

Public Sector Management Amendment Standards 2010 (No 3)

Disallowable instrument DI2010-164

made under the

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

EXPLANATORY STATEMENT

This instrument supports the operation of the Graduate Program in the ACT Public Service.

This instrument omits Subdivision 3.10.3.9 and Subdivision 3.10.3.10. These Subdivisions had set out eligibility, selection and salary information for the classifications Graduate Administrative Assistant and Graduate Administrative Assistant (Indigenous Employment).

This amendment introduces Part 3.12 (Graduate Program) which sets out the administrative arrangements for the Graduate Program to operate in the ACT Public Service. It is intended that replacing Subdivisions 3.10.3.9 and 3.10.3.10 with Part 3.12 recognises that the Graduate Program, as an employment program, is broader than the Graduate Administrative Assistant classification.

Within Part 3.12:

- Section 252B (Eligibility) sets out that participants in the Graduate Program must meet the eligibility requirements prescribed in the Graduate Program Policy Statement. It is intended that the Graduate Program Policy Statement may revise the eligibility requirements for Graduate Administrative Assistants in the future to support a contemporary Graduate Program.
- Section 252B (Eligibility) also provides an authority to allow some of the offices in the Graduate Program to be restricted to people in a designated group. It is intended that the Graduate Program could support an equal employment opportunity program. Designated group and equal employment opportunity program have the same meaning as in the *Public Sector Management Act 1994*, section 39.
- Section 252C (Selection) gives the authority to select participants in the Graduate Program to the Commissioner for Public Administration rather than a Chief Executive, reflecting the operation of the Graduate Program across the ACTPS. The selection process must comply with the merit principle set out in the *Public Sector Management Act 1994*, section 65.

- Sections 252D (Classification on appointment) and 252E (Salary on appointment) set out that participants in the Graduate Program are to be appointed as an officer, not engaged as a temporary employee, and receive a salary equivalent to the base salary payable to an Administrative Service Officer Class 4. Ordinary provisions relating to salary increase and incremental advancement apply to Graduate Administrative Assistants.
- Section 252E (Probation) modifies the ordinary probation process by requiring that the confirmation of a Graduate Administrative Assistant's appointment be deferred until the officer has successfully completed a prescribed Diploma in Government.
- Section 252G (Promotion) allows a Graduate Administrative Assistant to be promoted, without a further competitive selection process, to a position with the classification Administrative Service Officer Class 5. This streamlined promotion may only occur if the appointment of the officer has been confirmed.
- Section 454(d) has been amended to support section 252G. It is intended that section 454(d) exempts a vacancy being filled under section 252G from the ordinary requirements to advertise a vacancy.