the Joint Council by UnionsACT must be a member of a relevant union that has members employed by the ACT Public Service.
- (4) Nominations must be in writing and forwarded to the Commissioner as soon as practicable after the nominee is selected.

583 Deputy members

- (1) If a member is unable to attend a meeting of the Joint Council a deputy may be nominated to attend the meeting in place of the member.
- (2) A deputy attending a Joint Council meeting may act in place of the relevant member.

584 Termination of appointment

- (1) The Commissioner on advice of the Joint Council may terminate the appointment of a member for misbehaviour or physical or mental incapacity.
- (2) The Commissioner, on advice of the Joint Council and in consultation with the Deputy Chair, may terminate the appointment of members to reduce the total membership of the Joint Council.
- (3) If a member nominated by the Commissioner ceases to be employed by the ACT Public Service the appointment shall lapse.
- (4) If a member nominated by the Commissioner remains employed by the ACT Public Service but is no longer employed in the position that he or she held at the time of appointment the appointment shall lapse unless the Commissioner, in consultation with the Deputy Chair, allows a membership to continue.
- (5) If a member nominated by UnionsACT ceases to be a member of UnionsACT the appointment shall lapse.
- (6) If a member nominated by UnionsACT remains a member of UnionsACT but is no longer affiliated in a capacity that would be representative of the relevant union the appointment shall lapse unless the Commissioner, in consultation with the Deputy Chair, allows a membership to continue.

Part 8.5 Rental for ACTPS housing

589 Application—pt 8.5

An officer or an employee of the ACTPS who lives in an ACTPS dwelling must pay rental contributions in accordance with this part, unless specifically excluded.

590 Interpretation—pt 8.5

In this part:

ACTPS dwelling means a house, townhouse, home unit or flat owned or occupied by the ACTPS.

reasonable travelling distance means a distance of up to 30 kilometres measured from the urban boundary.

591 Rental contribution

An officer who lives in an ACTPS dwelling must pay a rental contribution (towards his or her accommodation) from their salary.

592 Calculation of rental contribution

- (1) An officer must pay a rental contribution determined by their salary, as specified in table 594, column 1; and
 - (a) if the officer has no dependents—the amount of rental contribution is as listed in table 594, column 2; or
 - (b) if the officer is accompanied by dependents—the amount of rental contribution is as listed in table 594, column 3; or
 - (c) if the officer has dependents but is unaccompanied—the amount of rental contribution is the amount listed in table 594, column 2 ($\frac{2}{3}$ of the amount listed in column 3).

- (2) An officer should pay no more than 10% of salary as rental contribution if their duty includes supervision or general control over personnel or property outside their ordinary hours of duty at, or around, the location of the ACTPS dwelling in which they reside.
- (3) If an officer shares the same ACTPS dwelling with one or more officers, the officer should pay the normal rent divided by the number of officers occupying the dwelling.

593 Increase or decrease in contribution

- (1) An officer who has been promoted must pay rental contributions at the higher rate of salary from the date of effect of the promotion, even if the officer was entitled to be paid at the higher rate of salary earlier than the date of effect of the promotion.
- (2) The head of service must determine the new amount of rental contribution of an officer who becomes entitled to be paid an annual salary at a higher rate, other than by promotion, as soon as practicable, but within 13 weeks of the date the officer becomes entitled to the higher salary.
- (3) The new amount of rental contribution is effective from the date the head of service determines the new amount payable.
- (4) The head of service may reduce an officer's contribution in whole, or part by certifying in writing that the location of an officer, or officers, in a particular location is critical to the operating efficiency of the agency.
- (5) The head of service should consider—
 - (a) the incidental obligations of the officer (eg after-hours caretaking or responsibility for staff or official property); or
 - (b) the remoteness of the locality from significant population centres; or

- (c) the extent to which subsidised housing is required to ensure adequate staff levels; or
- (d) the availability of private rental accommodation; or
- (e) the length of time for which an officer is transferred; or
- (f) the personal circumstances of the officer; or
- (g) the level of the costs arising from the officer's transfer; or
- (h) the circumstances in which a transfer has taken place; or
- (i) the condition of the ACTPS dwelling; or
- (j) any other relevant matter.

594 Rental contributions for accommodation in ACTPS housing—rates payable by officers (excluding officers with, but unaccompanied by, dependents)

Table 594

column 1 range of annual salary payable to the officer (\$)	column 2 rate per week of rental contribution for accommodation in ACTPS housing (\$)		column 3
	officer without dependants	officer accompanied by dependants	
below 20 000	51.00	76.00	
20 000 - 21 999	52.00	78.00	
22 000 - 23 999	55.00	82.00	
24 000 - 25 999	57.00	86.00	
26 000 - 27 999	60.00	90.00	
28 000 - 29 999	63.00	94.00	
30 000 - 31 999	65.00	98.00	

column 1 range of annual salary payable to the officer (\$)	column 2 rate per week of rental contribution for accommodation in ACTPS housing (\$)	
	officer without dependants	officer accompanied by dependants
32 000 - 33 999	68.00	102.00
34 000 - 35 999	71.00	106.00
36 000 - 37 999	73.00	110.00
38 000 - 39 999	76.00	114.00
40 000 - 41 999	79.00	118.00
42 000 - 43 999	81.00	122.00
44 000 - 45 999	84.00	126.00
46 000 - 47 999	87.00	130.00
48 000 - 49 999	89.00	134.00
50 000 - 51 999	92.00	138.00
52 000 - 53 999	95.00	142.00
54 000 - 55 999	97.00	146.00
56 000 - 57 999	100.00	150.00
58 000 - 59 999	103.00	154.00
60 000 - 61 999	105.00	158.00
62 000 - 63 999	108.00	162.00
64 000 - 65 999	111.00	166.00
66 000 - 67 999	113.00	170.00
68 000 - 69 999	115.00	173.00

Chapter 8
Part 8.5

Miscellaneous
Rental for ACTPS housing

Section 594

column 1 range of annual salary payable to the officer (\$)	column 2 rate per week of rental contribution for accommodation in ACTPS housing (\$) officer without dependants	column 3 officer accompanied by dependants
70 000 and over	119.00	178.00

Part 8.6 PSSAP eligibility

596 Interpretation—pt 8.6

In this part:

declaration means the *Superannuation (PSSAP) Membership Eligibility (Inclusion) Amendment Declaration 2006* (Cwlth).

person employed in the service means a person—

- (a) engaged under the Act, division 5.7; or
- (b) appointed to be an officer under the Act, division 5.3.

PSSAP or the *Public Sector Superannuation Accumulation Plan* means the superannuation scheme established under the *Superannuation Act 2005* (Cwlth).

597 Previous employment

- (1) A person employed in the service is eligible to be a member of the PSSAP if the employee—
 - (a) was employed under a temporary contract (the *previous contract*) which expired on the last business day before the commencement of the person's current period of employment; and
 - (b) was a member of the PSSAP on the day the previous contract expired.
- (2) This section applies on the day the declaration commences.

598 Regular employment

- (1) A person employed in the service is eligible to be a member of the PSSAP if the person—
 - (a) was a member of the PSSAP on the day before the declaration commences; and

(b) was employed on a regular and systematic basis for a sequence of periods before the declaration commences;

for as long as that person continues to be employed in the service on a regular or systematic basis or, if appointed as an officer under the Act, division 5.3, for as long as that appointment continues.

(2) In this section:

regular and systematic basis means the person—

(a) is employed in accordance with a regular work schedule or regular pattern of work; and

(b) has a reasonable expectation of continuing employment in the service.

(3) Section 598 (1) does not apply, or ceases to apply, if the person was employed by another employer between periods of employment in the service and that employment was not approved by the head of service.

599 Other circumstances

The head of service may, having regard to the circumstances of a person's employment, deem that person to be a person to whom this part applies provided that person was a member of the PSSAP on the day before the declaration commences.

Part 8.7 Special arrangements for teachers

600 Interpretation—pt 8.7

In this part:

teacher means a person who holds an office classified as a Teacher in this standard or other relevant industrial instrument.

union agreed joint selection committee—see section 43.

601 Union agreed joint selection committee promotions—teachers

If the members of a union agreed joint selection committee cannot reach a unanimous recommendation—

- (a) the recommendation of the majority of the members of the joint selection committee becomes the recommendation of the joint selection committee; or
- (b) if neither a unanimous nor a majority decision can be reached, the recommendation of the chairperson becomes the recommendation of the joint selection committee.

602 Appointment—teachers

- (1) The date of effect in section 51 (3) does not apply to a teacher appointed from a state teaching service or immediately after teacher training.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

603 Incremental advancement—casual teachers

- (1) A teacher employed on a casual basis is entitled to incremental advancement on the completion of each 200 days of service.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

604 Higher duties—teachers in an isolated district

- (1) A teacher is entitled to be paid higher duties allowance during a period of annual leave if the teacher—
 - (a) is eligible for higher duties allowance under the relevant industrial instrument; and
 - (b) is eligible for annual leave under the relevant industrial instrument; and
 - (c) is in an isolated district at the start of the period of annual leave; and
 - (d) has performed higher duties in that district for at least 12 months in the preceding two years; and
 - (e) is not returning to that district at the end of the leave.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

605 Sunday or public holiday duty—teachers

- (1) A teacher is not eligible for payment for Sunday or public holiday duty.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

606 Direction to take annual leave—teachers

- (1) The head of service may direct a teacher to take annual leave, at a time that is convenient to the agency, whether or not application for leave has been made.
- (2) Unless otherwise directed by the head of service a teacher, other than a teacher employed at the Canberra Institute of Technology, is considered to be on annual leave from the last day the teacher's school is open in a calendar year until—
 - (a) the day before the first day on which the school is open in the next calendar year; or
 - (b) the day the teacher's annual leave credit is exhausted on which day the teacher is considered to be on stand-down until the day before the first day on which the school is open in the next calendar year.

607 Accrual of annual leave credit—teachers and school assistants

- (1) A teacher or a school assistant in schools who commences duty on or before the first school day of a calendar year, and works without a break in service, during the year, is entitled to the equivalent of four weeks annual leave, expressed in hours, for each calendar year of service, for their ordinary hours of duty.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

**608 Leave to accompany a domestic partner on a posting—
teachers and school assistants**

- (1) A teacher or school assistant working in schools, returning to duty after accompanying a domestic partner on a posting must commence duties at the commencement of the next school year.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

**609 Duties with an authority of the Commonwealth, a State,
another Territory—teachers**

- (1) A teacher must consent before being directed to perform duties with an authority of the Commonwealth, a State, another Territory or a place overseas in accordance with an arrangement under the Act, section 121.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

610 Cancellation at the request of the promotee—teachers

- (1) If a teacher applies to the head of service, under the Act, section 90, to cancel a promotion before its date of effect, the head of service must cancel that promotion.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

611 Temporary transfer—appealable directions—teachers

- (1) A temporary transfer to perform duties of a higher office in the teaching service is not appealable if a temporary vacancy occurred after the start of the school year.
- (2) This section does not apply to teachers employed at the Canberra Institute of Technology.

Part 8.8 Special arrangements— pathologists and people covered by ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011

612 Allowance in lieu of right of private practice— pathologists

- (1) This section applies to an officer who—
 - (a) is qualified to practice as a pathologist; and
 - (b) is employed as a Consultant, Senior Specialist in Charge, Senior Specialist or Specialist, in pathology.
- (2) Officers covered by this section are entitled to be paid in respect of the period of relevant service, the higher of the following allowances:
 - (a) an allowance equal to 35% of their annual gross salary;
 - (b) an allowance equivalent to the aggregate rate of bonus and expense allowance payable to salaried specialists drawing income from private practice (under a Right of Practice Scheme of the Health Directorate).

613 Allowance in lieu of right of private practice—specialists other than pathologists

Officers are entitled to be paid an allowance, in respect of the period of relevant service, at a rate equal to 16% of the annual salary if the officer—

- (a) is a Senior Specialist or Specialist other than a pathologist; and

- (b) has elected to receive the allowance under this section in lieu of any remuneration from exercising a right of private practice under a Right of Private Practice Scheme of the Health Directorate.

**614 Calculation of salary for Sunday or public holiday duty—
medical officers**

- (1) If an employee covered by the *Medical Officers' (Australian Capital Territory Public Sector) Award 2000* is rostered for duty on a public holiday which is not in excess of the set weekly hours as specified in that Award, the employee is paid at the rate of time and a half for the actual time worked on the public holiday.

**615 Additional annual leave for career medical officers,
resident medical officers and registrars**

- (1) In addition to the annual leave a medical officer would ordinarily be entitled to, a medical officer who is rostered to work regularly on Sundays and Public Holidays, and who works for more than ten Sundays during a calendar year, accrues an additional seven consecutive days, expressed in hours, recreation leave for that year.
- (2) The seven consecutive days leave include non-working days.
- (3) A medical officer rostered to perform duty on less than ten Sundays during a year in which their annual leave accrues, accrue additional leave for that year at the rate of one tenth of a working week for each Sunday rostered.
- (4) Subject to this part, rostered Sunday overtime shift of less than three hours duration must not be taken into account for this section.
- (5) A rostered overtime shift which involves some hours to be worked on a Sunday and some on another day is to be treated as a Sunday overtime shift for this section.

- (6) The additional annual leave prescribed by this section is exclusive of Public Holidays.
- (7) The head of service may determine, if the amount of additional leave is less than one day, expressed in hours, that the amount be carried forward to the following year, if hospital working arrangements so require.

616 Leave for specialists and senior specialists—conference leave

- (1) The head of service may grant leave to a Specialist or Senior Specialist to attend a medical conference.
- (2) On commencement as a Specialist or Senior Specialist, and on completion of each year of service, an officer accrues a credit of one week of conference leave based on their ordinary hours of duty.
- (3) The maximum accruable credit of conference leave for Specialists and Senior Specialists is two weeks.
- (4) Conference leave cannot be granted in excess of available credits.
- (5) Conference leave must be granted with pay.
- (6) Conference leave counts as service for all purposes.
- (7) A Specialist or Senior Specialist is entitled to payment equal to the cost of return business class air travel to enable attendance at a medical conference provided—
 - (a) the air travel is by the most direct practicable route; and
 - (b) the cost does not exceed the maximum applicable between any two Australian capital cities.

617 Leave for specialists and senior specialists—study leave

- (1) The head of service may grant leave to a Specialist or Senior Specialist who has completed five years of service, for the purpose of undertaking medical study.
- (2) Subject to subsection (3), a period of three months study leave accrues for the first and each subsequent completed five years of service.
- (3) After the first credit has accrued, an officer may elect to accrue a credit of six weeks leave for each completed period of three years service.
- (4) The maximum study leave credit the officer may accrue is six months.
- (5) The period of study leave granted must not exceed the study leave credit of the officer.
- (6) Study leave is granted with pay.
- (7) A Specialist or Senior Specialist is entitled to payment equal to the cost of return business class air travel for study purposes provided—
 - (a) the air travel is by the most direct practicable route; and
 - (b) the cost does exceed the maximum applicable between any two Australian capital cities.

Chapter 9 Executives and statutory office-holders

Part 9.1 Executive employee conditions of employment

618 Application—pt 9.1 etc

Parts 9.1, 9.2, 9.3, 9.3A, 9.3B and 9.3C apply to an executive employee contract entered into on or after the commencement of this part.

619 Executive employee—conditions of employment

- (1) Unless otherwise provided by the Act or these management standards, an executive employee's conditions of employment are made up of—
 - (a) the conditions stated in the employee's contract of employment with the Territory (the *contract conditions*); and
 - (b) the provisions in chapter 9 (excluding part 9.4); and
 - (c) any other condition imposed by law.
- (2) A contract condition that is inconsistent with a provision in chapter 9 (excluding part 9.4) is void to the extent of the inconsistency.

Part 9.2 Executive employee's functions

620 Executive employee functions—generally

An executive employee's functions are set out in—

- (a) the Act; and
- (b) the management standards; and
- (c) the employee's contract of employment with the Territory; and
- (d) other Territory and Commonwealth law.

621 Executive employee functions—financial management

An executive employee must, for each financial year, ensure that expenditure for the directorate or business unit for which the employee is responsible is equal to or less than the budget (including any variation) approved by the relevant person for the employee for the directorate or business unit.

Part 9.3 Executive employee remuneration

622 Executive employee salary

An executive employee must be paid a cash amount determined in accordance with the following:

- (a) the Act;
- (b) these management standards;
- (c) any determination made by the Chief Minister or the remuneration tribunal under the *Remuneration Tribunal Act 1995*;
- (d) any relevant industrial instrument.

623 Executive employee entitlements generally

An executive employee must be given all entitlements, benefits or allowances determined by, or provided for, under the following:

- (a) the Act;
- (b) these management standards;
- (c) any determination made by the Chief Minister or the remuneration tribunal under the *Remuneration Tribunal Act 1995*;
- (d) any relevant industrial instrument;
- (e) any relevant Territory and Commonwealth law.

Part 9.3A Working out executive employee remuneration

624 Definitions—pt 9.3A

In this part:

assessed work value—see section 626 (2).

base remuneration—see section 628.

independent job evaluation methodology—see section 626 (1).

remuneration, in relation to an executive employee, means—

- (a) the employee's salary; and
- (b) the entitlements given to the employee under section 623.

salary, in relation to an executive employee, means the cash amount paid to the employee under section 622.

total remuneration point, for an executive employee office—see section 625.

625 Meaning of *total remuneration point*—pt 9.3A

In this part:

total remuneration point, in relation to an executive employee office that has an assessed work value in a range mentioned in table 625, column 2, means the figure mentioned in column 3 for that range of assessed work value.

Table 625 Table of total remuneration points

column 1 item	column 2 range of assessed work value	column 3 total remuneration point
1	680 – 735	1.1
2	736 – 791	1.2

column 1 item	column 2 range of assessed work value	column 3 total remuneration point
3	792 – 899	1.3
4	900 – 1000	2.4
5	1001 – 1200	2.5
6	1201 – 1299	2.6
7	1300 – 1488	3.7
8	1489 – 1679	3.8
9	1680 – 1870	3.9
10	1871 – 2061	3.10
11	2062 – 2249	3.11
12	2250 +	3.12

626 Assessed work value for an executive employee office

- (1) The head of service must approve a methodology (the *independent job evaluation methodology*) for working out the work value of an executive employee office.
- (2) For this part, an *assessed work value*, for an executive employee office, means the work value determined for the office by applying the independent job evaluation methodology.
- (3) An executive employee office must be given an assessed work value.

627 Circumstances where assessed work value for an executive employee not required

- (1) The head of service may decide that an assessed work value for an executive employee office does not apply to the office—
 - (a) if—

- (i) a person is to be employed under the [Act](#), section 76 (Executives—temporary contracts) to exercise the functions of the office; and
 - (ii) the head of service decides that it is in the interests of the service for an assessed work value not to apply to the office while the person is engaged to exercise the functions of the office; or
- (b) if—
 - (i) a new administrative unit is established; and
 - (ii) a person is engaged under the [Act](#), section 30 (Directors-general—temporary contracts).
- (2) In the application of this section to an autonomous instrumentality, a reference to the head of service is a reference to the chief executive officer of the instrumentality.

Note **Autonomous instrumentality**—see the [Act](#), dictionary.
- (3) If the head of service decides that an assessed work value for an executive employee office does not apply to the office in relation to a person, the head of service must decide the total remuneration point for the person.
- (4) The Chief Minister may decide that an assessed work value for an executive employee office does not apply to the office if—
 - (a) a person is to be employed under the [Act](#), section 23J (Head of service—temporary contract) to exercise the functions of the office; and
 - (b) the Chief Minister decides that it is in the interests of the service for an assessed work value not to apply to the office while the person is engaged to exercise the functions of the office.

- (5) If the Chief Minister decides that an assessed work value for an executive employee office does not apply to the office in relation to a person, the Chief Minister must decide the total remuneration point for the person.

628 Executive employee—base remuneration

For this part, *base remuneration* for an executive employee office means the remuneration determined by the remuneration tribunal for the total remuneration point for the executive employee office.

Note *Remuneration* means salary and entitlements (see s 624).

629 Head of service may approve higher remuneration—new executive employees

- (1) The head of service may on the head of service's own initiative, or on request by a director-general, approve remuneration for a new executive employee that is more than the base remuneration.

Note Power given by a law to make a decision includes power to reverse or change the decision (see [Legislation Act](#), s 180).

- (2) The head of service may only approve remuneration under subsection (1) if the head of service—
- (a) has consulted with the commissioner; and
 - (b) is satisfied of at least 1 of the following circumstances:
 - (i) the vacancy in the executive employee office was advertised at the base remuneration for the office and no suitable person successfully applied for the position;
 - (ii) having regard to advice from the entity responsible for preparing the independent job evaluation methodology, a higher remuneration is necessary to attract a suitable person to the position;

- (iii) for a new executive employee that was employed outside the service immediately before being offered employment in the executive employee office—the employee received higher remuneration for the employment outside the service than the base remuneration for the executive employee office.
- (c) is satisfied that the remuneration is fair having regard to the remuneration of other executive employees in the service.
- (3) For a new executive employee to whom subsection (2) (b) (iii) applies, the head of service must not approve remuneration that is more than 10% higher than the base remuneration.
- (4) For a proposed engagement of a new executive employee to an office that is, or will become, vacant—
 - (a) a request under subsection (1) may only be made before the executive employee is engaged; and
 - (b) the higher remuneration approved by the head of service may be advertised in relation to the vacancy.
- (5) A director-general may only delegate the power to make a request under subsection (1) to another director-general or an executive.
- (6) In this section:
new executive employee means a person to be engaged in an executive employee office who has not previously been engaged under a contract for the same executive employee office.

630 Contract variation to increase total remuneration point

- (1) For the [Act](#), section 23E (2) (b), section 28AB (2) (b) and section 72A (2) (b), a variation to an executive employee's contract may increase the employee's remuneration if—
 - (a) the employee's job responsibilities have been increased; and

- (b) a new work value assessment has been done and a higher total remuneration point applies to the office to which the employee is engaged; and
- (c) 1 of the following applies:
 - (i) if the total remuneration point that applies to the office before the new work assessment falls within zone 1—the higher total remuneration point falls within zone 1;
 - (ii) if the total remuneration point that applies to the office before the new work assessment falls within zone 2—the higher total remuneration point falls within zone 2;
 - (iii) if the total remuneration point that applies to the office before the new work assessment falls within zone 3 (the *original total remuneration point*)—the higher total remuneration point is no more than 2 remuneration points above the original total remuneration point.

(2) In this section:

zone 1 means the ranges of assessed work values mentioned in table 625, items 1 to 3.

zone 2 means the ranges of assessed work values mentioned in table 625, items 4 to 6.

zone 3 means the ranges of assessed work values mentioned in table 625, items 7 to 12.

Part 9.3B Other executive employee conditions of employment

Division 9.3B.1 General matters

631 Exclusive employment

- (1) An executive employee (other than the head of service) must comply with the [Act](#), section 244 (Second jobs) as if the employee were an officer.
- (2) The head of service must comply with the [Act](#), section 244 as if—
 - (a) the head of service were an officer; and
 - (b) a reference in the [Act](#), section 244 to the head of service were a reference to the Chief Minister.

632 Warranty by executive employee

An executive employee warrants that he or she—

- (a) is and will continue to be a fit and proper person; and
- (b) has disclosed to the relevant person for the executive employee any conviction or finding of guilt for an offence relating to the employee (other than an offence for which the conviction is spent).

633 Disclosure of material interests

- (1) This section applies to an executive employee engaged under a contract of employment for 3 months or longer.

- (2) An executive employee must give to the relevant person for the employee a written statement of material interests relevant to the employee's employment—
 - (a) before entering into the employee's contract of employment; and
 - (b) at the end of every 12 month period after the employee's contract starts.
- (3) The statement must be in a form approved by the head of service.
- (4) An executive employee must tell the relevant person for the employee in writing if the employee has a material interest relevant to the employee's employment that has not been disclosed to the relevant person as soon as practicable after the relevant facts come to the employee's knowledge.
- (5) In this section:

indirect interest—without limiting the kinds of indirect interests a person may have, a person has an *indirect interest* in a matter if any of the following has an interest in the matter:

 - (a) an associate of the person;
 - (b) a corporation if the corporation has not more than 100 members and the person, or an associate of the person, is a member of the corporation;
 - (c) a subsidiary of a corporation mentioned in paragraph (b);
 - (d) a corporation if the person, or an associate of the person, is an executive officer of the corporation;
 - (e) the trustee of a trust if the person, or an associate of the person, is a beneficiary of the trust;
 - (f) a member of a firm or partnership if the person, or an associate of the person, is a member of the firm or partnership;

- (g) someone else carrying on a business if the person, or an associate of the person, has a direct or indirect right to participate in the profits of the business.

material interest—an executive employee has a **material interest** relevant to the employee’s employment if the employee has—

- (a) a direct or indirect financial interest in a matter relevant to the employee’s employment; or
- (b) a direct or indirect interest of any other kind if the interest could conflict with the proper exercise of the employee’s functions of the office to which the employee has been engaged.

634 Confidentiality of information

An executive employee must not, after stopping being an employee in the service, disclose any confidential information acquired by the employee as a consequence of the employee’s employment in the service without the written approval of the relevant person for the employee.

Note The [Act](#), s 9 (m) imposes an obligation of confidentiality on an executive employee while the employee is employed in the service.

635 Equity and diversity—director-general responsibilities

A director-general must take all reasonable steps to—

- (a) prepare an equity and diversity plan for the directorate for which the director-general is responsible—
 - (i) for a new directorate—within 3 months after the unit is established; and
 - (ii) for an existing directorate—before the end of the previous plan; and
- (b) ensure the plan is implemented by the directorate; and

- (c) monitor the implementation of the plan; and
- (d) report to the head of service on the directorate's implementation of the plan.

Division 9.3B.2 Performance

636 Performance agreement

- (1) An executive employee must give the relevant person for the employee a draft performance agreement within 3 months after the start of the employee's contract of employment.
- (2) The head of service must—
 - (a) approve the draft performance agreement; or
 - (b) after consulting with the executive employee, amend and approve the performance agreement.
- (3) A performance agreement must comply with any policy approved by the head of service.
- (4) The executive employee must comply with the terms of the employee's approved performance agreement.

636A Underperformance

- (1) This section applies if the relevant person for an executive employee considers that the employee—
 - (a) has not met or is not meeting requirements or targets set out in the employee's approved performance agreement; or
 - (b) has not complied with section 621 (Executive employee functions—financial management); or
 - (c) is otherwise not working to a satisfactory level.

- (2) The relevant person for the executive employee may decide to manage the employee's performance but may only do so by following—
 - (a) if the head of service has made a policy under section 636B—the policy; or
 - (b) principles of natural justice and procedural fairness.

636B Performance policy

- (1) The head of service may approve a policy setting out the procedures for dealing with underperformance by an executive employee.
- (2) The head of service must ensure the procedures are consistent with principles of natural justice and procedural fairness.

Division 9.3B.3 Misconduct

636C Misconduct

- (1) This section applies if the relevant person for an executive employee receives an allegation that the employee has engaged in misconduct.
- (2) The relevant person for the executive employee may, by written notice to the employee, do 1 or more of the following:
 - (a) suspend the employee from work without pay;
 - (b) suspend the employee from work with pay;
 - (c) transfer the employee to other duties.
- (3) If, after investigating the allegation, the relevant person for the executive employee is satisfied on reasonable grounds that the employee has engaged in misconduct the relevant person may do 1 or more of the following:
 - (a) counsel the employee;
 - (b) give the employee a warning;

- (c) transfer the employee to other duties;
- (d) deduct a monetary penalty from the employee's salary.

Note 1 For the deduction of a monetary penalty from an executive employee—see the [Act](#), s 250A.

Note 2 The relevant person for the executive employee may, on behalf of the Territory, terminate the employee's employment (see s 636F).

- (4) In taking action under subsection (2) and (3), the relevant person for the executive employee must follow—
 - (a) if the head of service has made a policy under section 636D—the policy; or
 - (b) principles of natural justice and procedural fairness.
- (5) For subsection (2) (a) and (b), notice of suspension must state—
 - (a) the day on which the suspension starts; and
 - (b) the reason for the suspension; and
 - (c) the day on which the suspension ends.
- (6) In this section:
misconduct includes—
 - (a) conduct that harms, or is likely to harm, the reputation of the service or the Territory; and
 - (b) a breach of the [Act](#), section 9.

636D Misconduct policy

- (1) The head of service may approve a policy setting out the procedures for dealing with misconduct by an executive employee.
- (2) The head of service must ensure the procedures are consistent with principles of natural justice and procedural fairness.

Division 9.3B.4 Termination

636E Termination by the executive employee

An executive employee may terminate the employee's employment at any time, for any reason, on giving the relevant person for the employee—

- (a) at least 8 weeks written notice; or
- (b) some other period of notice agreed by the parties.

636F Termination by the Territory

- (1) The relevant person for an executive employee may, on behalf of the Territory, terminate the employee's employment at any time, for a reason mentioned in subsection (2), on giving the employee—

- (a) at least 8 weeks written notice; or
- (b) some other period of notice agreed by the parties.

- (2) An executive employee's employment may be terminated if the relevant person for the employee is satisfied on reasonable grounds that—

- (a) the employee has engaged in misconduct; or

Note The employee's employment may be terminated without notice for serious misconduct (see s (3)).

- (b) the employee has failed to comply with the conditions of the employee's employment; or
- (c) changes to operational requirements result in substantial change to the nature of the work of the office for which the employee was engaged; or
- (d) the employee breaches the warranty mentioned in section 632; or

- (e) after the employee's underperformance has been managed in accordance with section 636B—the employee is continuing, or is likely to continue, to underperform.
- (3) The relevant person for an executive employee may, on behalf of the Territory, terminate the employee's employment at any time, without notice, if the relevant person is satisfied on reasonable grounds that the employee has engaged in serious misconduct.
- (4) A notice under subsection (1) must state the reason for terminating the executive employee's employment.

Part 9.3C Executive employee financial entitlements

636G Meaning of *continuous recognised service*—pt 9.3C

For this part, a period of *continuous recognised service* for an executive employee is a period worked out in the same way an officer's period of service is worked out for long service leave in section 64 (Recognition of prior service—long service leave).

636H Meaning of *transitional executive*—pt 9.3C

In this part:

transitional executive means a director-general or executive who—

- (a) was an ACT Senior Executive Service officer immediately before the commencement of the *Public Sector Management (Amendment) Act 1995* (repealed); and
- (b) has been continuously employed by the Territory from the commencement of the *Public Sector Management (Amendment) Act 1995* (repealed).

Note Continuous employment with the Territory may include an appointment to a full-time statutory office established under a territory law.

636I Head of service and director-general employment benefit

- (1) This section applies to a person engaged under the *Act*, section 23C (Head of service—engagement) or section 28 (Directors-general—engagement).
- (2) The Chief Minister may approve in writing the payment to a person of an amount (an *employment benefit*) if—

- (a) for an employment benefit equivalent to 20% or less of the person's salary—the Chief Minister is satisfied of the requirements of subsection (3); or
- (b) for an employment benefit equivalent to more than 20% of the person's salary—
 - (i) an assessed work value has been determined for the relevant office; and
 - (ii) the Chief Minister considers—
 - (A) the assessed work value for the relevant office; and
 - (B) the requirements under subsection (3); and
 - (C) market rate pressures; and
 - (D) the specialist skill and expert technical knowledge of the person; and
 - (E) any other relevant matter; and
 - (iii) the Chief Minister is satisfied that it is appropriate to approve the employment benefit under this section.
- (3) The Chief Minister may only approve an employment benefit to a person if satisfied that—
 - (a) the person is suitable for employment as the head of service or a director-general; and
 - (b) the benefit is necessary to secure, or retain, the person's employment as the head of service or a director-general.
- (4) If the Chief Minister approves the payment of an employment benefit to a person, the benefit—
 - (a) starts on the day and is for the amount stated in the approval; and

- (b) unless stated in the approval, applies for the term of the person's contract; and
 - (c) if the employment benefit is equivalent to 20% or less of the person's salary—may be increased by the Chief Minister at any time during the term of the person's contract; and
 - (d) may be reduced or ended by the Chief Minister if the person's salary is increased, but not so as to reduce the amount paid to the person to an amount less than the sum of—
 - (i) the salary paid to the person before its increase; and
 - (ii) the benefit.
- (5) To avoid doubt, the payment of an employment benefit is in addition to any remuneration determined by the Remuneration Tribunal under the *Remuneration Tribunal Act 1995*.
- (6) An employment benefit must be paid by fortnightly payments.
- (7) An employment benefit is taken to be salary for all purposes including—
- (a) superannuation; and
 - (b) paid leave; and
 - (c) a payment instead of termination notice period under section 636J; and
 - (d) a special benefits payment under section 636K, section 636L or section 636M.
- (8) If a person takes leave on reduced pay the person's employment benefit must be reduced on an equivalent basis.
- (9) In this section:
assessed work value—see section 626 (2).

636J Payment instead of termination notice period

- (1) If notice of termination is required under an executive employee's contract of employment, an amount equal to the employee's salary for that period of notice may, at the election of the employer or employee, be paid to the employee instead of giving notice.
- (2) A payment made instead of notice under this section is in addition to a payment made under section 636K, section 636L or section 636M.

636K Special benefit payable on early termination of contract—generally

- (1) This section applies if—
 - (a) an executive employee, other than a transitional executive, is engaged under a contract mentioned in any of the following provisions of the [Act](#):
 - (i) section 23F (Head of service—early termination of contract);
 - (ii) section 28A (Directors-general—early termination of contract);
 - (iii) section 73 (Early termination of contract); and
 - (b) the executive employee's contract is terminated by a person other than the employee.
- (2) If the reason the executive employee's contract is terminated is because of a change to operational requirements that results in a substantial change to the nature of the work required under the contract, the benefit payable in relation to the termination—
 - (a) is an amount equivalent to 2 weeks of the employee's salary for every completed year of continuous recognised service; and
 - (b) must not take into account any period of service for which the employee has received a special benefit or redundancy type

payment in relation to employment in the service or the public service of another jurisdiction; and

- (c) must not be more than an amount equivalent to 44 weeks of the employee's salary.
- (3) If the reason the executive employee's contract is terminated is because the employee failed to disclose a conviction or finding of guilt for an offence (other than an offence for which the conviction is spent), the benefit payable in relation to the termination—
- (a) is an amount equivalent to 2 weeks of the employee's salary for every completed year of continuous recognised service; and
 - (b) must not take into account any period of service for which the employee has received a special benefit or redundancy type payment in relation to employment in the service or the public service of another jurisdiction; and
 - (c) must not be more than an amount equivalent to 1 month of the employee's salary.

636L Special benefit payable on early termination of contract—transitional executives

- (1) This section applies if—
- (a) a transitional executive is engaged under a contract mentioned in any of the following provisions of the [Act](#):
 - (i) section 23F (Head of service—early termination of contract);
 - (ii) section 28A (Directors-general—early termination of contract);
 - (iii) section 73 (Early termination of contract); and
 - (b) the transitional executive's contract is terminated by a person other than the transitional executive.

- (2) If the reason the transitional executive's contract is terminated is because of a change to operational requirements that results in a substantial change to the nature of the work required under the contract, the benefit payable in relation to the termination—
- (a) is an amount equivalent to 2 weeks of the transitional executive's salary for every completed year of continuous recognised service; and
 - (b) must not take into account any period of service for which the transitional executive has received a special benefit or redundancy type payment in relation to employment in the service or the public service of another jurisdiction; and
 - (c) must not be more than an amount equivalent to 52 weeks of the transitional executive's salary.
- (3) If the reason the transitional executive's contract is terminated is because the transitional executive failed to disclose a conviction or finding of guilt for an offence (other than an offence for which the conviction is spent), the benefit payable in relation to the termination—
- (a) is an amount equivalent to 2 weeks of the transitional executive's salary for every completed year of continuous recognised service; and
 - (b) must not take into account any period of service for which the transitional executive has received a special benefit or redundancy type payment in relation to employment in the service or the public service of another jurisdiction; and
 - (c) must not be more than an amount equivalent to 1 month of the transitional executive's salary.

636M Special benefits payable on non-renewal of contract in certain circumstances—transitional executives

- (1) This section applies if—
 - (a) a transitional executive is engaged under a contract mentioned in any of the following provisions of the [Act](#):
 - (i) section 23F (Head of service—early termination of contract);
 - (ii) section 28A (Directors-general—early termination of contract);
 - (iii) section 73 (Early termination of contract); and
 - (b) the transitional executive’s contract ends (the *existing contract*).
- (2) Subsection (3) applies if—
 - (a) before or immediately after the existing contract ends, the transitional executive is not offered another contract for the same office to which the existing contract relates; and
 - (b) the reason the transitional executive is not offered another contract does not relate to any 1 of the following:
 - (i) poor performance;
 - (ii) misconduct;
 - (iii) failure by the transitional executive to disclose a conviction or finding of guilt for an offence (other than an offence for which the conviction is spent).
- (3) The benefit payable to the transitional executive—
 - (a) is an amount equivalent to 2 weeks of the transitional executive’s salary for every completed year of continuous recognised service; and

- (b) must not take into account any period of service for which the transitional executive has received a special benefit or redundancy type payment in relation to employment in the service or the public service of another jurisdiction; and
 - (c) must not be more than an amount equivalent to 52 weeks of the transitional executive's salary.
- (4) Subsection (5) applies if before or immediately after the existing contract ends, the transitional executive—
- (a) is offered another contract in relation to an executive office that has a significantly lower assessed work value than the office to which the existing contract relates; and
 - (b) the transitional executive does not accept the offer of the other contract.
- (5) The benefit payable to the transitional executive—
- (a) is an amount equivalent to 2 weeks of the transitional executive's salary for every completed year of continuous recognised service; and
 - (b) must not take into account any period of service for which the transitional executive has received a special benefit or redundancy type payment in relation to employment in the service or the public service of another jurisdiction; and
 - (c) must not be more than an amount equivalent to 52 weeks of the transitional executive's salary.

636N Superannuation—executive employees

- (1) This section—
- (a) applies to an executive employee engaged under a contract on or after 1 July 2006; but
 - (b) does not apply to an executive employee—

- (i) who is an existing Commonwealth Superannuation Scheme or Public Sector Superannuation Scheme member; or
 - (ii) who was engaged or appointed under the Act before 30 June 2006, if the employee's subsequent engagement was continuous with employment started before 30 June 2006; or
 - (iii) who was engaged or appointed to the Territory under a territory law before 30 June 2006, if the employee's subsequent engagement was continuous with employment started before 30 June 2006.
- (2) The executive employee's employer must pay for each income year, on behalf of the employee, to an agreed superannuation fund nominated by the employee—
- (a) the amount nominated in writing by the employee as the employee's personal superannuation contribution; and
 - (b) as the employer's superannuation contribution—an amount equivalent to—
 - (i) 9% of the employee's remuneration for the income year; or
 - (ii) if the employee pays an amount of personal superannuation contribution equivalent to 3% or more of the employee's remuneration to the employee's agreed superannuation fund in the income year—10% of the employee's remuneration for that income year.
- (3) In this section:
- income year* has the same meaning as in the *Income Tax Assessment Act 1997* (Cwlth).

Part 9.4 Statutory office-holder financial entitlements

637 Application—pt 9.4

This part applies to—

- (a) Assistant Executive Officer, Legal Aid Commission (ACT);
and
- (b) Auditor-General; and
- (c) Chief Executive Officer, Land Development Agency; and
- (d) Chief Planning Executive, ACT Planning and Land Authority;
and
- (e) Children and Young People Commissioner; and
- (f) Director of Public Prosecutions; and
- (g) Director, Canberra Institute of Technology; and
- (h) Disability and Community Services Commissioner; and
- (i) Discrimination Commissioner; and
- (j) Electoral Commissioner; and
- (k) Executive Officer, Legal Aid Commission (ACT) ; and
- (l) Health Services Commissioner; and
- (m) Human Rights Commissioner; and
- (n) Presidential Members of the ACT Civil and Administrative
Tribunal; and
- (o) Public Advocate; and
- (p) the Clerk of the Legislative Assembly, subject to the Act,
section 52; and

- (q) Victims of Crime Commissioner; and
- (r) Work Safety Commissioner; and
- (s) a statutory office-holder covered by Remuneration Tribunal Determination 3 of 2010 - Full-time Holders of Public Office , effective 1 July 2010, as varied and any determination of the Remuneration Tribunal which supersedes Determination 3 of 2010 and applies to full-time statutory office-holders.

638 Interpretation—pt 9.4

- (1) In this division:

continuous recognised service is calculated in the same way as an officer's period of service is calculated for long service leave under section 64.

remuneration means the cash salary remuneration payable to full-time statutory office-holders as set out in table 1.1, column 2 of Remuneration Tribunal Determination 3 of 2010 'Full-time Holders of Public Office', effective 1 July 2010, as varied or any determination of the Remuneration Tribunal, which supersedes Determination 3 of 2010, and applies to full-time statutory office-holders.

Note Table 1.1, column 2 of Remuneration Tribunal Determination 3 of 2010 'Full-time Holders of Public Office', effective 1 July 2010, sets out the cash salary component of full-time statutory office-holder remuneration.

special benefit—as provided under section 640.

639 Payment in lieu for notice period—statutory office-holders

- (1) This section applies if the appointment of a statutory office-holder is to end before the appointment is due to end but does not apply if the appointment ends—
- (a) by expiry of the term of appointment; or

- (b) by the resignation of the statutory officer holder; or
 - (c) under the Act by which the statutory officer holder is appointed and the ending of the appointment relates to removal from office, termination of appointment or retirement provisions under that Act.
- (2) If the appointment of a statutory office-holder ends, before it was due to end, the appointer must give the statutory office-holder at least eight weeks notice in writing that the appointment will end.
- (3) At the election of the appointer or the statutory office-holder a payment equal to the remuneration for the eight weeks notice period may be made in lieu of notice.
- (4) A payment made in lieu of notice under this section is in addition to a payment made under section 640.

**640 Special benefits on early termination of appointment—
statutory office-holders**

If the appointment of a statutory office-holder ends before the appointment is due to end, the statutory office-holder will be entitled to a special benefit—

- (a) of two weeks of remuneration for every completed year of continuous recognised service (excluding any period of service for which the statutory office-holder has received a special benefit or redundancy type payment in the ACTPS or another jurisdiction); and
- (b) up to a maximum of 44 weeks of remuneration.

641 Appointment or engagement of former statutory office-holders

- (1) This section applies to a statutory office-holder—
 - (a) whose appointment ends before their appointment is due to end for any reason other than their resignation; and
 - (b) who is entitled to receive a special benefit as prescribed under section 640.
- (2) A person to whom this section applies cannot be appointed as a statutory office-holder or an officer for the period that corresponds with the period of special benefit that follows immediately after the end of their appointment without the written consent of the head of service
- (3) A person to whom this section applies cannot be engaged as an employee for the period that corresponds with the period of special benefit that follows immediately after the end of their appointment without the written consent of the head of service.
- (4) The head of service—
 - (a) must consult with the commissioner before giving written consent under this section; and
 - (b) may impose conditions to the consent.

642 Superannuation—statutory office-holders

- (1) This section applies to—
 - (a) any person appointed as a statutory office-holder, on and after 1 July 2006; but
 - (b) does not apply to any person—
 - (i) who is an existing Commonwealth Superannuation Scheme or Public Sector Superannuation Scheme member; or

- (ii) who was engaged or appointed under the Act before 30 June 2006, if the subsequent appointment as a statutory office-holder would be continuous with employment commenced before 30 June 2006; or
 - (iii) who was engaged or appointed to the Territory under Territory legislation before 30 June 2006, if the subsequent appointment as a statutory office-holder would be continuous with employment commenced before 30 June 2006.
- (2) The value of the employer's superannuation contribution is to be contributed on behalf of the statutory office-holder to an agreed superannuation fund nominated by the statutory office-holder and is—
- (a) 9% of the statutory office-holder's remuneration; or
 - (b) 10% of the statutory office-holder's remuneration, if the statutory office-holder contributes 3% or more of his or her remuneration to the agreed superannuation fund nominated by the statutory office-holder in the form of personal superannuation contributions.
- (3) The employer must contribute any nominated amount on behalf of the statutory officer holder to an agreed superannuation fund nominated by the statutory office-holder.
- (4) This amount is the personal superannuation contributions of the statutory office-holder to the nominated superannuation fund.
- (5) The value of the employer's superannuation contribution must not be paid in cash to a statutory office-holder.

Part 9.5 Executive and statutory office-holder vehicle entitlements

643 Application—pt 9.5

- (1) This part applies to the head of service, directors-general, executives and statutory office-holders.
- (2) This part does not apply to—
 - (a) the clerk of the Legislative Assembly; or
 - (b) the Chief Justice of the Supreme Court; or
 - (c) Judges of the Supreme Court; or
 - (d) acting Judges of the Supreme Court; or
 - (e) the Master of the Supreme Court; or
 - (f) the Chief Magistrate; or
 - (g) Magistrates.

644 Interpretation—pt 9.5

In this part:

business use means the use of an executive vehicle for purposes associated with the operation of the agency.

executive means—

- (a) a person engaged as the head of service under the Act, section 23C or section 23J; or
- (b) a director-general employed under the Act, section 28 or section 30; or
- (c) an executive employed under the Act, section 72 or section 76; or

(d) a statutory office-holder to whom this part applies.

executive vehicle means a self drive and private plated passenger motor vehicle which is provided to the head of service or a director-general, executive or full-time statutory office-holder to whom this part applies as part of their total remuneration package, and includes any vehicle provided in lieu of that vehicle.

private use means the use of an executive vehicle for private or non-business purposes.

statutory office-holder means—

- (a) the holder of an office established under an ACT law and prescribed in table 1.1 of Remuneration Tribunal Determination 3 of 2010, as varied; or
- (b) the holder of an office established under and ACT law and prescribed in Remuneration Tribunal Determination 5 of 2010 as varied; or
- (c) any determination by the Remuneration Tribunal which supersedes Remuneration Tribunal Determination 5 of 2010 and applies to full-time holders of public offices; or
- (d) any determination by the Remuneration Tribunal which supersedes Determination 5 of 2010 and applies to the part-time presidential member of the ACT Civil and Administrative Tribunal.

645 Executive vehicle entitlement

- (1) An executive is entitled to the use of a four cylinder executive vehicle, within the Territory's leasing arrangements.
- (2) An executive is entitled to a parking space for the executive's vehicle at or near the executive's principal place of work.
- (3) If an executive vehicle is to be returned, replaced, purchased or transferred, this must be done in accordance with the requirements

of the fleet provider and the whole of government policy for executive vehicle management.

646 Executive vehicle entitlement—part-time executives

- (1) Subject to subsection (2), an executive who works regular hours but is engaged on a part-time basis will continue to receive the vehicle entitlement as if they were a full-time executive.
- (2) The head of service may agree to a recommendation from the director-general of the relevant administrative unit, that the vehicle entitlement of an executive engaged on a part-time basis be restricted to a pro rata basis.
- (3) Having regard to all circumstances, the head of service, in consultation with the director-general of the relevant administrative unit, is required to consider and advise on the administrative arrangements required for the provision of a pro rata vehicle entitlement.

Note The usual pro rata arrangement will be pro rata payment in lieu in accordance with s 648.

647 Choice of motor vehicle

- (1) When entering into a lease for an executive vehicle an executive is entitled to choose an executive vehicle, subject to—
 - (a) the requirements of this section; and
 - (b) the requirements of the territory's fleet provider; and
 - (c) the specifications in the whole of government policy for executive vehicle management.
- (2) The vehicle selected by an executive must be a four cylinder vehicle.
- (3) The vehicle model selected by an executive must be suitable for business use at the ordinary place of work of the executive.

- (4) The vehicle model selected by an executive must not be a high performance, luxury or prestige vehicle.
- (5) The vehicle selected by an executive may be Australian made or imported.
- (6) The vehicle selected by an executive must be valued by the territory's fleet provider at or below the applicable vehicle value set out in table 647.

Note The vehicle value is the value on the day the quotation is provided by the territory's fleet provider.

- (7) An executive is entitled to chose optional items of equipment for an executive vehicle provided—
 - (a) the equipment is approved; and
 - (b) the total value of the vehicle with the equipment does not exceed the applicable vehicle value set out in table 648.

Table 647

column 1 remuneration zone	column 2 maximum vehicle value (excluding GST)
Zone 1 or equivalent remuneration	\$38 300
Zone 2 or equivalent remuneration	\$41 800
Zone 3 or equivalent remuneration	\$46 000

Note In table 647 the maximum vehicle value listed in column 2 is determined by the manufacturer's recommended retail price.

- (8) If a statutory office-holder receives remuneration that does not align with a zone mentioned in table 647 the head of service must determine the appropriate maximum value applicable to the vehicle entitlement of the statutory office-holder.

(9) In this section:

zone 1 means the ranges of assessed work values mentioned in table 625, items 1 to 3.

zone 2 means the ranges of assessed work values mentioned in table 625, items 4 to 6.

zone 3 means the ranges of assessed work values mentioned in table 625, items 7 to 12.

648 Payment in lieu of an executive vehicle entitlement

(1) An executive may elect to receive payment in lieu of the entitlement to an executive vehicle for the value set out in table 648.

Note In table 648 the value of payment is GST exclusive.

Table 648

column 1 remuneration zone	column 2 value of payment in lieu
Zone 1 or equivalent remuneration	\$19 500 per annum
Zone 2 or equivalent remuneration	\$20 000 per annum
Zone 3 or equivalent remuneration	\$21 500 per annum

(2) If a statutory office-holder receives remuneration that does not align with a zone mentioned in table 648 the head of service must determine the appropriate value of payment in lieu.

(3) Payment in lieu of an executive vehicle will be paid in fortnightly instalments.

(4) If an executive elects to receive payment in lieu of an executive vehicle, the executive—

(a) is entitled to retain access to a parking space; and

- (b) is not entitled to access any other entitlements provided under this part.
- (5) An executive may elect to receive payment of \$2 500 in lieu of the entitlement to a parking space.
- (6) Payment in lieu of a parking space will be paid in fortnightly instalments.
- (7) If an executive is engaged on a part-time basis, and is restricted to a pro rata vehicle entitlement under section 646, any payment in lieu of the entitlement to an executive vehicle must be made on a pro rata basis.
- (8) In this section:

zone 1 means the ranges of assessed work values mentioned in table 625, items 1 to 3.

zone 2 means the ranges of assessed work values mentioned in table 625, items 4 to 6.

zone 3 means the ranges of assessed work values mentioned in table 625, items 7 to 12.

649 Change to payment in lieu of an executive vehicle entitlement

An executive who has elected to use an executive vehicle may subsequently elect to receive payment in lieu of an executive vehicle—

- (a) from the date the lease of the executive vehicle ends; or
- (b) with the agreement of—
- (i) for the head of service—the Chief Minister; or
 - (ii) for any other executive—the head of service, if the head of service—

(A) has received a recommendation from the relevant director-general; and

(B) is satisfied there are exceptional circumstances that warrant agreement.

650 Executive vehicle modification

- (1) If an executive has a disability that affects his or her ability to drive a standard vehicle, the executive is entitled to such modifications the director-general certifies in writing as being reasonably necessary to enable the executive to drive a vehicle.
- (2) If a director-general has a disability that affects his or her ability to drive a standard vehicle, the director-general is entitled to such modifications or options as the head of service certifies in writing as being reasonably necessary to enable the director-general to drive a vehicle.
- (3) If the head of service has a disability that affects his or her ability to drive a standard vehicle, the head of service is entitled to the modifications or options the Chief Minister certifies in writing as being reasonably necessary to enable the head of service to drive a vehicle.
- (4) An executive may choose optional items of equipment to be fitted to his or her executive vehicle in accordance with requirements specified in the whole of government policy for executive vehicle management, provided the manufacturer's recommended retail price does not exceed the maximum value prescribed in table 648.
- (5) Any other modification to an executive vehicle must be made in accordance with the requirements specified in the whole of government policy for executive vehicle management.

651 Executive vehicle maintenance and running costs

- (1) Subject to subsection (3) all executive vehicle maintenance costs will be met by the Territory.
- (2) All running costs of an executive vehicle will be met by the Territory.
- (3) If, as a result of the conduct of the driver of an executive vehicle, the Territory's insurance arrangements will not respond in part or in whole to a claim for damage to an executive vehicle, the driver (or if the driver is the executive or a person nominated by the executive, the executive) will be required to meet the repair costs, not covered by the Territory's insurance arrangements, associated with restoring that executive vehicle.

652 Executive vehicle care

- (1) An executive must ensure that due care and security is afforded to executive vehicles.
- (2) An executive who home garages an executive vehicle must—
 - (a) park the executive vehicle behind the property line; and
 - (b) if possible, park the executive vehicle under cover.

653 Authorised use of an executive vehicle

- (1) Any driver of an executive vehicle must—
 - (a) hold an appropriate license; and
 - (b) obey all traffic laws and parking restrictions; and
 - (c) abide by the requirements outlined in the whole of government policy for executive vehicle management.
- (2) The driver in control of an executive vehicle is personally responsible for any breaches of traffic laws and parking restrictions, and must pay any fines incurred.

654 Business use of an executive vehicle

- (1) Subject to subsection (2), when an executive is at his or her normal place of work the executive must bring the executive vehicle to work and make it available for business use by the executive's agency during normal business hours.
- (2) When an executive's vehicle is being repaired or serviced, or undergoing a similar process, the executive is not required to bring the executive vehicle to his or her normal place of work.
- (3) Officers and employees who drive an executive vehicle are subject to the same conditions related to the authorised use of that vehicle as the executive.
- (4) Staff of the executive's agency who use the executive vehicle must—
 - (a) report vehicle accidents and defects to the agency; and
 - (b) record accurate and timely information on business use of the vehicle; and
 - (c) ensure that all cargo is properly secured; and
 - (d) abide by the requirements outlined in the whole of government policy for executive vehicle management.

655 Private use of an executive vehicle

- (1) An executive may use an executive vehicle for private purposes outside of normal business hours.
- (2) An executive vehicle may only be driven for private purposes by—
 - (a) the executive to whom the vehicle is provided; or
 - (b) an appropriately licensed driver nominated by the executive to the agency who is approved by the agency.

- (3) The executive's agency will maintain a register of drivers approved to drive executive vehicles for private purposes.
- (4) Drivers approved to drive an executive vehicle for private purposes are subject to the same conditions of authorised use of that vehicle as the executive.
- (5) An executive must not use an executive vehicle for personal gain, or the personal gain of any other person.
- (6) An executive must not permit another person to use an executive vehicle for the executive's personal gain, or the personal gain of any other person.

656 Record keeping

- (1) An agency must keep appropriate records on the use of executive vehicles—
 - (a) for fringe benefits tax calculation and audit purposes; and
 - (b) to enable the monitoring of the executive vehicle use for servicing and replacement purposes.
- (2) An agency is responsible for the calculation and payment of any fringe benefits tax liability associated with executive vehicles.

Part 9.6 Executive employee and statutory office-holder leave and other entitlements

657 Meaning of *recipient*—pt 9.6

In this part:

recipient means—

- (a) an executive employee; and
- (b) a full-time statutory office-holder other than—
 - (i) the Chief Justice, a judge or the master; or
 - (ii) the Chief Magistrate, a magistrate or any office that must be occupied by a magistrate.

658 Leave entitlements

- (1) The leave entitlements (other than long service leave) for a recipient are the leave entitlements mentioned in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017*, as in force from time to time with any necessary changes to give effect to this section.

Note The agreement is available at www.jobs.act.gov.au.

- (2) However, a recipient is not entitled to annual leave loading.
- (3) The long service leave entitlements for a recipient are the leave entitlements mentioned in part 4.3 (Long service leave) with any necessary changes to give effect to this section.

659 Salary sacrifice arrangements

The salary sacrifice arrangements for a recipient are the arrangements mentioned in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017*, clause D1, as in force from time to time with any necessary changes to give effect to this section.

Note The agreement is available at www.jobs.act.gov.au.

660 Vacation childcare subsidy

The vacation childcare subsidy for a recipient is the vacation childcare subsidy mentioned in the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017*, clause E11, as in force from time to time with any necessary changes to give effect to this section.

Note The agreement is available at www.jobs.act.gov.au.

661 Disapplication of Legislation Act, s 47 (6)

The [Legislation Act](#), section 47 (6) does not apply to the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017*.

Note The *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017* does not need to be notified under the [Legislation Act](#) because s 47 (6) does not apply (see [Legislation Act](#), s 47 (7)). The agreement is available at www.jobs.act.gov.au.

Dictionary

Note 1 The [Legislation Act](#) contains definitions and other provisions relevant to this Standard.

Note 2 For example, the [Legislation Act](#), dict, pt 1 defines the following terms:

- adult
- appoint
- Australia
- body
- breach
- by regulation
- calendar year
- change
- Chief Justice
- Chief Magistrate
- Chief Minister
- child
- commencement (see s 80)
- Commonwealth country
- corporation
- credit union
- daily newspaper
- definition (see s 130)
- dentist
- designation
- doctor
- document
- domestic partner (see s 169 (1))
- domestic partnership (see s 169 (2))
- establish
- estate
- exercise
- expire

-
- fail
 - for
 - function
 - gazette
 - High Court
 - individual
 - in relation to
 - instrument (see s 14)
 - judge
 - law
 - Legislative Assembly
 - liability
 - magistrate
 - master
 - may (see s 146)
 - medical practitioner
 - midnight
 - Minister (see s 162)
 - modification
 - month
 - must (see s 146)
 - name
 - night
 - Northern Territory
 - notification
 - notification day
 - number
 - nurse
 - oath
 - occupy
 - office
 - parent
 - person

- position
- power
- proceeding
- property
- provision (see s 16)
- public service
- public trustee
- quarter
- regulation
- remuneration tribunal
- rules
- Self-Government Act
- Standards Australia
- State
- statutory declaration
- territory law
- the Territory
- transitional
- under
- working day
- writing
- year.

Note 3 Terms used in this standard have the same meaning that they have in the *Public Sector Management Act 1994* (see [Legislation Act](#), s 148.) For example, the following terms are defined in the *Public Sector Management Act 1994*, dict:

- classification
- clerk (see s 45)
- Commonwealth officer
- criminal offence
- director
- director-general
- employee

- excess officer
- executive
- executive office
- government agency
- head of service
- industrial award
- management standards
- officer
- overseas
- part-time office
- prescribed
- promotion
- public employee
- relevant union
- returned soldier
- service
- statutory office-holder
- territory instrumentality
- unattached officer.

ACTPS means the Australian Capital Territory Public Service established under the Act, section 12.

APS means the Australian Public Service.

ASO means the classification ‘*Administrative Service Officer*’ and includes a reference to an office classified by that name or a person occupying such an office.

assessed work value, for part 9.3A (Working out executive employee remuneration)—see section 626 (2).

base remuneration, for part 9.3A (Working out executive employee remuneration)—see section 628.

Calvary Hospital means Calvary Hospital A.C.T. Incorporated.

COMCARE has the same meaning as in the [Safety, Rehabilitation and Compensation Act 1988](#) (Cwlth).

committee in relation to a committee, means all the members of the committee or one or more members acting on behalf of all members.

Commonwealth Superannuation Scheme (or **CSS**) means the superannuation scheme administered under the [Superannuation Act 1976](#) (Cwlth).

continuous recognised service, for part 9.3C (Executive employee financial entitlements)—see section 636G.

CPA—see *the Commissioner*.

CSS—see *Commonwealth Superannuation Scheme*.

disability—see the [Discrimination Act 1991](#), section 5AA

employee, for part 4.9 (Working with vulnerable people)—see section 287A.

executive employee means a person employed under any of the following provisions of the [Act](#):

- (a) section 23C (Head of service—engagement);
- (b) section 23J (Head of service—temporary contract);
- (c) section 28 (Directors-general—engagement);
- (d) section 30 (Directors-general—temporary contracts);
- (e) section 72 (Executives—engagement);
- (f) section 76 (Executives—temporary contracts).

GMO means a Government Medical Officer registered as a medical practitioner who has been engaged to provide medical opinion to a government agency in respect of a person.

GRTW means a graduated return to work program.

GSO means the classification ‘General Service Officer’ and includes a reference to an office classified by that name or a person occupying such an office.

HDA means Higher Duties Allowance.

household member means a person residing in an officer’s or employee’s normal place of residence at the time of the officer’s or employee’s illness, injury, emergency or death who is not in the officer’s or employee’s immediate family.

immediate family means—

- (a) an officer’s or employee’s—
 - (i) domestic partner; or
 - (ii) former domestic partner; or
 - (iii) child; or
 - (iv) adult child; or
 - (v) parent; or
 - (vi) grandparent; or
 - (vii) grandchild; or
 - (viii) sibling; or
- (b) the officer’s or employee’s domestic partner’s or former domestic partner’s—
 - (i) child; or
 - (ii) adult child; or
 - (iii) parent; or
 - (iv) grandparent; or
 - (v) grandchild; or
 - (vi) sibling; or

- (c) a person related to the executive by Aboriginal and/or Torres Strait Islander kinship structure; and
- (d) a person identified in paragraphs (a), (b) and (c) may be adopted, step-, fostered or ex-nuptial; and
- (e) and a person recognised by the head of service as a member of the officer's or employee's immediate family in exceptional circumstances.

Note This might include other close family member or for an employee who has no-one to nominate as 'immediate family', a nominated person.

independent job evaluation methodology, for part 9.3A (Working out executive employee remuneration)—see section 626 (1).

locality means the ACT and surrounding region.

part-time officer means an officer who occupies a part-time office or an unattached officer who occupied a part-time office immediately before becoming unattached.

prior service is employment treated as if had been employment by the Territory, or included in length of service, for the purposes of ACTPS entitlements.

PSS—see ***Public Sector Superannuation Scheme***.

public holiday means a day or part of a day at a location where a holiday has been declared for members of the Service.

public purpose includes government purposes and purposes relating to the public interest or public benefit.

Public Sector Superannuation Scheme (or ***PSS***) means the superannuation scheme administered under the [Superannuation Act 1990](#) (Cwlth).

recipient, for part 9.6 (Executive employee and statutory office-holder leave and other entitlements)—see section 657.

relevant person, in relation to an executive employee, means—

- (a) for an executive employee other than the head of service—the head of service; and
- (b) for the head of service—the Chief Minister.

remuneration, for part 9.3A (Working out executive employee remuneration)—see section 624.

salary, for part 9.3A (Working out executive employee remuneration)—see section 624.

selection committee means a committee established to consider and recommend which officer, employee or person should be appointed, promoted, transferred to an office or employed.

Self-Government (Consequential Provisions) Act means the [ACT Self-Government \(Consequential Provisions\) Act 1988](#) (Cwlth).

spent, in relation to a conviction—see the [Spent Convictions Act 2000](#), section 7.

Standard means a Public Sector Management Standard made under the Act and includes a part of a Standard.

substantive office means the office an officer has been appointed, promoted or permanently transferred to.

Superannuation Acts means the [Superannuation Act 1976](#) (Cwlth) or the [Superannuation Act 1990](#) (Cwlth), or both, as the case requires.

supervisor means a person who has direct supervisory responsibility for one or more employees in a work unit or group activity.

temporary transfer—see section 81A

the Commissioner means the Commissioner for Public Administration

total remuneration point, for part 9.3A (Working out executive employee remuneration)—see section 625.

transfer—see section 77

transitional executive, for part 9.3C (Executive employee financial entitlements)—see section 636H.

union—see the Act, definition of *relevant staff organisation*.

Working with Vulnerable People Act, for part 4.9 (Working with vulnerable people)—see section 287A.

Endnotes

1 About the endnotes

Amending and modifying laws are annotated in the legislation history and the amendment history. Current modifications are not included in the republished law but are set out in the endnotes.

Not all editorial amendments made under the *Legislation Act 2001*, part 11.3 are annotated in the amendment history. Full details of any amendments can be obtained from the Parliamentary Counsel's Office.

Uncommenced amending laws are not included in the republished law. The details of these laws are underlined in the legislation history. Uncommenced expiries are underlined in the legislation history and amendment history.

If all the provisions of the law have been renumbered, a table of renumbered provisions gives details of previous and current numbering.

The endnotes also include a table of earlier republications.

2 Abbreviation key

A = Act	NI = Notifiable instrument
AF = Approved form	o = order
am = amended	om = omitted/repealed
amdt = amendment	ord = ordinance
AR = Assembly resolution	orig = original
ch = chapter	par = paragraph/subparagraph
CN = Commencement notice	pres = present
def = definition	prev = previous
DI = Disallowable instrument	(prev...) = previously
dict = dictionary	pt = part
disallowed = disallowed by the Legislative Assembly	r = rule/subrule
div = division	reloc = relocated
exp = expires/expired	renum = renumbered
Gaz = gazette	R[X] = Republication No
hdg = heading	RI = reissue
IA = Interpretation Act 1967	s = section/subsection
ins = inserted/added	sch = schedule
LA = Legislation Act 2001	sdiv = subdivision
LR = legislation register	SL = Subordinate law
LRA = Legislation (Republication) Act 1996	sub = substituted
mod = modified/modification	<u>underlining</u> = whole or part not commenced or to be expired

Endnotes

3 Legislation history

3 Legislation history

Public Sector Management Standards 2006 DI2006-187

notified LR 2 August 2006

s 1, s 2 commenced 2 August 2006 (LA s 75 (1))

remainder commenced 3 August 2006 (s 2)

as amended by

Public Sector Management Amendment Standards 2006 (No 1) DI2006-218

notified LR 11 October 2006

s 1, s 2 commenced 11 October 2006 (LA s 75 (1))

remainder commenced 12 October 2006 (s 2)

Public Sector Management Amendment Standards 2007 (No 1) DI2007-64

notified LR 8 March 2007

s 1, s 2 commenced 8 March 2007 (LA s 75 (1))

remainder commenced 9 March 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 2) DI2007-91

notified LR 19 April 2007

s 1, s 2 commenced 19 April 2007 (LA s 75 (1))

remainder commenced 20 April 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 3) DI2007-92

notified LR 19 April 2007

s 1, s 2 commenced 19 April 2007 (LA s 75 (1))

remainder commenced 20 April 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 4) DI2007-125

notified LR 21 June 2007

s 1, s 2 commenced 21 June 2007 (LA s 75 (1))

remainder commenced 22 June 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 5)**DI2007-187**

notified LR 30 July 2007
s 1, s 2 commenced 30 July 2007 (LA s 75 (1))
remainder commenced 31 July 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 6)**DI2007-196**

notified LR 9 August 2007
s 1, s 2 commenced 9 August 2007 (LA s 75 (1))
remainder commenced 10 August 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 7)**DI2007-198**

notified LR 9 August 2007
s 1, s 2 commenced 9 August 2007 (LA s 75 (1))
remainder commenced 10 August 2007 (s 2)

Public Sector Management Amendment Standards 2007 (No 8)**DI2007-246**

notified LR 25 October 2007
s 1, s 2 commenced 25 October 2007 (LA s 75 (1))
remainder commenced 1 December 2007 (s 2)

Public Sector Management Amendment Standards 2008 (No 1)**DI2008-56**

notified LR 17 April 2008
s 1, s 2 commenced 17 April 2008 (LA s 75 (1))
remainder commenced 19 April 2008 (s 2)

Public Sector Management Amendment Standards 2008 (No 2)**DI2008-171**

notified LR 3 July 2008
s 1, s 2 commenced 3 July 2008 (LA s 75 (1))
remainder commenced 10 August 2008 (s 2)

Public Sector Management Amendment Standards 2008 (No 3)**DI2008-215**

notified LR 21 August 2008
s 1, s 2 commenced 21 August 2008 (LA s 75 (1))
remainder commenced 22 August 2008 (s 2)

Endnotes

3 Legislation history

Public Sector Management Amendment Standards 2008 (No 4)

DI2008-278

notified LR 13 November 2008

s 1, s 2 commenced 13 November 2008 (LA s 75 (1))

remainder commenced 14 November 2008 (s 2)

Public Sector Management Amendment Standards 2008 (No 5)

DI2008-280

notified LR 20 November 2008

s 1, s 2 commenced 20 November 2008 (LA s 75 (1))

remainder commenced 21 November 2008 (s 2)

Public Sector Management Amendment Standards 2008 (No 6)

DI2008-289

notified LR 15 December 2008

s 1, s 2 commenced 15 December 2008 (LA s 75 (1))

remainder commenced 16 December 2008 (s 2)

Public Sector Management Amendment Standards 2009 DI2009-46

notified LR 9 April 2009

s 1, s 2 commenced 9 April 2009 (LA s 75 (1))

remainder commenced 10 April 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 2)

DI2009-54

notified LR 14 April 2009

s 1, s 2 commenced 14 April 2009 (LA s 75 (1))

remainder commenced 19 April 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 3)

DI2009-88

notified LR 4 June 2009

s 1, s 2 commenced 4 June 2009 (LA s 75 (1))

remainder commenced 5 June 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 5)

DI2009-89

notified LR 9 June 2009

s 1, s 2 commenced 9 June 2009 (LA s 75 (1))

remainder commenced 10 June 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 4)**DI2009-90**

notified LR 9 June 2009
s 1, s 2 commenced 9 June 2009 (LA s 75 (1))
remainder commenced 10 June 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 6)**DI2009-134**

notified LR 29 June 2009
s 1, s 2 commenced 29 June 2009 (LA s 75 (1))
remainder commenced 30 June 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 7)**DI2009-185**

notified LR 7 August 2009
s 1, s 2 commenced 7 August 2009 (LA s 75 (1))
remainder commenced 10 August 2009 (s 2)

Public Sector Management Amendment Standards 2009 (No 8)**DI2009-222**

notified LR 29 October 2009
s 1, s 2 commenced 29 October 2009 (LA s 75 (1))
remainder commenced 30 October 2009 (s 2)

Public Sector Management Amendment Standards 2010 (No 1)**DI2010-67**

notified LR 10 May 2010
s 1, s 2 commenced 10 May 2010 (LA s 75 (1))
remainder commenced 11 May 2010 (LA s 73 (3))

Public Sector Management Amendment Standards 2010 (No 2)**DI2010-137**

notified LR 1 July 2010
s 1, s 2 commenced 1 July 2010 (LA s 75 (1))
remainder commenced 2 July 2010 (s 2)

Public Sector Management Amendment Standards 2010 (No 3)**DI2010-164**

notified LR 15 July 2010
s 1, s 2 commenced 15 July 2010 (LA s 75 (1))
remainder commenced 16 July 2010 (s 2)

Endnotes

3 Legislation history

Public Sector Management Amendment Standards 2010 (No 4)

DI2010-193

notified LR 20 August 2010
s 1, s 2 commenced 20 August 2010 (LA s 75 (1))
remainder commenced 24 August 2010 (s 2)

Public Sector Management Amendment Standards 2010 (No 5)

DI2010-206

notified LR 9 September 2010
s 1, s 2 commenced 9 September 2010 (LA s 75 (1))
remainder commenced 10 September 2010 (s 2)

Public Sector Management Amendment Standards 2011 (No 1)

DI2011-4

notified LR 20 January 2011
s 1, s 2 commenced 20 January 2011 (LA s 75 (1))
remainder commenced 21 January 2011 (s 2)

Public Sector Management Amendment Standards 2011 (No 2)

DI2011-10

notified LR 3 February 2011
s 1, s 2 commenced 3 February 2011 (LA s 75 (1))
remainder commenced 4 February 2011 (s 2)

Public Sector Management Amendment Standards 2011 (No 3)

DI2011-49

notified LR 7 April 2011
s 1, s 2 commenced 7 April 2011 (LA s 75 (1))
remainder commenced 18 April 2011 (s 2 and see [Public Sector Management Amendment Act 2011 A2011-1](#), s 2 and [CN2011-5](#))

Public Sector Management Amendment Standards 2011 (No 4)

DI2011-160

notified LR 30 June 2011
s 1, s 2 commenced 30 June 2011 (LA s 75 (1))
remainder commenced 1 July 2011 (s 2 and see [Public Sector Management \(One ACT Public Service\) Amendment Act 2011 A2011-21](#), s 2)

Public Sector Management Amendment Standards 2012 (No 1)**DI2012-9**

notified LR 2 February 2012
s 1, s 2 commenced 2 February 2012 (LA s 75 (1))
remainder commenced 3 February 2012 (s 2)

Public Sector Management Amendment Standards 2012 (No 2)**DI2012-23**

notified LR 1 March 2012
s 1, s 2 taken to have commenced 3 February 2012 (LA s 75 (2))
remainder taken to have commenced 3 February 2012 (s 2)

Public Sector Management Amendment Standards 2012 (No 3)**DI2012-238**

notified LR 30 October 2012
s 1, s 2 taken to have commenced 1 July 2012 (LA s 75 (2))
remainder taken to have commenced 1 July 2012 (s 2)

Public Sector Management (Executive Employee Conditions of Employment) Amendment Standards 2013 (No 1) DI2013-187

notified LR 5 July 2013
s 1, s 2 commenced 5 July 2013 (LA s 75 (1))
remainder commenced 6 July 2013 (s 2)

Public Sector Management Amendment Standards 2014 (No 1)**DI2014-66**

notified LR 22 May 2014
s 1, s 2 commenced 22 May 2014 (LA s 75 (1))
remainder commenced 23 May 2014 (s 2)

Public Sector Management (Executive Vehicle Entitlement) Amendment Standards 2014 (No 1) DI2014-272

notified LR 16 October 2014
s 1, s 2 taken to have commenced 3 July 2014 (LA s 75 (2))
remainder taken to have commenced 3 July 2014 (s 2)

Public Sector Management Amendment Standards 2015 (No 1)**DI2015-17**

notified LR 12 February 2015
s 1, s 2 commenced 12 February 2015 (LA s 75 (1))
remainder commenced 13 February 2015 (s 2)

Endnotes

4 Amendment history

4 Amendment history

Commencement

s 2 om LA s 89 (4)

Administration and management of the public sector

ch 2 hdg sub [DI2011-49](#) s 41; [DI2012-238](#) s 4

Code of conduct

pt 2.1 hdg ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4

Reasonable care and skill

div 2.1.1 hdg ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Conflict of interest

div 2.1.2 hdg ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Integrity

div 2.1.3 hdg ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Personal use of IT resources

div 2.1.4 hdg ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Purposes of pt 2.1

s 5 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4

ACTPS code of conduct

s 6 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4
def **Code of Ethics** om [DI2011-49](#) s 5
def **core hours** sub [DI2011-49](#) s 5
am [DI2011-160](#) s 89
om [DI2012-238](#) s 4
def **manager** sub [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **officer** sub [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **senior manager** sub [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Supplementary code of conduct

s 7 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4

Employee values

pt 2.2 hdg sub [DI2011-49](#) s 6; [DI2012-238](#) s 4

Public Holidays

div 2.2.1 hdg ins [DI2011-49](#) s 6
om [DI2012-238](#) s 4

Equity and Diversity

div 2.2.2 hdg ins [DI2011-49](#) s 6
om [DI2012-238](#) s 4

Purposes of pt 2.2

s 8 sub [DI2011-49](#) s 5 [DI2012-238](#) s 4

Application—pt 2.2

s 9 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4

The employee values

s 10 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4
def **confidential information** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **core hours** ins [DI2011-49](#) s 5
am [DI2011-160](#) s 89
om [DI2012-238](#) s 4
def **second job** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Promoting the employee values

s 11 sub [DI2011-49](#) s 5
am [DI2011-160](#) s 4, s 5
sub [DI2012-238](#) s 4

Fraud and corruption

pt 2.3 hdg om [DI2011-49](#) s 7
ins [DI2012-238](#) s 4

Interpretation—pt 2.3

s 12 sub [DI2011-49](#) s 5
am [DI2011-160](#) s 83
sub [DI2012-238](#) s 4
def **Audit Committee** ins [DI2012-238](#) s 4
def **corruption** ins [DI2012-238](#) s 4
def **fraud** ins [DI2012-238](#) s 4
def **integrity** ins [DI2012-238](#) s 4
def **manager** ins [DI2012-238](#) s 4
def **Risk Management Standard** ins [DI2012-238](#) s 4

Fraud and corruption prevention

s 13 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4

Monitoring and recording integrity strategies

s 14 sub [DI2011-49](#) s 5; [DI2012-238](#) s 4
def **Audit Committee** ins [DI2011-49](#) s 5
am [DI2011-160](#) s 6

Endnotes

4 Amendment history

om [DI2012-238](#) s 4
def **corruption** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **fraud** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **integrity** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **manager** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **Risk Management Standard** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4

Investigation of fraud and corruption

s 15 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
am [DI2011-160](#) s 7, s 83
sub [DI2012-238](#) s 4

Miscellaneous

pt 2.4 hdg om [DI2011-49](#) s 7
ins [DI2012-238](#) s 4

Interpretation—pt 2.4

s 16 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
am [DI2011-160](#) s 83
sub [DI2012-238](#) s 4
def **IT resources** ins [DI2012-238](#) s 4
def **officer** ins [DI2012-238](#) s 4

Alcohol

s 17 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
am [DI2011-160](#) s 83
sub [DI2012-238](#) s 4

Unauthorised disclosure of information

s 18 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4

Personal use of IT resources

s 19 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4
def **Audit Committee** om [DI2011-49](#) s 7
def **corruption** om [DI2011-49](#) s 7
def **employees** ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def **fraud** om [DI2011-49](#) s 7

def *integrity* om [DI2011-49](#) s 7
def *IT resources* ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def *manager* om [DI2011-49](#) s 7
def *officer* ins [DI2011-49](#) s 5
om [DI2012-238](#) s 4
def *Risk Management Standard* om [DI2011-49](#) s 7

Public holiday for the ACTPS

s 20 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4

Equal employment opportunity programs

s 21 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4

Second jobs

s 22 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 5
sub [DI2012-238](#) s 4

Public holiday in the ACTPS

s 23 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 6
om [DI2012-238](#) s 4

Commissioner for Public Administration responsibilities

s 24 om [DI2011-49](#) s 7
ins [DI2011-49](#) s 6
am [DI2011-160](#) s 8
om [DI2012-238](#) s 4

Personal use of IT resources

pt 2.5 hdg om [DI2011-49](#) s 7

General

s 25 om [DI2011-49](#) s 7

Network Resources

s 26 om [DI2011-49](#) s 7

Electronic Mail (both internal and external)

s 27 om [DI2011-49](#) s 7

Employment in the Service

ch 3 hdg sub [DI2011-49](#) s 8

Merit and the selection process

pt 3.1 hdg sub [DI2011-49](#) s 9

Endnotes

4 Amendment history

Application—pt 3.1

s 28 sub [DI2011-49](#) s 9

Identified positions

s 29 am [DI2009-134](#) s 4, s 5; [DI2010-206](#) s 4
sub [DI2011-49](#) s 9
am [DI2011-160](#) s 88
sub [DI2014-66](#) s 4

Chief Executive Employment Benefit

s 29A ins [DI2007-187](#) s 4
am [DI2009-134](#) s 6; ss renum R19 LA; [DI2010-206](#) s 5, s 6
om [DI2011-49](#) s 9

Merit in selection

s 30 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88

Testing of applicants

s 31 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 87, s 90

Advertising

s 32 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88; [DI2014-66](#) s 5, s 6

Recurring and identical vacancies

s 33 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 88

Notice of appointment or engagement

s 33A ins [DI2011-49](#) s 9
am [DI2011-160](#) s 84

Merit and the selection process in temporary employment

pt 3.2 hdg sub [DI2011-49](#) s 9

Application—pt 3.2

s 34 om [DI2009-134](#) s 7
ins [DI2011-49](#) s 9

Interpretation—pt 3.2

s 35 sub [DI2009-134](#) s 8; [DI2011-49](#) s 9
def *temporary employee register* ins [DI2011-49](#) s 9

Temporary employee registers

s 36 sub [DI2009-134](#) s 9; [DI2011-49](#) s 9
am [DI2011-160](#) s 9, s 87

Advertising temporary employment

s 37 sub [DI2009-134](#) s 10; [DI2011-49](#) s 9
am [DI2011-160](#) s 9, s 88

Selection of employees

s 38 am [DI2008-280](#) s 4; [DI2011-49](#) s 9

Use of joint selection committees in the selection process

pt 3.3 hdg sub [DI2011-49](#) s 9

Application—pt 3.3

s 39 sub [DI2011-49](#) s 9
am [DI2014-66](#) s 7

Interpretation—pt 3.3

s 40 sub [DI2009-222](#) s 4; [DI2011-49](#) s 9
am [DI2011-160](#) s 88
def **officer** ins [DI2011-49](#) s 9
am [DI2011-160](#) s 10

Procedure of a joint selection committee

s 41 sub [DI2011-49](#) s 9
ss renum R29 LA
am [DI2011-160](#) s 78, s 88; [DI2014-66](#) s 8

Composition of a joint selection committee

s 42 sub [DI2007-198](#) s 4; [DI2009-134](#) s 11; [DI2011-49](#) s 9
am [DI2011-160](#) s 88; pars renum R30 LA

Establishing a union agreed joint selection committee

s 43 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 78, s 82, s 88

Chief Executive of the Department of the Environment, Climate Change, Energy and Water

s 43A ins [DI2008-280](#) s 5
om [DI2009-90](#) s 4

Reconstituting a union agreed joint selection committee

s 44 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 88
def **press advertising** om [DI2011-49](#) s 9

Establishing a management-initiated joint selection committee

s 45 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 86, s 88

Reconstituting a management-initiated joint selection committee

s 46 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 86, s 88

Failure to reach a unanimous recommendation—union agreed joint selection committees

s 47 sub [DI2011-49](#) s 9

Endnotes

4 Amendment history

Appealable and non appealable promotions

s 48 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 78

Notification of applicants

s 49 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 78

Appointment

pt 3.4 hdg sub [DI2011-49](#) s 9

Application—pt 3.4

s 50 sub [DI2011-49](#) s 9

Interpretation—pt 3.4

s 50A ins [DI2014-66](#) s 9
def **administrative arrangements** ins [DI2014-66](#) s 9
def **Canberra Institute of Technology** ins [DI2014-66](#) s 9
def **commencement day** ins [DI2014-66](#) s 9
def **Education and Training Directorate** ins [DI2014-66](#) s 9
def **Health Directorate** ins [DI2014-66](#) s 9
def **Justice and Community Safety Directorate** ins
[DI2014-66](#) s 9
def **nominally vacant** ins [DI2014-66](#) s 9
def **teaching classification** ins [DI2014-66](#) s 9
def **teaching office** ins [DI2014-66](#) s 9

Appointment

s 51 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 78, s 82

Eligibility for appointment

s 52 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82

Appointment after temporary engagement for 12 months

s 53 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88
sub [DI2014-66](#) s 10

Appointment after temporary engagement—Canberra Institute of Technology—non-teaching offices

s 53A ins [DI2014-66](#) s 11

Appointment after temporary engagement—Canberra Institute of Technology—teaching offices

s 53B ins [DI2014-66](#) s 11

Appointment after temporary engagement—Education and Training Directorate

s 53C ins [DI2014-66](#) s 11

Appointment after temporary engagement—Health Directorates 53D ins [DI2014-66](#) s 11**Appointment after temporary engagement—Justice and Community Safety Directorate**s 53E ins [DI2014-66](#) s 11**Appointment after temporary engagement—certain other directorates**s 53F ins [DI2014-66](#) s 11**Appointment—certain Health Professional offices**s 53G ins [DI2014-66](#) s 11**Direct appointment—Health Directorate**s 53H ins [DI2014-66](#) s 11**Direct appointment—Education and Training Directorate**s 53I ins [DI2014-66](#) s 11**Re-appointment**pt 3.5 hdg sub [DI2011-49](#) s 9**Application—pt 3.5**s 54 sub [DI2011-49](#) s 9**Re-appointment process**s 55 sub [DI2011-49](#) s 9**Recognition of prior service on appointment or engagement**pt 3.6 hdg sub [DI2011-49](#) s 9**Interpretation—pt 3.6**

s 56 sub [DI2011-49](#) s 9
 def **government** ins [DI2011-49](#) s 9
 def **government owned** ins [DI2011-49](#) s 9
 def **industrial instrument** ins [DI2011-49](#) s 9
 def **officer** ins [DI2011-49](#) s 9
 def **public authority** ins [DI2011-49](#) s 9

Recognition of prior service—officer appointed before 23 January 2006s 57 sub [DI2011-49](#) s 9**Recognition of prior service in Papua New Guinea**s 58 sub [DI2011-49](#) s 9**Recognition of prior service with a Territory-owned corporation**s 59 sub [DI2011-49](#) s 9**Recognition of prior service—personal leave**s 60 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 11, s 88, s 90**Recognition of prior service—operational service personal leave**s 61 sub [DI2011-49](#) s 9

Endnotes

4 Amendment history

Recognition of prior service—annual leave

s 62 sub [DI2011-49](#) s 9

Recognition of prior service—annual leave loading

s 63 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 12, s 13; pars renum R30 LA

Recognition of prior service—long service leave

s 64 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 14, s 88; pars renum R30 LA

Recognition of prior service—paid maternity leave and primary care giver leave

s 65 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 15, s 88, s 90

Recognition of prior service—redundancy

s 66 sub [DI2011-49](#) s 9

Recognition of service—reappointment following forfeiture of office

s 67 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 88

Recognition of prior service—head of service discretion

s 68 hdg am [DI2011-160](#) s 90
s 68 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 16, s 90

Re-credit of personal leave

s 69 sub [DI2011-49](#) s 9

Promotions

pt 3.7 hdg sub [DI2011-49](#) s 9

Interpretation—pt 3.7

s 70 sub [DI2011-49](#) s 9
def *appellable level position* ins [DI2011-49](#) s 9

Promotion after acting for 12 months

s 71 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88

Re-notifying promotions with major errors

s 72 sub [DI2011-49](#) s 9

Date of effect of promotions

s 73 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88

Multiple promotions

s 74 sub [DI2011-49](#) s 9
ss renum R29 LA
am [DI2011-160](#) s 88, s 90

Cancellation of promotion

s 75 sub [DI2011-49](#) s 9
am [DI2011-160](#) s 82, s 88

Officers allowed to appeal

s 76 sub [DI2011-49](#) s 9

Transfer

pt 3.8 hdg sub [DI2011-49](#) s 9

Interpretation—pt 3.8

s 77 sub [DI2011-49](#) s 9
def **transfer** ins [DI2011-49](#) s 9

Date of effect of transfers

s 78 sub [DI2008-215](#) s 4; [DI2011-49](#) s 9
am [DI2011-160](#) s 89

Interpretation—pt 3.9

s 78A ins [DI2008-215](#) s 4
om [DI2011-49](#) s 9
def **temporary employee register** ins [DI2008-215](#) s 4
om [DI2011-49](#) s 9

Declining transfer

s 79 sub [DI2008-215](#) s 4; [DI2011-49](#) s 9
am [DI2011-160](#) s 88

Salary on transfer

s 80 sub [DI2008-215](#) s 4; [DI2011-49](#) s 9

Reduction in classification

s 81 am [DI2007-91](#) s 4; pars renum R4 LA
sub [DI2008-215](#) s 4; [DI2011-49](#) s 9
am [DI2011-160](#) s 78

Temporary transfer

pt 3.9 hdg sub [DI2008-215](#) s 4; [DI2011-49](#) s 9

Interpretation—pt 3.9

s 81A ins [DI2011-49](#) s 9
def **temporary transfer** ins [DI2011-49](#) s 9

Appealable directions

s 81B ins [DI2011-49](#) s 9

Temporary reduction of classification

s 81C ins [DI2011-49](#) s 9
am [DI2011-160](#) s 78, s 82

Salary on temporary transfer

s 81D ins [DI2011-49](#) s 9

Endnotes

4 Amendment history

Skills and qualifications payments

s 81E ins [DI2011-49](#) s 9

Periods when higher duties allowance is payable

s 81F ins [DI2011-49](#) s 9
am [DI2011-160](#) s 90

Higher duties allowance pay points and increments

s 81G ins [DI2011-49](#) s 9

Training offices

s 85 sub [DI2011-49](#) s 10

Eligibility requirements

s 91 am [DI2011-160](#) s 84

Selection requirements

s 92 am [DI2011-160](#) s 92

Eligibility requirements

s 95 am [DI2011-160](#) s 84

Selection requirements

s 96 am [DI2011-160](#) s 92

Training provisions

s 97 am R32 LA

Selection requirements

s 100 am [DI2011-160](#) s 92

Eligibility requirements

s 103 am [DI2011-160](#) s 84

Selection requirements

s 104 am [DI2011-160](#) s 92

Eligibility requirements

s 107 am [DI2011-160](#) s 84

Selection requirements

s 108 am [DI2011-160](#) s 92

Selection arrangements

s 112 am [DI2011-160](#) s 92

Training provisions

s 113 am [DI2011-160](#) s 92

Eligibility requirements

s 115 am [DI2011-160](#) s 84

Selection requirements

s 116 am [DI2011-160](#) s 92

Selection	
s 120	am DI2011-160 s 92
Eligibility requirements	
s 124	am DI2011-160 s 84
Selection requirements	
s 125	am DI2011-160 s 92
Eligibility requirements	
s 128	am DI2011-160 s 84
Selection requirements	
s 129	am DI2011-160 s 92
Training provisions	
s 130	am DI2011-160 s 91
Selection requirements	
s 133	am DI2011-160 s 92
Training provisions	
s 134	am DI2011-160 s 91
Eligibility requirements	
s 136	am DI2011-160 s 84
Selection requirements	
s 137	am DI2011-160 s 92
Eligibility requirements	
s 140	am DI2011-160 s 84
Selection requirements	
s 141	am DI2011-160 s 92
Training provisions	
s 142	am DI2011-160 s 92
Selection requirements	
s 145	am DI2011-160 s 92
Training provisions	
s 146	am DI2011-160 s 92
Eligibility requirements	
s 148	am DI2011-160 s 84
Selection requirements	
s 149	am DI2011-160 s 92
Eligibility requirements	
s 152	am DI2011-160 s 84

Endnotes

4 Amendment history

Selection requirements

s 153 am [DI2011-160](#) s 92

Training provisions

s 154 am [DI2011-160](#) s 91

Eligibility requirements

s 156 am [DI2011-160](#) s 84

Selection requirements

s 157 am [DI2011-160](#) s 92

Training provisions

s 158 am [DI2011-160](#) s 90

Eligibility requirements

s 160 am [DI2011-160](#) s 84

Selection requirements

s 161 am [DI2011-160](#) s 92

Training provisions

s 162 am [DI2011-160](#) s 90

Selection arrangements

s 165 am [DI2011-160](#) s 92

Eligibility requirements

s 169 am [DI2011-160](#) s 84

Selection arrangements

s 170 am [DI2011-160](#) s 92

Eligibility requirements

s 174 am [DI2011-160](#) s 84

Selection arrangements

s 175 am [DI2011-160](#) s 92

Training provisions

s 176 am [DI2011-160](#) s 92

Graduate Administrative Assistant

sdiv 3.10.3.9 hdg om [DI2010-164](#) s 4

Eligibility requirements

s 178 am [DI2011-160](#) s 17, s 18, s 89

Salary advancement provisions—Academic Level 1

s 179 am [DI2011-160](#) s 89

Eligibility requirements

s 180 am [DI2011-160](#) s 84

Salary advancement provisionss 182 am [DI2011-160](#) s 84**Accelerated advancement**s 183 am [DI2011-160](#) s 84**Eligibility requirements**s 184 am [DI2011-160](#) s 84**Eligibility requirements**s 185 am [DI2011-160](#) s 84**Salary advancement provisions**s 186 am [DI2011-160](#) s 84**Eligibility requirements**s 187 am [DI2011-160](#) s 84**Eligibility requirements**s 188 am [DI2011-160](#) s 84**Interpretation—sdiv 3.10.3.9**s 191 om [DI2010-164](#) s 4**Eligibility requirements**s 192 om [DI2010-164](#) s 4**Selection Arrangements**s 193 om [DI2010-164](#) s 4**Salaries**s 194 om [DI2010-164](#) s 4**Salary Points**s 195 om [DI2010-164](#) s 4**Graduate Administrative Assistant (Indigenous Employment)**sdiv 3.10.3.10 hdg om [DI2010-164](#) s 5**Interpretation—sdiv 3.10.3.10**s 196 om [DI2010-164](#) s 5**Eligibility Requirements**s 197 om [DI2010-164](#) s 5**Selection Arrangements**s 198 om [DI2010-164](#) s 5**Salaries**s 199 om [DI2010-164](#) s 5**Salary Points**s 200 om [DI2010-164](#) s 5

Endnotes

4 Amendment history

Salary advancement provisions

s 203 am [DI2011-160](#) s 84

Eligibility requirements

s 204 am [DI2011-160](#) s 84

Salary advancement

s 205 am [DI2011-160](#) s 84

Salary advancement provisions

s 210 am [DI2011-160](#) s 84

Eligibility requirements

s 212 am [DI2011-160](#) s 84

Salary advancement provisions for Professional Officer Class 1

s 213 am [DI2011-160](#) s 84

Eligibility requirements

s 215 am [DI2011-160](#) s 84

Eligibility requirements

s 217 am [DI2011-160](#) s 84

Eligibility requirements

s 218 am [DI2011-160](#) s 84

Eligibility requirements

s 220 am [DI2011-160](#) s 84

Eligibility requirements

s 223 am [DI2011-160](#) s 84

Eligibility requirements

s 225 am [DI2011-160](#) s 84

Salary points

s 226 am [DI2011-160](#) s 84

Eligibility requirements

s 227 am [DI2011-160](#) s 84

Eligibility requirements

s 229 am [DI2011-160](#) s 84

Salary advancement

s 231 am [DI2011-160](#) s 84

Salary advancement—accelerated advancement

s 232 am [DI2011-160](#) s 84

Advanced Skills Teacher 1 (AST 1)

s 235 am [DI2011-160](#) s 84

Eligibility Requirements

s 236 am [DI2011-160](#) s 89

Salary advancement provisions

s 237 am [DI2011-160](#) s 89

Eligibility requirements

s 239 am [DI2011-160](#) s 84, s 90

Salary advancement provisions

s 240 am [DI2011-160](#) s 84

Eligibility requirements

s 241 am [DI2011-160](#) s 84

Salary advancement provisions

s 242 am [DI2011-160](#) s 84

Independent Reviewers

div 3.10.4 hdg om [DI2012-9](#) s 4

Interpretation—div 3.10.4

s 243 om [DI2012-9](#) s 4
def **day** om [DI2007-91](#) s 5
def **Independent Reviewer** sub [DI2011-49](#) s 11
om [DI2012-9](#) s 4
def **Work level standards** om [DI2012-9](#) s 4

Application—div 3.10.4

s 244 om [DI2012-9](#) s 4

Remuneration

s 245 sub [DI2007-91](#) s 6
om [DI2012-9](#) s 4

Classification

s 246 om [DI2012-9](#) s 4

Operation with the Public Sector Management Act 1994

s 247 sub [DI2009-46](#) s 4

Aboriginal and Torres Strait Islander Traineeship Program

div 3.11.1 hdg sub [DI2009-46](#) s 4
am [DI2011-4](#) s 4

Interpretation—div 3.11.1

s 247A ins [DI2009-46](#) s 4
sub [DI2011-4](#) s 5
om [DI2011-49](#) s 12
def **ASO** ins [DI2009-46](#) s 4
om [DI2011-4](#) s 5

Endnotes

4 Amendment history

def **relevant collective agreement** ins [DI2009-46](#) s 4
sub [DI2011-4](#) s 5
om [DI2011-49](#) s 12

Eligibility

s 247B ins [DI2009-46](#) s 4
am [DI2011-4](#) s 6

Selection

s 247C ins [DI2009-46](#) s 4
am [DI2011-4](#) s 7; [DI2011-160](#) s 90

Classification on appointment

s 247D ins [DI2009-46](#) s 4
am [DI2011-4](#) s 8

Salary on appointment

s 247E ins [DI2009-46](#) s 4
am [DI2011-4](#) ss 9-11

Approved training

s 247EA ins [DI2011-4](#) s 12

Promotion

s 247F ins [DI2009-46](#) s 4
sub [DI2011-4](#) s 13
am [DI2011-160](#) s 88

Interpretation—div 3.11.2

s 248 def **Executive** om [DI2011-49](#) s 13

Elements of the program

s 251 am [DI2011-160](#) s 79

Graduate Program

pt 3.12 hdg ins [DI2010-164](#) s 6

Interpretation—pt 3.12

s 252A ins [DI2010-164](#) s 6

Eligibility

s 252B ins [DI2010-164](#) s 6

Selection

s 252C ins [DI2010-164](#) s 6
am [DI2011-160](#) s 90

Classification on appointment

s 252D ins [DI2010-164](#) s 6

Salary on appointment

s 252E ins [DI2010-164](#) s 6

Probations 252F ins [DI2010-164](#) s 6**Promotion**s 252G ins [DI2010-164](#) s 6
am [DI2011-160](#) s 88
sub [DI2012-9](#) s 5
am [DI2012-23](#) s 4**Salary on promotion**s 252H ins [DI2012-9](#) s 6
om [DI2012-23](#) s 5**Conditions of employment and attendance**ch 4 hdg sub [DI2011-49](#) s 14**Continuity of service**pt 4.1 hdg sub [DI2011-49](#) s 14**Interpretation—pt 4.1**s 253 sub [DI2011-49](#) s 14
def **full-time training** ins [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14**Continuity of service—general**s 254 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88**Continuity of service—personal leave**s 255 sub [DI2011-49](#) s 14**Continuity of service—long service leave**s 256 sub [DI2011-49](#) s 14**Attendance and absence**pt 4.2 hdg sub [DI2011-49](#) s 14**Interpretation—pt 4.2**s 257 sub [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14**Direction to work outside the officer's span of hours**s 258 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88**Unauthorised absences**s 259 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88**Linguistic Availability/Performance Allowance (LAPA)**div 4.2.1 hdg om [DI2011-49](#) s 14

Endnotes

4 Amendment history

First Aid Allowance

div 4.2.2 hdg om [DI2011-49](#) s 14

Long service leave

pt 4.3 hdg sub [DI2011-49](#) s 14

Application—pt 4.3

s 260 sub [DI2011-49](#) s 14
am [DI2015-17](#) s 4

Interpretation—pt 4.3

s 261 sub [DI2011-49](#) s 14
def **category A officer** ins [DI2011-49](#) s 14
def **category B officer** ins [DI2011-49](#) s 14
def **defence employment** ins [DI2011-49](#) s 14
def **eligible employment** ins [DI2011-49](#) s 14
def **minimum retiring age** ins [DI2011-49](#) s 14
def **month** ins [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14
def **overtime payment** ins [DI2011-49](#) s 14
def **public authority** ins [DI2011-49](#) s 14
def **relevant day** ins [DI2011-49](#) s 14
def **relevant rate per hour** ins [DI2011-49](#) s 14
def **shift penalty** ins [DI2011-49](#) s 14
def **Territory** ins [DI2011-49](#) s 14
def **year** ins [DI2011-49](#) s 14

Purpose—long service leave

s 262 sub [DI2011-49](#) s 14

Eligibility—long service leave

s 263 sub [DI2011-49](#) s 14

Entitlement—long service leave

s 264 sub [DI2011-49](#) s 14

Evidence and conditions—long service leave

s 265 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Rate of payment—long service leave

s 266 sub [DI2011-49](#) s 14

Effect of other entitlements—long service leave

s 267 sub [DI2011-49](#) s 14

Access to other entitlements—long service leave

s 268 sub [DI2011-49](#) s 14

Reimbursements

pt 4.4 hdg sub [DI2011-49](#) s 14

Interpretation—pt 4.4

- s 269 sub [DI2011-49](#) s 14
def *life insurance policy* ins [DI2011-49](#) s 14
def *loading* ins [DI2011-49](#) s 14
def *officer* ins [DI2011-49](#) s 14

Life insurance indemnification payments

- s 270 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Loss or damage to clothing or personal effects

- s 271 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Additional requirements for salary and allowances

- pt 4.5 hdg sub [DI2011-49](#) s 14

Salary deductions

- s 272 sub [DI2011-49](#) s 14

Salary for unattached officers

- s 273 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 90

Salary on reclassification

- s 274 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 90

Skills and qualifications allowance payment while on leave

- s 275 sub [DI2011-49](#) s 14

First aid allowance for an officer with certain qualifications

- s 276 sub [DI2011-49](#) s 14

Calculation of salary for Sunday or public holiday duty

- s 277 sub [DI2011-49](#) s 14

Additional requirements for increments

- pt 4.6 hdg sub [DI2011-49](#) s 14

Deferral of increments—effect of leave without pay not to count as service

- s 278 sub [DI2011-49](#) s 14

Additional requirements for managing overtime duty

- pt 4.7 hdg sub [DI2011-49](#) s 14

Application—pt 4.7

- s 279 sub [DI2011-49](#) s 14

Endnotes

4 Amendment history

Interpretation—pt 4.7

s 280 sub [DI2011-49](#) s 14
def **additional hours of duty** ins [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14
def **overtime** ins [DI2011-49](#) s 14
am [DI2011-160](#) s 78

Eligibility for paid meal breaks

s 281 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Time spent travelling to and from overtime duty

s 282 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Weekend and shift overtime duty

s 283 sub [DI2011-49](#) s 14

Overtime on a public holiday

s 284 sub [DI2011-49](#) s 14

Additional requirements for leave

pt 4.8 hdg sub [DI2011-49](#) s 14

Interpretation—pt 4.7

s 285 sub [DI2011-49](#) s 14
def **medical officer** ins [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14

Officer's health a danger to others—personal leave

s 286 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 78, s 82

Non-continuous primary care givers' leave

s 287 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 78

Working with vulnerable people

pt 4.9 hdg om [DI2011-49](#) s 14
ins [DI2014-66](#) s 12

Definitions—pt 4.9

s 287A ins [DI2014-66](#) s 12
def **employee** ins [DI2014-66](#) s 12
def **Working with Vulnerable People Act** ins [DI2014-66](#) s 12

Application—pt 4.9

s 287B ins [DI2014-66](#) s 12

Redeployment—suspension of registration under Working with Vulnerable People Act

s 287C ins [DI2014-66](#) s 12

Suspension of employment—suspension of registration under Working with Vulnerable People Acts 287D ins [DI2014-66](#) s 12**Redeployment—failure to hold etc registration under Working with Vulnerable People Act**s 287E ins [DI2014-66](#) s 12**Suspension of employment—failure to hold etc registration under Working with Vulnerable People Act**s 287F ins [DI2014-66](#) s 12**Retirement for failure to hold etc registration under Working with Vulnerable People Act**s 287G ins [DI2014-66](#) s 12**Payments other than salary or allowances**pt 4.10 hdg om [DI2011-49](#) s 14**General payments**div 4.10.1 hdg om [DI2011-49](#) s 14**Vacation childcare program**div 4.10.2 hdg om [DI2011-49](#) s 14**Attendance and absence**pt 4.11 hdg om [DI2011-49](#) s 14**Overtime duty**pt 4.12 hdg om [DI2011-49](#) s 14**Restricted duty**pt 4.13 hdg om [DI2011-49](#) s 14**Sunday or public holiday duty**pt 4.14 hdg om [DI2011-49](#) s 14**Leave—general**pt 4.15 hdg om [DI2011-49](#) s 14**Recreation leave**pt 4.16 hdg om [DI2011-49](#) s 14**Personal leave**pt 4.17 hdg om [DI2011-49](#) s 14**Long service leave**pt 4.18 hdg om [DI2011-49](#) s 14**Maternity Leave**pt 4.19 hdg om [DI2011-49](#) s 14**Other leave**pt 4.20 hdg om [DI2011-49](#) s 14

Endnotes

4 Amendment history

General

div 4.20.1 hdg om [DI2011-49](#) s 14

Christmas shutdown

div 4.20.2 hdg om [DI2011-49](#) s 14

Parental leave

div 4.20.3 hdg om [DI2011-49](#) s 14

Other conditions

pt 4.21 hdg om [DI2011-49](#) s 14

Redeployment, retirement and cessation of employment

ch 5 hdg sub [DI2011-49](#) s 14

Redeployment

pt 5.1 hdg sub [DI2011-49](#) s 14

Office unable to perform duties of classification—physical or mental incapacity

div 5.1.1. hdg ins [DI2011-49](#) s 14

Interpretation—div 5.1.1

s 288 sub [DI2011-49](#) s 14
def **approved medical practitioner** ins [DI2011-49](#) s 14
am [DI2011-160](#) s 88
def **approved rehabilitation provider** ins [DI2011-49](#) s 14
def **case manager** ins [DI2011-49](#) s 14
am [DI2011-160](#) s 88
def **case summary (non-compensation cases)** ins
[DI2011-49](#) s 14
def **COMCARE** ins [DI2011-49](#) s 14
def **compensation case** ins [DI2011-49](#) s 14
def **Comsuper** ins [DI2011-49](#) s 14
def **health assessment** ins [DI2011-49](#) s 14
def **independent advice** ins [DI2011-49](#) s 14
def **medical officer** ins [DI2011-49](#) s 14
def **registered medical practitioner** ins [DI2011-49](#) s 14
def **registered medical specialist** ins [DI2011-49](#) s 14
def **rehabilitation assessment** ins [DI2011-49](#) s 14
def **Return to Work Program (compensation cases)** ins
[DI2011-49](#) s 14
def **SRC Act (Commonwealth)** ins [DI2011-49](#) s 14
def **the Board** ins [DI2011-49](#) s 14
def **totally and permanently incapacitated** ins [DI2011-49](#)
s 14
def **treating doctor** ins [DI2011-49](#) s 14

Case summary—non-compensation cases

s 289 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Health assessment—non-compensation cases

s 290 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 82, s 88

Implementation of health assessment report—non-compensation cases

s 291 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 86, s 88

Disputing the fitness for duty decision—non-compensation cases

s 292 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 86, s 88

Medical review panels—non-compensation cases

s 293 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 78, s 82, s 88

Officer not qualified to perform duties

div 5.1.2 hdg ins [DI2011-49](#) s 14

Notifying loss of qualification

s 294 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 89

Voluntary redeployment

s 295 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Retirement of officer from Service

pt 5.2 hdg sub [DI2011-49](#) s 14

Application—pt 5.2

s 296 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Voluntary retirement

s 297 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Notice of retirement

s 298 sub [DI2011-49](#) s 14

Underperformance

pt 5.3 hdg sub [DI2011-49](#) s 14
note 2 am [DI2011-160](#) s 19

Voluntary retirement

s 299 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Notice of retirement

s 300 sub [DI2011-49](#) s 14

Endnotes

4 Amendment history

Termination of probationary appointment

pt 5.4 hdg sub [DI2011-49](#) s 14

Application—pt 5.4

s 301 sub [DI2011-49](#) s 14

Termination of probationary appointment

s 302 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Payment in lieu of entitlements on cessation of employment or death

pt 5.5 hdg sub [DI2011-49](#) s 14

Interpretation—pt 5.5

s 303 sub [DI2011-49](#) s 14
def *dependant* ins [DI2011-49](#) s 14
def *officer* ins [DI2011-49](#) s 14
def *relevant day* ins [DI2011-49](#) s 14

Payment in lieu of annual leave—cessation of employment

s 304 sub [DI2011-49](#) s 14

Payment in lieu of annual leave loading—cessation of employment

s 305 sub [DI2011-49](#) s 14

Payment in lieu of annual leave—death

s 306 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Payment in lieu of long service leave—cessation of employment

s 307 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Payment in lieu of long service leave—death

s 308 sub [DI2011-49](#) s 14
am [DI2011-160](#) s 88

Payment in lieu of long service leave—members of the teaching service

s 309 sub [DI2007-92](#) s 4; [DI2009-54](#) s 4; [DI2011-49](#) s 14

Additional rates of motor vehicle allowance

s 310 om [DI2011-49](#) s 14

Application—pt 4.8

s 311 om [DI2011-49](#) s 14

Interpretation—pt 4.8

s 312 om [DI2011-49](#) s 14
def *ACTPS dwelling* om [DI2011-49](#) s 14
def *reasonable travelling distance* om [DI2011-49](#) s 14

Rental contribution

s 313 om [DI2011-49](#) s 14

Calculation of rental contributions 314 om [DI2011-49](#) s 14**Increase or decrease in contribution**s 315 om [DI2011-49](#) s 14**Rental contributions for accommodation in ACTPS housing—rates payable by officers (excluding officers with, but unaccompanied by, dependents)**s 316 om [DI2011-49](#) s 14**Application—pt 4.9**s 317 om [DI2011-49](#) s 14**Interpretation—pt 4.9**s 318 om [DI2011-49](#) s 14def *isolated establishment* om [DI2011-49](#) s 14**ACTPS non-urban isolated establishments**s 319 om [DI2011-49](#) s 14**Non-eligibility**s 320 om [DI2011-49](#) s 14**Special conditions**s 321 om [DI2011-49](#) s 14**Isolated establishment allowance rates—non-urban establishments**s 322 om [DI2011-49](#) s 14**Application—div 4.10.1**s 323 om [DI2011-49](#) s 14**Interpretation—div 4.10.1**s 324 om [DI2011-49](#) s 14def *incidental expenses* om [DI2011-49](#) s 14def *leave* om [DI2011-49](#) s 14def *life insurance policy* om [DI2011-49](#) s 14def *loading* om [DI2011-49](#) s 14def *officer* om [DI2011-49](#) s 14def *travel expenses* om [DI2011-49](#) s 14**Indemnification**s 325 om [DI2011-49](#) s 14**Loss or damage to clothing or personal effects**s 326 om [DI2011-49](#) s 14**Expenses—cancellation of leave or recall to duty from leave**s 327 om [DI2011-49](#) s 14**Family care costs**s 328 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Application—div 4.10.2

s 329 om [DI2011-49](#) s 14

Interpretation—div 4.10.2

s 330 om [DI2011-49](#) s 14

def *iaccredited school holiday program* om [DI2011-49](#) s 14

def *employee* om [DI2011-49](#) s 14

def *officer* om [DI2011-49](#) s 14

Payment for vacation childcare program

s 331 om [DI2011-49](#) s 14

Application—pt 4.11

s 332 om [DI2011-49](#) s 14

Interpretation—pt 4.11

s 333 om [DI2011-49](#) s 14

def *officer* om [DI2011-49](#) s 14

Hours of attendance

s 334 om [DI2011-49](#) s 14

Penalty rate and overtime

s 335 om [DI2011-49](#) s 14

Duty after office hours

s 336 om [DI2011-49](#) s 14

Recording attendance times

s 337 om [DI2011-49](#) s 14

Notification of absences

s 338 om [DI2011-49](#) s 14

Deductions in salary for unauthorised absences

s 339 om [DI2011-49](#) s 14

Application—pt 4.12

s 340 om [DI2011-49](#) s 14

Interpretation—pt 4.12

s 341 om [DI2011-49](#) s 14

def *duty outside normal hours* om [DI2011-49](#) s 14

def *normal weekly hours* om [DI2011-49](#) s 14

def *overtime* om [DI2011-49](#) s 14

Conditions for overtime duty

s 342 om [DI2011-49](#) s 14

Eligibility for the payment of overtime duty

s 343 om [DI2011-49](#) s 14

Calculation of payment for overtime duty

s 344 om [DI2011-49](#) s 14

Time off instead of full payment for overtime dutys 345 om [DI2011-49](#) s 14**Calculating part payment**s 346 om [DI2011-49](#) s 14**Eligibility for overtime duty meal allowance**s 347 am [DI2007-92](#) s 5; [DI2008-56](#) s 4; [DI2009-54](#) s 5; [DI2010-67](#)
s 4
om [DI2011-49](#) s 14**Rest period between normal duty on successive days**s 348 om [DI2011-49](#) s 14**Eligibility for payment of overtime**s 349 om [DI2011-49](#) s 14**Time spent travelling to and from overtime duty**s 350 om [DI2011-49](#) s 14**Weekend and shift overtime duty**s 351 om [DI2011-49](#) s 14**Overtime on a public holiday**s 352 om [DI2011-49](#) s 14**Application—pt 4.13**s 353 om [DI2011-49](#) s 14**Interpretation—pt 4.13**s 354 om [DI2011-49](#) s 14
def **officer** ins [DI2011-49](#) s 14**Approval**s 355 om [DI2011-49](#) s 14**Restricted duty allowance**s 356 om [DI2011-49](#) s 14**Application—pt 4.14**s 357 om [DI2011-49](#) s 14**Interpretation—pt 4.14**s 358 om [DI2011-49](#) s 14
def **public holiday** om [DI2011-49](#) s 14
def **substitute duty** om [DI2011-49](#) s 14**Sunday or public holiday duty**s 359 om [DI2011-49](#) s 14**Calculation of salary for Sunday or public holiday duty**s 360 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Eligibility for payment or leave for Sunday or public holiday duty

s 361 om [DI2011-49](#) s 14

Substitution arrangements

s 362 om [DI2011-49](#) s 14

Application—pt 4.15

s 363 om [DI2011-49](#) s 14

Interpretation—pt 4.15

s 364 om [DI2011-49](#) s 14
def **officer** om [DI2011-49](#) s 14
def **one working month** om [DI2011-49](#) s 14

Grant of leave

s 365 om [DI2011-49](#) s 14

Leave not to count as service

s 366 om [DI2011-49](#) s 14

Extension of Leave

s 367 om [DI2011-49](#) s 14

Leave taken in excess of credits

s 368 om [DI2011-49](#) s 14

Leave without pay and public holidays

s 369 om [DI2011-49](#) s 14

Unauthorised absences

s 370 om [DI2011-49](#) s 14

Interpretation—pt 4.16

s 371 om [DI2011-49](#) s 14
def **day** ins [DI2007-246](#) s 4
om [DI2011-49](#) s 14
def **notional period** ins [DI2007-246](#) s 5
om [DI2011-49](#) s 14
def **officer** om [DI2011-49](#) s 14
def **relevant period** ins [DI2007-246](#) s 6
om [DI2011-49](#) s 14
def **week** ins [DI2007-246](#) s 7
om [DI2011-49](#) s 14

Counts as service

s 372 om [DI2011-49](#) s 14

Service as a temporary employee for recreation leave purposes

s 373 am [DI2007-246](#) s 8
om [DI2011-49](#) s 14

Grant of recreation leave – general

s 374 sub [DI2007-246](#) s 9
om [DI2011-49](#) s 14

Use of recreation leave

s 375 om [DI2011-49](#) s 14

Direction to take recreation leave

s 376 am [DI2007-246](#) s 10
om [DI2011-49](#) s 14

Access to recreation leave while on maternity or parental leave

s 377 om [DI2011-49](#) s 14

Accrual of recreation leave credit

s 378 sub [DI2007-246](#) s 11
om [DI2011-49](#) s 14

Additional recreation leave for career medical officers, resident medical officers and registrars

s 379 am [DI2007-246](#) s 12, s 13
om [DI2011-49](#) s 14

Accrual for periods including differing hours of duty

s 380 om [DI2007-246](#) s 14

Deferral of accrual of recreation leave for certain purposes

s 381 sub [DI2007-246](#) s 15
om [DI2011-49](#) s 14

Effect of defence service on recreation leave accrual

s 382 om [DI2011-49](#) s 14

Recreation leave considered to have been taken

s 383 am [DI2007-246](#) ss 16-18
om [DI2011-49](#) s 14

Recreation leave credit to be reduced by amount of leave taken

s 384 om [DI2011-49](#) s 14

Recreation leave credit for officers with multiple leave balances

s 385 sub [DI2007-246](#) s 19
om [DI2011-49](#) s 14

Payment in lieu of recreation leave

s 386 om [DI2011-49](#) s 14

Payment to dependants on death

s 387 om [DI2011-49](#) s 14

Payment in lieu on separation from ACTPS (except by death)—officers who commenced employment before 26 October 1966

s 388 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Annual leave loading

s 389 om [DI2011-49](#) s 14

Application—pt 4.17

s 390 om [DI2011-49](#) s 14

Interpretation—pt 4.17

s 391 om [DI2011-49](#) s 14

def **accrual date** om [DI2011-49](#) s 14

def **accrual period** om [DI2011-49](#) s 14

def **accumulative personal leave** om [DI2011-49](#) s 14

def **immediate family** om [DI2011-49](#) s 14

def **immediate family or household** om [DI2011-49](#) s 14

def **non accumulative personal leave** om [DI2011-49](#) s 14

def **officer** om [DI2011-49](#) s 14

def **personal leave year** om [DI2011-49](#) s 14

def **temporary employee** om [DI2011-49](#) s 14

Credit, accrual and deduction of personal leave

s 392 om [DI2011-49](#) s 14

Personal leave for bereavement purposes

s 393 om [DI2011-49](#) s 14

War Service sick leave

s 394 om [DI2011-49](#) s 14

Grant of personal leave—personal illness and illness of immediate family or household

s 395 om [DI2011-49](#) s 14

Grant of personal leave—personal leave in special circumstances

s 396 om [DI2011-49](#) s 14

Conversion of half-pay personal leave credits to full pay credits

s 397 om [DI2011-49](#) s 14

Additional personal leave on half-pay

s 398 om [DI2011-49](#) s 14

Personal leave without pay

s 399 om [DI2011-49](#) s 14

Temporary employees

s 400 om [DI2011-49](#) s 14

Returned soldiers

s 401 om [DI2011-49](#) s 14

Personal leave whilst on leave

s 402 om [DI2011-49](#) s 14

Recognition of prior service for personal leaves 403 om [DI2011-49](#) s 14**Special provisions for recognising prior service in Papua New Guinea after Independence**s 404 om [DI2011-49](#) s 14**Medical examination**s 405 om [DI2011-49](#) s 14**Officer's health a danger to others**s 406 om [DI2011-49](#) s 14**Infectious disease contacts**s 407 om [DI2011-49](#) s 14**Application—pt 4.18**s 408 om [DI2011-49](#) s 14**Interpretation—pt 4.18**

s 409 om [DI2011-49](#) s 14
 def **dependant** om [DI2011-49](#) s 14
 def **government** om [DI2011-49](#) s 14
 def **government owned** om [DI2011-49](#) s 14
 def **Higher Duties Allowance** (or **HDA**) om [DI2011-49](#) s 14
 def **LSL** om [DI2011-49](#) s 14
 def **minor** om [DI2011-49](#) s 14
 def **officer** om [DI2011-49](#) s 14
 def **relevant day** om [DI2011-49](#) s 14

Allowances paid while on LSLs 410 om [DI2011-49](#) s 14**Salary for LSL not to include certain payments**s 411 om [DI2011-49](#) s 14**Recognition of unrecorded employment**s 412 om [DI2011-49](#) s 14**LSL or payment in lieu to persons under a legal disability**s 413 om [DI2011-49](#) s 14**Payment to Public Trustee's Common Fund**s 414 om [DI2011-49](#) s 14**Outside employment during LSL**s 415 om [DI2011-49](#) s 14**Recognition of prior service for long service leave**s 416 om [DI2011-49](#) s 14**Chief Executive discretion to recognise prior service for long service leave**s 417 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Application—pt 4.19

s 418 om [DI2011-49](#) s 14

Prescribed employment for maternity leave

s 419 om [DI2011-49](#) s 14

Chief Executive discretion to prescribe employment for maternity leave

s 420 om [DI2011-49](#) s 14

Application—pt 4.20

s 421 om [DI2011-49](#) s 14

Interpretation—pt 4.20

s 422 om [DI2011-49](#) s 14

def *management-initiated placement* om [DI2011-49](#) s 14

def *member of the immediate family* om [DI2011-49](#) s 14

def *officer* om [DI2011-49](#) s 14

def *Principal Chief Executive Officer* om [DI2011-49](#) s 14

def *returned soldier* om [DI2011-49](#) s 14

def *twelve months* om [DI2011-49](#) s 14

def *year* om [DI2011-49](#) s 14

To accompany a domestic partner on a posting

s 423 om [DI2011-49](#) s 14

Arbitration leave

s 424 om [DI2011-49](#) s 14

Campaign leave

s 425 om [DI2011-49](#) s 14

Ceremonial leave for Aboriginal and Torres Strait Islander staff

s 426 om [DI2011-49](#) s 14

Employment associated with compensation leave

s 427 om [DI2011-49](#) s 14

Special recreation leave for officers returning from compensation leave

s 428 om [DI2011-49](#) s 14

Defence service leave

s 429 om [DI2011-49](#) s 14

Employment or work in the interests of defence or public safety

s 430 om [DI2011-49](#) s 14

Leave during hours of duty

s 431 om [DI2011-49](#) s 14

Emergency leave for duty with the state emergency services

s 432 om [DI2011-49](#) s 14

Emergency Leave for disasters

s 433 om [DI2011-49](#) s 14

Engagement in employment in the interest of the ACTPSs 434 om [DI2011-49](#) s 14**Sporting Leave**s 435 om [DI2011-49](#) s 14**Jury service leave**s 436 om [DI2011-49](#) s 14**Leave for Local Government purposes**s 437 om [DI2011-49](#) s 14**Leave not provided for elsewhere**s 438 om [DI2011-49](#) s 14**Leave for returned soldiers for medical treatment and pension review**s 439 om [DI2011-49](#) s 14**Leave for specialists and senior specialists**s 440 om [DI2011-49](#) s 14**Staff organisation leave**s 441 om [DI2011-49](#) s 14**Leave to attend as witness**s 442 om [DI2011-49](#) s 14**Purchased leave**s 443 om [DI2011-49](#) s 14**Interpretation—div 4.20.2**s 444 om [DI2011-49](#) s 14def **Christmas shutdown** om [DI2011-49](#) s 14def **officer** om [DI2011-49](#) s 14def **public holiday** om [DI2011-49](#) s 14**Paid leave during Christmas shutdown**s 445 om [DI2011-49](#) s 14**Application—div 4.20.3**s 446 om [DI2011-49](#) s 14**Primary care givers' leave**s 447 om [DI2011-49](#) s 14**Paid bonding leave**s 448 om [DI2011-49](#) s 14**Unpaid parental leave**s 449 om [DI2011-49](#) s 14**Interpretation—pt 4.21**s 450 om [DI2011-49](#) s 14def **officer** om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Part-time work following maternity or parental leave

s 451 om [DI2011-49](#) s 14

Application—pt 5.1

s 452 om [DI2011-49](#) s 14

Interpretation—pt 5.1

s 453 om [DI2011-49](#) s 14
def *Joint Selection Committee power to promote* om [DI2011-49](#) s 14
def *management-initiated Joint Selection Committee power to promote* om [DI2011-49](#) s 14
def *normal power to promote* om [DI2011-49](#) s 14

Advertising vacancies

s 454 am [DI2010-164](#) s 7
om [DI2011-49](#) s 14

Non-appealable promotions

s 455 om [DI2011-49](#) s 14

Re-notifying promotions with major errors

s 456 om [DI2011-49](#) s 14

Date of effect of promotions

s 457 om [DI2011-49](#) s 14

Payment of salary

s 458 om [DI2011-49](#) s 14

Multiple Promotions

s 459 om [DI2011-49](#) s 14

Application—pt 5.2

s 460 om [DI2011-49](#) s 14

Interpretation—pt 5.2

s 461 om [DI2011-49](#) s 14
def *normal power to transfer* om [DI2011-49](#) s 14
def *transfer* om [DI2011-49](#) s 14

Date of effect of transfers

s 462 om [DI2011-49](#) s 14

Declining transfer within an agency

s 463 om [DI2011-49](#) s 14

Application—pt 5.3

s 464 om [DI2011-49](#) s 14

Cancellation at the request of the promotee

s 465 om [DI2011-49](#) s 14

Application—pt 5.4s 466 om [DI2011-49](#) s 14**Appealable directions**s 467 om [DI2011-49](#) s 14**Temporary reduction of classification**s 468 om [DI2011-49](#) s 14**Application—pt 5.5**s 469 om [DI2011-49](#) s 14**Recreation leave**s 470 om [DI2011-49](#) s 14**Mobility with approved organisations**pt 5.6 hdg om [DI2011-49](#) s 14**Application—pt 5.6**s 471 om [DI2011-49](#) s 14**Interpretation—pt 5.6**s 472 om [DI2011-49](#) s 14def **approved organisation** om [DI2011-49](#) s 14def **employee** om [DI2011-49](#) s 14**Appointment of employees to the ACTPS**s 473 om [DI2011-49](#) s 14**Appointment by deemed transfer**s 474 om [DI2011-49](#) s 14**Appointment by deemed promotion**s 475 om [DI2011-49](#) s 14**Notification arrangements**s 476 om [DI2011-49](#) s 14**Transfer of personnel files**s 477 om [DI2011-49](#) s 14**Organisations Schedule—Approved organisations**s 478 om [DI2011-49](#) s 14**Appointment of certain Rhodium employees**pt 5.6A hdg ins [DI2007-125](#) s 4om [DI2009-90](#) s 5**Application—pt 5.6A**s 478A ins [DI2007-125](#) s 4om [DI2009-90](#) s 5

Endnotes

4 Amendment history

Interpretation—pt 5.6A

s 478B ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5
def **Act** ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5
def **Chief Executive** ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5
def **Rhodium** ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5
def **right of return staff** ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5
def **Treasury** ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Application of the *Public Sector Management Act 1994*

s 478C ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Application of other provisions of the Public Sector Management Standards 2006

s 478D ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Appointment by the Commissioner

s 478E ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Increment increases

s 478F ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Transfer of entitlements

s 478G ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Voluntary redundancy

s 478H ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Transfer of personnel files

s 478I ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Subsequent transfer

s 478J ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

General power of the Commissioner

s 478K ins [DI2007-125](#) s 4
om [DI2009-90](#) s 5

Managing excess officerspt 5.7 hdg om [DI2011-49](#) s 14**Application—pt 5.7**s 479 om [DI2011-49](#) s 14**Length of service of an excess officer**s 480 om [DI2011-49](#) s 14**Redeployment of officers for medical reasons**pt 5.8 hdg om [DI2011-49](#) s 14**Application—pt 5.8**s 481 om [DI2011-49](#) s 14**Interpretation—pt 5.8**

s 482 om [DI2011-49](#) s 14

- def **approved medical practitioner** om [DI2011-49](#) s 14
- def **approved rehabilitation provider** om [DI2011-49](#) s 14
- def **case manager** om [DI2011-49](#) s 14
- def **case summary** om [DI2011-49](#) s 14
- def **COMCARE** om [DI2011-49](#) s 14
- def **compensation case** om [DI2011-49](#) s 14
- def **Comsuper** om [DI2011-49](#) s 14
- def **health assessment** om [DI2011-49](#) s 14
- def **independent advice** om [DI2011-49](#) s 14
- def **medical officer** om [DI2011-49](#) s 14
- def **registered medical specialist** om [DI2011-49](#) s 14
- def **rehabilitation assessment** om [DI2011-49](#) s 14
- def **Return to Work Program** om [DI2011-49](#) s 14
- def **SRC Act (Commonwealth)** om [DI2011-49](#) s 14
- def **the Board** om [DI2011-49](#) s 14
- def **totally and permanently incapacitated** om [DI2011-49](#) s 14
- def **treating doctor** om [DI2011-49](#) s 14

Case summary—non-compensation casess 483 om [DI2011-49](#) s 14**Health assessment—non-compensation cases**s 484 om [DI2011-49](#) s 14**Implementation of health assessment report—non-compensation cases**s 485 om [DI2011-49](#) s 14**Disputing the fitness for duty decision—non-compensation cases**s 486 om [DI2011-49](#) s 14**Medical review panels—non-compensation cases**s 487 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Redeploying officers who lose an essential qualification

pt 5.9 hdg om [DI2011-49](#) s 14

Application—pt 5.9

s 488 om [DI2011-49](#) s 14

Notifying loss of qualification

s 489 om [DI2011-49](#) s 14

Consent to reduction

s 490 om [DI2011-49](#) s 14

Retrenching excess officers

pt 5.10 hdg om [DI2011-49](#) s 14

Application—pt 5.10

s 491 om [DI2011-49](#) s 14

Interpretation—pt 5.10

s 492 om [DI2011-49](#) s 14
def **excess officer** om [DI2011-49](#) s 14
def **retrenchment** om [DI2011-49](#) s 14
def **service** om [DI2011-49](#) s 14

Effect of consent on appeal rights

s 493 om [DI2011-49](#) s 14

Notice of retrenchment—officers

s 494 om [DI2011-49](#) s 14

Recognised redundancy pay for former ACTPS employees retrenched by the APS

s 495 om [DI2009-89](#) s 4

Invalidity retirement—officers

pt 5.11 hdg om [DI2011-49](#) s 14

Application—pt 5.11

s 496 om [DI2011-49](#) s 14

Interpretation—pt 5.11

s 497 om [DI2011-49](#) s 14
def **invalidity** om [DI2011-49](#) s 14

Invalidity retirement with consent

s 498 om [DI2011-49](#) s 14

Retirement of officers

pt 5.12 hdg om [DI2011-49](#) s 14

Application—pt 5.12

s 499 om [DI2011-49](#) s 14

Interpretation—pt 5.12

s 500 om [DI2011-49](#) s 14
def *inefficiency* om [DI2011-49](#) s 14

Inefficiency retirement with consent

s 501 om [DI2011-49](#) s 14

Retirement of officers who lose an essential qualification

s 502 om [DI2011-49](#) s 14

Termination of probationary Appointment

s 503 om [DI2011-49](#) s 14

Managing grievances, appeals and discipline

ch 6 hdg om [DI2011-49](#) s 14

Dealing with grievances and other appeals

pt 6.1 hdg om [DI2011-49](#) s 14

Application—pt 6.1

s 504 om [DI2011-49](#) s 14

Interpretation—pt 6.1

s 505 om [DI2011-49](#) s 14
def *Director* om [DI2011-49](#) s 14
def *internal appeal officer* om [DI2011-49](#) s 14
def *Merit Protection Act* om [DI2011-49](#) s 14
def *MPRA* om [DI2011-49](#) s 14
def *officer* om [DI2011-49](#) s 14

Delay in responding to request

s 506 om [DI2011-49](#) s 14

Promotion appeals

pt 6.2 hdg om [DI2011-49](#) s 14

Application—pt 6.2

s 507 om [DI2011-49](#) s 14

Interpretation—pt 6.2

s 508 om [DI2011-49](#) s 14
def *non-appealable promotion* om [DI2011-49](#) s 14

Officers allowed to appeal

s 509 om [DI2011-49](#) s 14

14 day period for lodgement of promotion appeals

s 510 om [DI2011-49](#) s 14

Appeals against temporary transfer

s 511 om [DI2011-49](#) s 14

Determination of appeals by returned soldiers

s 512 om [DI2011-49](#) s 14

Endnotes

4 Amendment history

Review of non-appealable promotions

s 513 om [DI2011-49](#) s 14

Misconduct

pt 6.3 hdg om [DI2011-49](#) s 14

Application—pt 6.3

s 514 om [DI2011-49](#) s 14

Interpretation—pt 6.3

s 515 om [DI2011-49](#) s 14
def *misconduct* om [DI2011-49](#) s 14

Misconduct committed before becoming a detached officer

s 516 om [DI2011-49](#) s 14

Misconduct while detached officer

s 517 om [DI2011-49](#) s 14

Criminal offences and detached officers

s 518 om [DI2011-49](#) s 14

Application—pt 7.1

s 519 sub [DI2011-49](#) s 15

Interpretation—pt 7.1

s 520 def *official travellers* om [DI2011-49](#) s 16
def *traveller* ins [DI2011-49](#) s 17

Agency Travel Guides

s 521 am [DI2011-160](#) s 83

Authority to travel

s 522 am [DI2011-160](#) s 85

Air travel class and booking

s 524 table am [DI2011-160](#) s 20

Accommodation rating and booking

s 525 table am [DI2011-160](#) s 21

Reimbursement of reasonable travel expenses

s 527 am [DI2011-49](#) s 18

Frequent Flyer Program

s 535 am [DI2011-160](#) s 22

Official non-ACT Public Service travel

s 536 am [DI2011-160](#) s 83

Recreation leave while travelling

s 537 am [DI2011-49](#) s 19; [DI2011-160](#) s 85

Application—pt 7.2

s 539A ins [DI2011-49](#) s 20

Interpretation—pt 7.2

s 539B ins [DI2011-49](#) s 20
 def **officer** ins [DI2011-49](#) s 20

Authorised use

s 540 am [DI2011-49](#) s 21; [DI2011-160](#) s 83

Driver responsibilities

s 541 am [DI2009-90](#) s 6; [DI2011-160](#) s 83

Home garaging

s 542 am [DI2009-90](#) s 5; [DI2011-160](#) s 83

Private use

s 543 am [DI2011-160](#) s 83

Recording and reporting

s 544 am [DI2009-90](#) s 6

Range of available vehicles

s 545 am [DI2009-90](#) s 6; [DI2011-160](#) s 83

Additional vehicles

s 546 am [DI2011-160](#) s 83

Vehicle hire

s 547 am [DI2011-160](#) s 83

Private plated vehicles

s 548 am [DI2011-160](#) s 83

Vehicle maintenance

s 549 am [DI2009-90](#) s 6, s 7; [DI2011-160](#) s 83

Purchase of fuel

s 550 am [DI2009-90](#) s 7

Executive vehicles

pt 7.3 hdg sub [DI2007-64](#) s 4
 om [DI2011-49](#) s 22

Application—pt 7.3

s 551 sub [DI2007-64](#) s 4; [DI2010-193](#) s 4
 om [DI2011-49](#) s 22
 def **business use** ins [DI2007-64](#) s 4
 om [DI2010-193](#) s 4
 def **executive** ins [DI2007-64](#) s 4
 om [DI2010-193](#) s 4
 def **executive vehicle** ins [DI2007-64](#) s 4
 om [DI2010-193](#) s 4
 def **monthly lease rate** ins [DI2007-64](#) s 4
 om [DI2010-193](#) s 4

Endnotes

4 Amendment history

- def **people mover** ins [DI2007-64](#) s 4
om [DI2010-193](#) s 4
- def **private use** ins [DI2007-64](#) s 4
om [DI2010-193](#) s 4
- def **statutory office** ins [DI2007-64](#) s 4
om [DI2010-193](#) s 4
- def **sedan** ins [DI2007-64](#) s 4
om [DI2010-193](#) s 4
- def **wagon** ins [DI2007-64](#) s 4
om [DI2010-193](#) s 4

Interpretation—pt 7.3

- s 551A
 - sub [DI2007-64](#) s 4; [DI2010-193](#) s 5
om [DI2011-49](#) s 22
 - def **business use** ins [DI2010-193](#) s 5
om [DI2011-49](#) s 22
 - def **executive** ins [DI2010-193](#) s 5
om [DI2011-49](#) s 22
 - def **executive vehicle** ins [DI2010-193](#) s 5
om [DI2011-49](#) s 22
 - def **private use** ins [DI2010-193](#) s 5
om [DI2011-49](#) s 22
 - def **statutory office-holder** ins [DI2010-193](#) s 5
om [DI2011-49](#) s 22

Executive vehicle entitlement

- s 551B
 - sub [DI2007-64](#) s 4
am [DI2009-90](#) s 8
om [DI2011-49](#) s 22

Executive vehicle entitlement—part-time executives

- s 551C
 - sub [DI2007-64](#) s 4; [DI2010-193](#) s 6
om [DI2011-49](#) s 22

Choice of motor vehicle

- s 552
 - sub [DI2007-64](#) s 4
am [DI2007-196](#) s 4; [DI2008-171](#) s 4; [DI2009-90](#) s 8;
[DI2009-185](#) s 4
sub [DI2010-193](#) s 7
om [DI2011-49](#) s 22

Payment in lieu of an executive vehicle entitlement

- s 553
 - sub [DI2007-64](#) s 4
am [DI2008-278](#) s 4; ss renum R12 LA; [DI2009-185](#) s 5;
[DI2010-193](#) s 8
om [DI2011-49](#) s 22

Changing to payment in lieu of an executive vehicle entitlement

- s 553A
 - ins [DI2010-193](#) s 9
om [DI2011-49](#) s 22

Executive vehicle modification

s 554 sub [DI2007-64](#) s 4
am [DI2009-90](#) s 8; [DI2010-193](#) ss 10-12
om [DI2011-49](#) s 22

Executive vehicle maintenance and running costs

s 554A sub [DI2007-64](#) s 4
om [DI2011-49](#) s 22

Executive vehicle care

s 554B sub [DI2007-64](#) s 4; [DI2010-193](#) s 13
om [DI2011-49](#) s 22

Authorised use of an executive vehicle

s 555 sub [DI2007-64](#) s 4
am [DI2009-90](#) s 8
om [DI2011-49](#) s 22

Business use of an executive vehicle

s 555A sub [DI2007-64](#) s 4
am [DI2009-90](#) s 8
om [DI2011-49](#) s 22

Private use of an executive vehicle

s 555B sub [DI2007-64](#) s 4
om [DI2011-49](#) s 22

Record-keeping

s 556 sub [DI2007-64](#) s 4
om [DI2011-49](#) s 22

Interpretation—pt 7.4

s 557 om [DI2011-49](#) s 23
def **development** om [DI2011-49](#) s 23
def **training** om [DI2011-49](#) s 23

Performance Management Schemes

s 558 am [DI2011-160](#) s 83, s 90

Performance Management Plans

s 559 am [DI2011-160](#) s 83

Studies assistance

s 560 am [DI2011-160](#) s 83, s 85

Reporting

s 561 am [DI2011-160](#) s 83

ACTEW officers

pt 8.1 hdg om [DI2010-137](#) s 4

Application—pt 8.1

s 562 om [DI2010-137](#) s 4

Endnotes

4 Amendment history

Interpretation—pt 8.1

s 563 om [DI2010-137](#) s 4

Conditions of service

s 564 om [DI2010-137](#) s 4

Home garaging and private use of vehicles arrangement

s 565 om [DI2010-137](#) s 4

Contribution by officers

s 566 om [DI2010-137](#) s 4

Home garaging of vehicles—obligations

s 567 om [DI2010-137](#) s 4

Home garaging with no private use

s 568 om [DI2010-137](#) s 4

On-call and restricted duty provisions

s 569 om [DI2010-137](#) s 4

GSO 10 incremental pay structure

s 570 om [DI2010-137](#) s 4

Progression to senior plumbing inspector

s 571 om [DI2010-137](#) s 4

Electricians licence allowance

s 572 om [DI2010-137](#) s 4

Reimbursement of home telephone expenses

s 573 om [DI2010-137](#) s 4

Conditions of service of some former ACTEW officers

s 574 om [DI2010-137](#) s 4

Application—pt 8.2

s 575 sub [DI2011-49](#) s 24

Eligibility

s 577 am [DI2011-160](#) s 79

Payments

s 578 am [DI2009-88](#) s 4

Joint Council

pt 8.3 hdg sub [DI2008-289](#) s 4

Interpretation—pt 8.3

- s 579 sub [DI2008-289](#) s 4
 def **consultation** om [DI2008-289](#) s 4
 def **Joint Council** sub [DI2008-289](#) s 4
 def **Management Council** om [DI2008-289](#) s 4
 def **member** ins [DI2008-289](#) s 4
 def **members** om [DI2008-289](#) s 4
 def **officer** om [DI2008-289](#) s 4
 def **organisation registered under the Workplace Relations Act 1996** sub [DI2008-289](#) s 4
 om [DI2011-49](#) s 25

Function of the Joint Council

- s 580 sub [DI2008-289](#) s 4

Chair and deputy chair

- s 581 sub [DI2008-289](#) s 4

Members

- s 582 sub [DI2008-289](#) s 4
 am [DI2011-49](#) s 26

Deputy members

- s 583 sub [DI2008-289](#) s 4

Termination of appointment

- s 584 sub [DI2008-289](#) s 4
 am [DI2011-49](#) s 27

Committees

- s 585 om [DI2008-289](#) s 4

Consultation

- s 586 om [DI2008-289](#) s 4

Occupational Health and Safety Management System

- pt 8.4 hdg om [DI2012-9](#) s 7

Interpretation—pt 8.4

- s 587 om [DI2012-9](#) s 7
 def **Occupational Health and Safety Management System**
 om [DI2012-9](#) s 7

Implementation

- s 588 am [DI2011-160](#) s 83, s 85
 om [DI2012-9](#) s 7

Rental for ACTPS housing

- pt 8.5 hdg sub [DI2011-49](#) s 28

Notice and special benefits for statutory office-holders

- div 8.5.1 hdg om [DI2011-49](#) s 28

Endnotes

4 Amendment history

Application—pt 8.5

- s 589 sub [DI2011-49](#) s 28
def **chief executive** om [DI2011-49](#) s 28
def **continuous recognised service** am [DI2009-134](#) s 12
om [DI2011-49](#) s 28
def **relevant Remuneration Tribunal Determination** om
[DI2011-49](#) s 28
def **remuneration** ins [DI2009-134](#) s 13
om [DI2011-49](#) s 28
def **special benefit** ins [DI2011-10](#) s 4
om [DI2011-49](#) s 28

Interpretation—pt 8.5

- s 590 sub [DI2011-49](#) s 28
def **ACTPS dwelling** ins [DI2011-49](#) s 28
def **reasonable travelling distance** ins [DI2011-49](#) s 28

Rental contribution

- s 591 am [DI2009-134](#) s 14
sub [DI2011-49](#) s 28

Calculation of rental contribution

- s 592 sub [DI2009-134](#) s 15; sub [DI2011-49](#) s 28

Superannuation for statutory officer holders on and from 1 July 2006

- s 592A ins [DI2011-10](#) s 5
om [DI2011-49](#) s 28

Notice and special benefits for statutory office-holders

- div 8.5.2 hdg om [DI2011-49](#) s 28

Increase or decrease in contribution

- s 593 sub [DI2007-198](#) s 5; sub [DI2011-49](#) s 28
am [DI2011-160](#) s 82, s 88

Rental contributions for accommodation in ACTPS housing—rates payable by officers (excluding officers with, but unaccompanied by, dependents)

- s 594 sub [DI2011-49](#) s 28

Superannuation contributions

- s 595 om [DI2011-49](#) s 28

PSSAP eligibility

- pt 8.6 hdg ins [DI2006-218](#) s 4

Interpretation—pt 8.6

- s 596 ins [DI2006-218](#) s 4
def **declaration** ins [DI2006-218](#) s 4
def **person employed in the service** ins [DI2006-218](#) s 4
def **PSSAP** or the **Public Sector Superannuation Accumulation Plan** ins [DI2006-218](#) s 4

Previous employment

s 597 ins [DI2006-218](#) s 4

Regular employment

s 598 ins [DI2006-218](#) s 4
am [DI2011-160](#) s 88

Other circumstances

s 599 ins [DI2006-218](#) s 4
am [DI2011-160](#) s 23

Special arrangements for teachers

pt 8.7 hdg ins [DI2011-49](#) s 29

Interpretation—pt 8.7

s 600 ins [DI2011-49](#) s 29
def **teacher** ins [DI2011-49](#) s 29
def **union agreed joint selection committee** ins [DI2011-49](#)
s 29

Union agreed joint selection committee promotions—teachers

s 601 ins [DI2011-49](#) s 29

Appointment—teachers

s 602 ins [DI2011-49](#) s 29

Incremental advancement—casual teachers

s 603 ins [DI2011-49](#) s 29

Higher duties—teachers in an isolated district

s 604 ins [DI2011-49](#) s 29

Sunday or public holiday duty—teachers

s 605 ins [DI2011-49](#) s 29

Direction to take annual leave—teachers

s 606 ins [DI2011-49](#) s 29
am [DI2011-160](#) s 82, s 88

Accrual of annual leave credit—teachers and school assistants

s 607 ins [DI2011-49](#) s 29

Leave to accompany a domestic partner on a posting—teachers and school assistants

s 608 ins [DI2011-49](#) s 29

Duties with an authority of the Commonwealth, a State, another Territory—teachers

s 609 ins [DI2011-49](#) s 29

Cancellation at the request of the promotee—teachers

s 610 ins [DI2011-49](#) s 29
am [DI2011-160](#) s 82, s 88

Endnotes

4 Amendment history

Temporary transfer—appealable directions—teachers

s 611 ins [DI2011-49](#) s 29

Special arrangements—pathologists and people covered by ACT Public Sector Medical Practitioners Union Collective Agreement 2008-2011

pt 8.8 hdg ins [DI2011-49](#) s 30

Allowance in lieu of right of private practice—pathologists

s 612 ins [DI2011-49](#) s 30
am [DI2011-160](#) s 24

Allowance in lieu of right of private practice—specialists other than pathologists

s 613 ins [DI2011-49](#) s 30
am [DI2011-160](#) s 25

Calculation of salary for Sunday or public holiday duty—medical officers

s 614 ins [DI2011-49](#) s 30

Additional annual leave for career medical officers, resident medical officers and registrars

s 615 ins [DI2011-49](#) s 30
am [DI2011-160](#) s 79

Leave for specialists and senior specialists—conference leave

s 616 ins [DI2011-49](#) s 30
am [DI2011-160](#) s 78

Leave for specialists and senior specialists—study leave

s 617 ins [DI2011-49](#) s 30
am [DI2011-160](#) s 78

Executives and statutory office-holders

ch 9 hdg ins [DI2011-49](#) s 31

Executive employee conditions of employment

pt 9.1 hdg ins [DI2011-49](#) s 31
sub [DI2013-187](#) s 4

Application—pt 9.1 etc

s 618 sub [DI2011-49](#) s 26; [DI2013-187](#) s 4

Executive employee—conditions of employment

s 619 ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 26; [DI2013-187](#) s 4
def **remuneration zone** ins [DI2011-49](#) s 31
om [DI2013-187](#) s 4
def **total remuneration point** ins [DI2011-49](#) s 31
om [DI2013-187](#) s 4

Executive employee's functions—pt 9.2

pt 9.2 hdg ins [DI2011-49](#) s 31
sub [DI2013-187](#) s 4

Executive responsibilities

div 9.2.1 hdg ins [DI2011-49](#) s 31
om [DI2013-187](#) s 4

Equity and diversity

div 9.2.2 hdg ins [DI2011-49](#) s 31
om [DI2013-187](#) s 4

Executive employee functions—generally

s 620 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 27
sub [DI2013-187](#) s 4

Executive employee functions—financial management

s 621 hdg sub [DI2011-160](#) s 28
s 621 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 28
sub [DI2013-187](#) s 4

Executive employee remuneration

pt 9.3 hdg ins [DI2011-49](#) s 31
sub [DI2013-187](#) s 4

Executive employee salary

s 622 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 29, s 30, s 90; [DI2012-9](#) s 8, ss renum
R31 LA
sub [DI2013-187](#) s 4

Executive employee entitlements generally

s 623 ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 32; [DI2013-187](#) s 4

Working out executive employee remuneration

pt 9.3A hdg ins [DI2013-187](#) s 4

Definitions—pt 9.3A

s 624 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 33
sub [DI2013-187](#) s 4
def **assessed work value** ins [DI2013-187](#) s 4
def **base remuneration** ins [DI2013-187](#) s 4
def **independent job evaluation methodology** ins [DI2013-187](#) s 4
def **remuneration** ins [DI2013-187](#) s 4
def **salary** ins [DI2013-187](#) s 4
def **total remuneration point** ins [DI2013-187](#) s 4

Meaning of total remuneration point—pt 9.3A

s 625 ins [DI2011-49](#) s 31
am [DI2011-160](#) ss 34-36

Endnotes

4 Amendment history

sub [DI2013-187](#) s 4

Assessed work value for an executive employee office

s 626 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 37, s 78, s 88
sub [DI2013-187](#) s 4

Unauthorised disclosure of information

s 626A (prev s 629) ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 39
reloc and renum as s 626A [DI2011-160](#) s 40
om [DI2013-187](#) s 4

Circumstances where assessed work value for an executive employee not required

s 627 ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 38; [DI2013-187](#) s 4

Executive employee—base remuneration

s 628 hdg am [DI2011-160](#) s 81
s 628 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 81
sub [DI2013-187](#) s 4

Head of service may approve higher remuneration—new executive employees

s 629 reloc and renum as s 626A
ins [DI2013-187](#) s 4

Contract variation to increase total remuneration point

s 630 ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 41; [DI2013-187](#) s 4

Other executive employee conditions of employment

pt 9.3B hdg ins [DI2013-187](#) s 4

General matters

div 9.3B.1 hdg ins [DI2013-187](#) s 4

Exclusive employment

s 631 ins [DI2011-49](#) s 31
sub [DI2013-187](#) s 4
def **remuneration** ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 42
om [DI2013-187](#) s 4
def **transitional executive** ins [DI2011-49](#) s 31
am [DI2011-160](#) s 81
om [DI2013-187](#) s 4

Warranty by executive employee

s 632 ins [DI2011-49](#) s 31
sub [DI2011-160](#) s 43; [DI2013-187](#) s 4

Disclosure of material interests

s 633 hdg sub [DI2011-160](#) s 44
s 633 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 45
sub [DI2013-187](#) s 4

Confidentiality of information

s 634 hdg sub [DI2011-160](#) s 46
s 634 ins [DI2011-49](#) s 31
am [DI2011-160](#) ss 47-50; [DI2012-9](#) s 9
sub [DI2013-187](#) s 4

Equity and diversity—director-general responsibilities

s 635 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 81; [DI2012-9](#) s 10
sub [DI2013-187](#) s 4

Performance

div 9.3B.2 hdg ins [DI2013-187](#) s 4

Performance agreement

s 636 hdg sub [DI2011-160](#) s 51
s 636 ins [DI2011-49](#) s 31
am [DI2011-160](#) ss 52-56
sub [DI2013-187](#) s 4

Underperformance

s 636A ins [DI2013-187](#) s 4

Performance policy

s 636B ins [DI2013-187](#) s 4

Misconduct

div 9.3B.3 hdg ins [DI2013-187](#) s 4

Misconduct

s 636C ins [DI2013-187](#) s 4

Misconduct policy

s 636D ins [DI2013-187](#) s 4

Termination

div 9.3B.4 hdg ins [DI2013-187](#) s 4

Termination by the executive employee

s 636E ins [DI2013-187](#) s 4

Termination by the Territory

s 636F ins [DI2013-187](#) s 4

Executive employee financial entitlements

pt 9.3C hdg ins [DI2013-187](#) s 4

Endnotes

4 Amendment history

Meaning of *continuous recognised service*—pt 9.3C

s 636G ins [DI2013-187](#) s 4

Meaning of *transitional executive*—pt 9.3C

s 636H ins [DI2013-187](#) s 4

Head of service and director-general employment benefit

s 636I ins [DI2013-187](#) s 4

Payment instead of termination notice period

s 636J ins [DI2013-187](#) s 4

Special benefit payable on early termination of contract—generally

s 636K ins [DI2013-187](#) s 4

Special benefit payable on early termination of contract—transitional executives

s 636L ins [DI2013-187](#) s 4

Special benefits payable on non-renewal of contract in certain circumstances—transitional executives

s 636M ins [DI2013-187](#) s 4

Superannuation—executive employees

s 636N ins [DI2013-187](#) s 4

Statutory office-holder financial entitlements

pt 9.4 hdg ins [DI2011-49](#) s 31
sub [DI2013-187](#) s 4

Application—pt 9.4

s 637 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 57, s 58; pars renum R30 LA

Interpretation—pt 9.4

s 638 ins [DI2011-49](#) s 31
def *continuous recognised service* ins [DI2011-49](#) s 31
def *remuneration* ins [DI2011-49](#) s 31
def *special benefit* ins [DI2011-49](#) s 31

Payment in lieu for notice period—statutory office-holders

s 639 ins [DI2011-49](#) s 31
ss renum R29 LA

Special benefits on early termination of appointment—statutory office-holders

s 640 ins [DI2011-49](#) s 31
am pars renum R32 LA

Appointment or engagement of former statutory office-holders

s 641 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 59, s 60

Superannuation—statutory office-holders

s 642 ins [DI2011-49](#) s 31

Executive and statutory office-holder vehicle entitlements

pt 9.5 hdg ins [DI2011-49](#) s 31

Application—pt 9.5

s 643 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 61

Interpretation—pt 9.5

s 644 ins [DI2011-49](#) s 31
def **business use** ins [DI2011-49](#) s 31
def **executive** ins [DI2011-49](#) s 31
am [DI2011-160](#) s 62, s 81; pars renum R30 LA
def **executive vehicle** ins [DI2011-49](#) s 31
am [DI2011-160](#) s 63
def **private use** ins [DI2011-49](#) s 31
def **statutory office-holder** ins [DI2011-49](#) s 31

Executive vehicle entitlement

s 645 ins [DI2011-49](#) s 31

Executive vehicle entitlement—part-time executives

s 646 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 80, s 81

Choice of motor vehicle

s 647 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 80; [DI2013-187](#) ss 5-7

Payment in lieu of an executive vehicle entitlement

s 648 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 80; [DI2013-187](#) ss 8-10; [DI2014-272](#) s 4

Change to payment in lieu of an executive vehicle entitlement

s 649 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 64

Executive vehicle modification

s 650 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 65, s 81, s 87, s 90; ss renum R30 LA

Executive vehicle maintenance and running costs

s 651 ins [DI2011-49](#) s 31

Executive vehicle care

s 652 ins [DI2011-49](#) s 31

Authorised use of an executive vehicle

s 653 ins [DI2011-49](#) s 31

Endnotes

4 Amendment history

Business use of an executive vehicle

s 654 ins [DI2011-49](#) s 31

Private use of an executive vehicle

s 655 ins [DI2011-49](#) s 31

Record-keeping

s 656 ins [DI2011-49](#) s 31

Executive employee and statutory office-holder leave and other entitlements

pt 9.6 hdg ins [DI2011-49](#) s 31
sub [DI2015-17](#) s 5

General

div 9.6.1 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Meaning of *recipient*—pt 9.6

s 657 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 66, s 81; pars renum R30 LA
sub [DI2015-17](#) s 5

Leave entitlements

s 658 ins [DI2011-49](#) s 31
sub [DI2015-17](#) s 5
def ***decision-maker*** ins [DI2011-49](#) s 31
am [DI2011-160](#) s 67, s 68, s 81; pars renum R30 LA
om [DI2015-17](#) s 5
def ***executive*** ins [DI2011-49](#) s 31
am [DI2011-160](#) s 69
om [DI2015-17](#) s 5

Salary sacrifice arrangements

s 659 ins [DI2011-49](#) s 31
sub [DI2015-17](#) s 5

Vacation childcare subsidy

s 660 ins [DI2011-49](#) s 31
sub [DI2015-17](#) s 5

Disapplication of Legislation Act, s 47 (6)

s 661 ins [DI2011-49](#) s 31
sub [DI2015-17](#) s 5

Non-approval of leave

s 662 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Leave entitlements

div 9.6.2 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Personal leave

sdiv 9.6.2.1 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—personal leave

s 663 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—personal leave

s 664 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 70; pars renum R30 LA
om [DI2015-17](#) s 5

Evidence and conditions—personal leave

s 665 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—personal leave

s 666 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—personal leave

s 667 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—personal leave

s 668 ins [DI2011-49](#) s 31
ss renum R29 LA
om [DI2015-17](#) s 5

Personal leave in extraordinary circumstances

s 669 ins [DI2011-49](#) s 31
ss renum R29 LA
om [DI2015-17](#) s 5

Infectious disease contacts

s 670 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Compassionate leave

sdiv 9.6.2.2 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—compassionate leave

s 671 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—compassionate leave

s 672 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Endnotes

4 Amendment history

Evidence and conditions—compassionate leave

s 673 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—compassionate leave

s 674 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—compassionate leave

s 675 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—compassionate leave

s 676 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Operational service personal leave

sdiv 9.6.2.3 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Interpretation—sdiv 9.6.2.3

s 677 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **operational service** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **war-caused injuries or diseases** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—operational service personal leave

s 678 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—operational service personal leave

s 679 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—operational service personal leave

s 680 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—operational service personal leave

s 681 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—operational service personal leave

s 682 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect of other entitlements—operational service personal leave

s 683 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Annual leave

sdiv 9.6.2.4 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—annual leave

s 684 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—annual leave

s 685 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—annual leave

s 686 ins [DI2011-49](#) s 31
ss renum R29 LA
om [DI2015-17](#) s 5

Rate of payment—annual leave

s 687 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Payment in lieu of annual leave

s 688 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—annual leave

s 689 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—annual leave

s 690 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purchased leave

sdiv 9.6.2.5 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—purchased leave

s 691 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—purchased leave

s 692 ins [DI2011-49](#) s 31
am [DI2011-160](#) s 71
om [DI2015-17](#) s 5

Evidence and conditions—purchased leave

s 693 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Endnotes

4 Amendment history

Rate of payment—purchased leave

s 694 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—purchased leave

s 695 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—purchased leave

s 696 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Long service leave

sdiv 9.6.2.6 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Interpretation—sdiv 9.6.2.6

s 697 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **category A officer** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **category B officer** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **defence employment** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **eligible employment** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **minimum retiring age** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **month** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **public authority** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **relevant day** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **relevant rate per hour** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **Territory** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5
def **year** ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—long service leave

s 698 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—long service leave

s 699 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—long service leave

s 700 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—long service leave

s 701 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect of other entitlements

s 702 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other entitlements—long service leave

s 703 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Maternity leave

sdiv 9.6.2.7 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—maternity leave

s 704 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—maternity leave

s 705 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—paid maternity leave

s 706 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—maternity leave

s 707 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—maternity leave

s 708 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—maternity leave

s 709 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—maternity leave

s 710 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—maternity leave

s 711 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Endnotes

4 Amendment history

Special maternity leave

sdiv 9.6.2.8 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—special maternity leave

s 712 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—special maternity leave

s 713 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—special maternity leave

s 714 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—special maternity leave

s 715 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—special maternity leave

s 716 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—special maternity leave

s 717 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Primary care giver leave

sdiv 9.6.2.9 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—primary care giver leave

s 718 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—primary care giver leave

s 719 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—primary care giver leave

s 720 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—primary care giver leave

s 721 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—primary care giver leave

s 722 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—primary care giver leave

s 723 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—primary care giver leave

s 724 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Bonding leave

sdiv 9.6.2.10 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—bonding leave

s 725 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—bonding leave

s 726 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—bonding leave

s 727 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—bonding leave

s 728 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—bonding leave

s 729 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—bonding leave

s 730 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Parental leave

sdiv 9.6.2.11 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—parental leave

s 731 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—parental leave

s 732 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—parental leave

s 733 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Endnotes

4 Amendment history

Evidence and conditions—parental leave

s 734 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—parental leave

s 735 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—parental leave

s 736 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—parental leave

s 737 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Grandparental leave

sdiv 9.6.2.12 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—grandparental leave

s 738 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—grandparental leave

s 739 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—grandparental leave

s 740 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—grandparental leave

s 741 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—grandparental leave

s 742 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—grandparental leave

s 743 ins [DI2011-49](#) s 31
ss renum R29 LA
om [DI2015-17](#) s 5

Access to other leave entitlements—grandparental leave

s 744 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Community service leave

sdiv 9.6.2.13 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—community service leave
s 745 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—jury service
s 746 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—jury service
s 747 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—jury service
s 748 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—jury service
s 749 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—voluntary emergency management
s 750 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—voluntary emergency management
s 751 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—voluntary emergency management
s 752 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—voluntary emergency management
s 753 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—voluntary emergency management
s 754 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Additional leave—voluntary emergency management
s 755 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—voluntary community service
s 756 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—voluntary community service
s 757 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Endnotes

4 Amendment history

Rate of payment—voluntary community service

s 758 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—voluntary community service

s 759 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other entitlements—voluntary community service

s 760 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Other leave

sdiv 9.6.2.14 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—other leave

s 761 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Eligibility—other leave

s 762 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—other leave

s 763 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Evidence and conditions—other leave

s 764 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment and effect on other entitlement—other leave

s 765 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Access to other leave entitlements—other leave

s 766 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Types of other leave

s 766A ins [DI2011-49](#) s 31
table am [DI2011-160](#) ss 72-74
om [DI2015-17](#) s 5

Public holidays

sdiv 9.6.2.15 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—public holidays

s 767 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—public holidays

s 768 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—public holidays

s 769 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Christmas shutdown

sdiv 9.6.2.16 hdg ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Purpose—Christmas shutdown

s 770 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Entitlement—Christmas shutdown

s 771 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Rate of payment—Christmas shutdown

s 772 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Effect on other entitlements—Christmas shutdown

s 773 ins [DI2011-49](#) s 31
om [DI2015-17](#) s 5

Dictionary

am [DI2011-160](#) s 75, s 76; [DI2014-66](#) s 13, s 14; [DI2015-17](#) s 6
 def **ABS** om [DI2011-49](#) s 32
 def **ACTGS** om [DI2011-49](#) s 33
 def **Agency** om [DI2011-49](#) s 34
 def **assessed work value** ins [DI2013-187](#) s 11
 def **Award** om [DI2011-49](#) s 35
 def **base remuneration** ins [DI2013-187](#) s 11
 def **Certified Agreement** om [DI2011-49](#) s 36
 def **Chief Executive** om [DI2011-160](#) s 77
 def **Consequential and Transitional Provisions Act** om [DI2011-49](#) s 37
 def **continuous recognised service** ins [DI2013-187](#) s 11
 def **current office** om [DI2011-49](#) s 38
 def **disability** ins [DI2011-49](#) s 39
 def **employee** ins [DI2014-66](#) s 15
 def **executive employee** ins [DI2013-187](#) s 11
 def **household member** ins [DI2011-49](#) s 40
 def **immediate family** ins [DI2011-49](#) s 41
 am [DI2011-160](#) s 88; pars renum R30 LA

Endnotes

4 Amendment history

- def **independent job evaluation methodology** ins [DI2013-187](#) s 11
- def **MPRA** om [DI2011-49](#) s 42
- def **public holiday** ins [DI2011-49](#) s 43
- def **Public Sector Management** om [DI2011-49](#) s 44
- def **recipient** ins [DI2015-17](#) s 7
- def **relevant person** ins [DI2013-187](#) s 11
- def **remuneration** ins [DI2013-187](#) s 11
- def **returned soldier** om R32 LA
- def **salary** ins [DI2013-187](#) s 11
- def **spent** ins [DI2013-187](#) s 11
- def **staff bulletin** om [DI2011-160](#) s 77
- def **State** om [DI2011-49](#) s 45
- def **substantive office** ins [DI2011-49](#) s 46
- def **supervisor** ins [DI2011-49](#) s 47
- def **temporary transfer** ins [DI2011-49](#) s 48
- def **total remuneration point** ins [DI2013-187](#) s 11
- def **transfer** ins [DI2011-49](#) s 49
- def **transitional executive** ins [DI2013-187](#) s 11
- def **Working with Vulnerable People Act** ins [DI2014-66](#) s 15

5 Earlier republications

Some earlier republications were not numbered. The number in column 1 refers to the publication order.

Since 12 September 2001 every authorised republication has been published in electronic pdf format on the ACT legislation register. A selection of authorised republications have also been published in printed format. These republications are marked with an asterisk (*) in column 1. Electronic and printed versions of an authorised republication are identical.

Republication No and date	Effective	Last amendment made by	Republication for
R1 3 Aug 2006	3 Aug 2006– 11 Oct 2006	not amended	new instrument
R2 12 Oct 2006	12 Oct 2006– 8 Mar 2007	DI2006-218	amendments made by DI2006-218
R3 9 Mar 2007	9 Mar 2007– 19 Apr 2007	DI2007-64	amendments made by DI2007-64
R4 20 Apr 2007	20 Apr 2007– 21 June 2007	DI2007-92	amendments made by DI2007-91 and DI2007-92
R5 22 June 2007	22 June 2007– 30 July 2007	DI2007-125	amendments made by DI2007-125
R6 31 July 2007	31 July 2007– 9 Aug 2007	DI2007-187	amendments made by DI2007-187
R7 10 Aug 2007	10 Aug 2007– 30 Nov 2007	DI2007-198	amendments made by DI2007-196 and DI2007-198
R8 1 Dec 2007	1 Dec 2007– 18 Apr 2008	DI2007-246	amendments made by DI2007-246
R9 19 Apr 2008	19 Apr 2008– 9 Aug 2008	DI2008-56	amendments made by DI2008-56
R10 10 Aug 2008	10 Aug 2008– 21 Aug 2008	DI2008-171	amendments made by DI2008-171
R11 22 Aug 2008	22 Aug 2008– 13 Nov 2008	DI2008-215	amendments made by DI2008-215

Endnotes

5 Earlier republications

Republication No and date	Effective	Last amendment made by	Republication for
R12 14 Nov 2008	14 Nov 2008– 20 Nov 2008	DI2008-278	amendments made by DI2008-278
R13 21 Nov 2008	21 Nov 2008– 15 Dec 2008	DI2008-280	amendments made by DI2008-280
R14 16 Dec 2008	16 Dec 2008– 9 Apr 2009	DI2008-289	amendments made by DI2008-289
R15 10 Apr 2009	10 Apr 2009– 18 Apr 2009	DI2009-46	amendments made by DI2009-46
R16 19 Apr 2009	19 Apr 2009– 4 June 2009	DI2009-54	amendments made by DI2009-54
R17 5 June 2009	5 June 2009– 9 June 2009	DI2009-88	amendments made by DI2009-88
R18 10 June 2009	10 June 2009– 29 June 2009	DI2009-90	amendments made by DI2009-89 and DI2009-90
R19 30 June 2009	30 June 2009– 9 Aug 2009	DI2009-134	amendments made by DI2009-134
R20 10 Aug 2009	10 Aug 2009– 29 Oct 2009	DI2009-185	amendments made by DI2009-185
R21 30 Oct 2009	30 Oct 2009– 10 May 2010	DI2009-222	amendments made by DI2009-222
R22 11 May 2010	11 May 2010– 1 July 2010	DI2010-67	amendments made by DI2010-67
R23 2 July 2010	2 July 2010– 15 July 2010	DI2010-137	amendments made by DI2010-137
R24 16 July 2010	16 July 2010– 23 Aug 2010	DI2010-164	amendments made by DI2010-164
R25 24 Aug 2010	24 Aug 2010– 9 Sept 2010	DI2010-193	amendments made by DI2010-193
R26 10 Sept 2010	10 Sept 2010– 20 Jan 2011	DI2010-206	amendments made by DI2010-206
R27 21 Jan 2011	21 Jan 2011– 3 Feb 2011	DI2011-4	amendments by DI2011-4

Republication No and date	Effective	Last amendment made by	Republication for
R28 4 Feb 2011	4 Feb 2011– 17 Apr 2011	DI2011-10	amendments by DI2011-10
R29 18 Apr 2011	18 Apr 2011– 30 June 2011	DI2011-49	amendments by DI2011-49
R30 1 July 2011	1 July 2011– 2 Feb 2012	DI2011-160	amendments by DI2011-160
R31 3 Feb 2012	3 Feb 2012– 30 June 2012	DI2012-9	amendment by DI2012-9
R31 (RI) 1 Mar 2012	3 Feb 2012– 30 June 2012	DI2012-9	retrospective amendments by DI2012-23
R32 1 July 2013	1 July 2012– 5 July 2013	DI2012-238	amendments by DI2012-238
R33 6 July 2013	6 July 2013– 22 May 2014	DI2013-187	amendments by DI2013-187
R34 23 May 2014	23 May 2014– 2 July 2014	DI2014-66	amendments by DI2014-66
R35 16 Oct 2014	3 July 2014– 12 Feb 2015	DI2014-272	amendments by DI2014-272

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