

**Periodic Gazette P14, 24 July 1998**

**AUSTRALIAN PUBLIC SERVICE**

Conditions of entry and advancement

1998

## CONTENTS

<b>PART 1. INTRODUCTION AND GENERAL INFORMATION</b>	<b>Page</b>
Introduction .....	3
General information .....	3
APS employment classifications .....	3
Merit .....	4
Mandatory qualifications .....	4
Training offices .....	4
Aboriginal recruitment .....	4
Graduate and APS1 recruitment .....	5
Aboriginal Cadetship Administrative .....	5
Assessment of qualifications .....	5
Legal provisions .....	7
Relevant references .....	8
 <b>PART 2. NOTIFICATION AND DETERMINATION UNDER S.33A</b>	
Notification and determination under s.33A .....	13
Schedule 1 - Notification of vacancies, restrictions on applying for appointment and eligibility to apply for vacancies advertised in the Gazette.....	15
Schedule 2 - List of classifications (alphabetical) .....	17
Schedule 3 - section 33A(1)(e) Notice which has not been revoked.....	67
 <b>PART 3. DETERMINATION UNDER S.53A</b>	
Determination under s.53A .....	69
Schedule 4 - Training offices .....	70

**PART 1 - INTRODUCTION  
AND  
GENERAL INFORMATION**

## INTRODUCTION

The *Periodic Gazette* of 31 May 1994—*APS Conditions of entry and advancement*—provided official notifications and general information relating to mandatory qualifications and training requirements required for specific APS classifications. Since that publication, there have been numerous amendments and this has made it difficult for personnel practitioners and potential applicants to find relevant information about specific APS classifications. The purpose of this *Gazette* is to present in one document a consolidation of notifications and determinations related to appointment and training and the mandatory qualifications required for specific APS classifications.

The Public Service Commissioner has statutory powers to gazette qualifications and other conditions to be met for appointment, transfer, promotion or advancement and to create training offices. In the recent round of administrative reforms, procedures regarding the notification of mandatory qualifications were changed. With effect from 15 March 1998, the Public Service Commissioner has delegated to Agency Heads:

- powers under subsection 33A(1)(d) of the *Public Service Act 1922* (the Act) to determine qualifications and other conditions to be satisfied for appointment, transfer or promotion;
- the powers under s. 33A (1A) to determine accelerated advancement; and
- s.53A powers to determine satisfactory completion of a course of studies.

The effect of this action means that Agency Heads can notify qualifications required for work in their own agencies. If agencies do not notify their own arrangements, the notifications with respect to qualifications and accelerated advancement made under s.33A contained in this *Gazette* will continue in force until otherwise replaced.

If agencies have not moved to the new APS classification structure, Agency Heads may use these delegated powers to vary, in relation to their own agency, existing notifications made by the Commissioner under s.33A with regard to qualifications and accelerated advancement provisions. The Act requires that this be done by notification in the *Gazette*.

Once agencies move to the new APS classification structure, the Commissioner's existing s.33A notifications covering the older established APS classifications will no longer apply. Agency Heads will then be able to use the delegated s.33A powers to determine, and notify in the *Gazette*, new qualifications and other conditions they wish to apply within their agency. When using these delegated powers Agency Heads will need to have regard to the advice set out in paragraph 33 of *Workplace Relations Advice No 1998/2, New APS Classification Structure* issued by the Department of Workplace Relations and Small Business (DWRSB) on 20 January 1998. Agencies that are in the process of establishing their own arrangements can use the notifications contained in the *Gazette* as a starting point.

## GENERAL INFORMATION

### APS Employment Classifications

Most jobs in the APS have been grouped into employment structures based on the type of work performed. The existing 13 structures and 81 classification levels are being replaced by eight classification levels, five training classifications and several ungrouped classifications as agencies adopt certified agreements. The new structure, therefore, contains classifications which, in the existing structure, require mandatory qualifications. Agencies will need to have regard to this feature when adopting the new APS structure. For information on the new APS structures see DWRSB Advice 1998/2, *New APS Classification Structure*, 20 January 1998.

### Merit

All appointment and promotion decisions in the APS are based on merit. For the principles underlying all selection and promotion action see page one of *The Essentials: Recruitment and Selection*, issued by the PSMPC in 1996.

### **Mandatory Qualifications**

Qualifications and other conditions can be mandatory only if notification has been made by the Public Service Commissioner or the relevant Agency Head.

Qualifications that are prescribed by the Commissioner or Agency Head are **minimum** requirements only. When selecting for a particular position, employing agencies may seek additional qualifications, experience or other attributes which, although not legally prescribed, are considered relevant to the performance of the duties of the position.

Where qualifications are mandatory, applicants should be asked to produce appropriate evidence. The employing agency will assess applicants' qualifications and experience against the appropriate standards.

When establishing the standards required for jobs, agencies should consider the standards of relevant professional bodies and advice provided by academic institutions, and should observe any other relevant State or Territory licensing requirements. Any disparity of standards between the States and Territories should also be a consideration as it is important that management be able to deploy staff within a particular category as flexibly as possible, including transfer between States.

### **Training offices**

Entry to cadetships and traineeships is by open merit competition, in the same way as appointment to other offices. Promotions or transfers to training offices are made under section 50 of the Act and both promotions and transfers to training offices are appellable.

While powers under para 53A(1)(a) of the Act to notify that certain offices are training offices have **not** been delegated, existing notices under s.53A give the employing Agency Head the right to specify the relevant course of training and to advance the trainee to a relevant higher office on successful completion of that training.

Cadets and trainees should be advanced to the relevant higher office immediately upon satisfying the Agency Head or the delegate that they have successfully completed the prescribed course of training either:

- by producing evidence of their having completed the required educational qualification; or
- by the agency's training section's certification that they have completed the requirements for advancement.

Advancements of this nature need to be notified in the promotion section of the *Gazette* with the appropriate footnote.

### **Aboriginal Recruitment**

Regulation 71B(1) authorises, as a special program for the purposes of s.33(4)(b) of the *Public Service Act 1922*, any program whose aim is to encourage the recruitment of persons who are members of the Aboriginal race of Australia or descendants of the indigenous inhabitants of the Torres Strait Islands.

A special program may be established at any level. *Gazette* and press vacancy advertisements must specify that it is a special program to encourage the recruitment of indigenous Australians and that applicants must be members of the Aboriginal race of Australia or descendants of the indigenous inhabitants of the Torres Strait Islands who are not currently APS officers.

Recruitment must be subject in all other respects to the requirements set out in sections 33(1) and (2) of the Act, including the avoidance of patronage or favouritism, and the requirement to objectively

assess the relative suitability of applicants. Staff recruited through these programs will be required to compete on a full merit basis for subsequent promotion.

#### *Graduate and APS1 Recruitment*

Agencies may recruit their own Indigenous Graduate (APS) and APS1 staff using the framework set out above, or they may use the centralised recruitment system managed by Recruitment Services Australia (RSA). The APS wide Graduate Administrative Assistant (Aboriginal Services) and the Administrative Service Officer (Aboriginal Services) Class 1 classifications will cease to exist under the new simplified classification structure being implemented through Certified Agreements. RSA, however, will continue to conduct its central Indigenous recruitment programs. Orders of merit will be established, and agencies covered by the new classification structure will be able to use them to recruit Indigenous Graduates and Indigenous APS1s.

#### *Aboriginal Cadetship Administrative*

The new classification of Aboriginal Cadet Administrative was recently established to address the need for Aboriginal Cadetships in non-specialist areas with advancement to the ASO stream. Agencies would specify the course of training in any relevant area and would be able to advance to ASO3 (under s.53A) on satisfactory completion of training.

The Aboriginal Cadetship Administrative classification is covered by Regulation 71B(1) and is subject to the same advertising, eligibility and selection arrangements as other Regulation 71B(1) programs.

### **Assessment of Qualifications**

Agencies are fully responsible for assessing individuals against standards acceptable for employment in the APS except where centralised recruitment campaigns for certain base grade positions are undertaken by Recruitment Services Australia.

#### *Higher Education*

Qualifications from Australian universities in an area of study relevant to the classification may be accepted unconditionally. Before 1990, qualifications obtained from other tertiary institutions (e.g. colleges of advanced education, institutes of technology, TAFEs, private training colleges or teachers' colleges) must have been registered by the Australian Council on Tertiary Awards (ACTA) or its predecessor the Australian Council on Awards in Advanced Education (ACAAE) to be accepted.

Since 1990, when the unified national system of higher education was introduced, this process of registration of all non-university tertiary courses was discontinued at the national level but remained at the State and Territory government level. If courses have been accredited by an institution or authority empowered by government to accredit tertiary award courses (that is, a member of RATE or of the Registers established by its successor the Australian Qualifications Framework (AQF) Advisory Board to MCEETYA<sup>1</sup>) these qualifications may be accepted unconditionally. Information is available from the AQF Advisory Board Secretariat tel: 03 9639 1606 email: aqfab@curriculum.edu.au. Internet: <http://www.curriculum.edu.au>

Information on the accreditation status of courses offered through private institutions may be obtained from State or Territory accreditation authorities.

#### *Vocational Education and Training (VET) Qualifications*

As a general guide, a qualification meeting the standard of associate diploma requires a minimum of two years of full-time study or four years of part-time study following at least twelve years of primary and secondary schooling or equivalent.

Acceptable certificate courses equate to the 'middle-level', higher technician or Certificate of Technology level. Certificates of the trade, post-trade or technician variety are below the required standard.

---

<sup>1</sup> MCEETYA — Ministerial Council on Employment Education Training and Youth Affairs.

The AQF is a new system of qualifications being phased in over the period 1995-1999. The AQF Diploma has a similar typical duration and prerequisites to the former associate diploma, but has new industry requirements and a work-based focus which may modify duration and prerequisites according to the particular industry and the pathway taken to the qualification.

The AQF Certificates 1, 2, 3 and 4 have replaced the former range of certificates; these Certificates 1-4 meet industry standards for workplace performance at four levels up to higher technician and supervisor.

### *Overseas Qualifications*

A central information point for the assessment of overseas qualifications is the National Office of Overseas Skills Recognition (NOOSR) within the Department of Employment, Education, Training and Youth Affairs. NOOSR offers a fee for service assessment of overseas acquired post-secondary educational qualifications. It should be noted that a qualification acquired overseas does not necessarily have to be formally assessed before appointment to the APS. The NOOSR publication *The Country Education Profiles* (CEP) describes the education system of over 90 countries and provide guidelines on the assessment of educational awards from these countries. CEP and other useful publications can be purchased from the Australian Government Publishing Service.

Information leaflets on overseas skills recognition for a range of occupations can be obtained from NOOSR. These can also be viewed on the internet at NOOSR's website at <http://www.deetya.gov.au/noosr>

For advice on overseas trade qualifications contact Trades Recognition Australia (TRA) in each State. Addresses for TRA offices appear in the Commonwealth Government Directory under the entry for the Department of Workplace Relations and Small Business.

### *Alternative Qualifications*

A number of qualification prescriptions listed in this *Gazette* contain a clause providing for recognition of other comparable qualifications which, in the opinion of the Secretary, are appropriate to the duties of the office. This clause is an alternative to the clause which prescribes the minimum standard but the qualifications recognised under the alternative clause must equate to the minimum standard.

When using an alternative qualifications clause, the Agency Head (or delegate) must ensure that established minimum standards (i.e. a degree or diploma of an Australian tertiary institution, or comparable overseas qualifications) are maintained and applied in a consistent manner and that the area of study is relevant to the office.

Alternative qualifications should be comparable to the prescribed standard in terms of:

- the educational requirements for entry to the course, i.e. the number of years of schooling or post secondary study required;
- the number of years/hours of study required to complete the course;
- the range, depth and level of subjects studied; and,
- the recognition of the course within the relevant profession.

A combination of formal qualifications and experience, or, in very rare circumstances, experience alone, may be accepted as meeting the standard of a prescribed formal qualification. Only in exceptional cases is experience recognised as an alternative to a prescribed formal qualification.

The Agency Head may consider accepting a qualification which does not meet the prescribed academic standard for entry to an occupational category but which may previously have met the requirements for professional recognition, provided there is evidence of continuing employment and acceptance of the qualification within the profession.

### *Qualifications for temporary performance and temporary employment*

When the duties of an office have to be performed by someone other than the substantive occupant, it can be done by either directing an officer under Public Service Regulation 116A to temporarily perform the duties (including higher duties) or by engaging a temporary employee.

Where a position has qualifications prescribed under subsection 33A(1) of the Act, it is reasonable to assume that a person who does not possess the relevant qualifications would not be able to perform the full duties of the position efficiently.

Situations may arise, however, where the only practical option is for an unqualified officer or employee to undertake, on a short-term basis, the duties of a position which has prescribed qualifications. This could be done through temporary performance directions or the engagement of temporary employees.

### **Legal Provisions - Entry and advancement**

Under the provisions of the *Public Service Act 1922*, the provisions of particular relevance to the conditions of entry and advancement are:

- Section 33
- Subsection 33A(1)
- Subsection 33A(1A)
- Subsection 33A(2)
- Section 47
- Section 47A
- Section 53
- Section 53A
- Public Service Regulation 112

All requirements or conditions notified under the *Public Service Act 1922* are legally binding and must be complied with. Agencies should also refer to their own certified agreement and staff selection policies.

### **RELEVANT REFERENCES**

- **for minimum salary and conditions of APS employment**
  - Department of Workplace Relations and Small Business (DWRSB), *General Employment Conditions Award 1995*, and the *APS [Classifications] Awards* and amendments
  - DWRSB, *The Guide to APS Pay & Conditions of Employment*, 1995 (and amendments 1997)
  - DWRSB, *Advice No 1998/2*, New APS Classification Structure, 20 January 1998.
  - individual Agency's certified agreement OR
  - *Continuous Improvement in the Australian Public Service - Enterprise Agreement: 1995 - 96* [the APS Agreement] where relevant.
- **for vacancies and employment opportunities in the APS**
  - contact the Recruitment Services Australia office located in every capital city or Recruitment Officers in individual agencies
  - Ausinfo, *Commonwealth of Australia Gazette: Public Service*, published Thursdays each week.
- **for special Aboriginal recruitment arrangements**
  - contact the Aboriginal Employment Strategies Branch of the Department of Employment, Education, Training and Youth Affairs or Recruitment Officers in APS agencies.

- PSMPC, *The Essentials: no. 4, Identified Positions Guidelines*, 1997.
  
- **for recruitment and selection**
  - PSMPC, *The Essentials no. 2: Recruitment and Selection*, 1996
  - PSMPC, *The Essentials no. 5: Appointment and Probation*, 1997
  - Circular 1998/4, *Restrictions on the Appointment and Temporary Employment of Persons who have accepted Voluntary Retrenchment from the APS*
  - Public Service Commission, *Guidelines on the Application of Additional Selection Criteria in the Selection of ASO1 and Trainees under the Australian Traineeship System*, 1990.
  
- **for the New APS Classification Structures**
  - DWRSB Advice No 1998/2, *New APS Classification Structure* , 20 January 1998.
  
- **for the current classification system**
  - DWRSB, *The Guide to APS Pay and Conditions of Employment*, Part 1
  
- **for trade qualifications and training in the Australian Defence Force**
  - The offices of Trades Recognition Australia (TRA) in each State. See the Commonwealth Government Directory under the entry for the Department of Workplace Relations and Small Business for addresses.
  
- **for overseas qualifications assessment**
  - National Office of Overseas Skills Recognition (NOOSR), GPO Box 1407, CANBERRA ACT 2601. Website: <http://www.deetya.gov.au/noosr>.
  
- **for certificate and diploma courses (VET) Qualifications**
  - contact the accreditation area normally attached to your particular vocational education State/Territory training body.
  
- **for appeals**
  - see a recent *Public Service Gazette* , or search the PSMPC's internet website.
  
- **for SES selections**
  - Public Service Commission, *Principles, Guidelines and Good Practice: SES Selection*, 1995
  
- **for general issues**

- PSMPC-Department of Industrial Relations, *The Public Service Act 1997: Accountability in a Devolved Management Framework*, May 1997
- PSMPC, DWRSB and Department of Finance and Administration:
  - An Overview: Reforms in the APS - what we are doing;
  - Advice to Agencies: APS Employment Reform: Attachments, 1998

The PSMPC's website has the full text to many of the publications mentioned above as well as other publications that might be useful. The address is: <http://www.psmpc.gov.au>

Enquiries about information contained in this *Gazette* may also be directed to:

Public Service and Merit Protection Commission  
Edmund Barton Building, Barton, ACT 2600.  
Telephone: (06) 6272 3609

**PART 2 - NOTIFICATION AND DETERMINATION  
UNDER SECTION 33A OF THE  
*PUBLIC SERVICE ACT 1922***

**This part is arranged as follows:**

**Notification and Determination**

**Schedule 1 Notification of vacancies and eligibility to apply for  
vacancies notified in the *Gazette***

**Schedule 2 Classifications in alphabetical order**

**Schedule 3 Notices that have not been revoked and are still  
current in July 1998**

Notification under s.33A(1)(e) - re s.50DB

**COMMONWEALTH OF AUSTRALIA***Public Service Act 1922***NOTIFICATION AND DETERMINATION UNDER SECTION 33A**

I, Peter Kennedy, Acting Public Service Commissioner, pursuant to section 33A of the *Public Service Act 1922* (the Act), hereby –

- (i) revoke all previous notifications made under section 33A of the Act except the notification under paragraph 33A(1)(e) of the Act which was published in the *Gazette* of 14 January 1993 (this notification is reproduced in Schedule 3);
- (ii) notify that for the purposes of paragraph 33A(1)(a) of the Act, applications for appointment to the Service shall be invited in the manner specified in Schedule 1 to this instrument; and
- (iii) notify that:
  - (a) for the purposes of paragraphs 33A(1)(b), 33A(1)(c), 33A(1)(d), 33A(1)(da), 33A(1)(e), and 33A(1)(f) of the Act, the various matters related to appointment, promotion, transfer and advancement provided in those paragraphs are specified in Schedule 2 to this instrument under the classification to which they relate; and
  - (b) Promotions and transfers under section 50 to a vacant training office shall be notified in the *Gazette* as promotions or transfers with a note indicating their appellable status:

'Unsuccessful officer applicants who satisfy the conditions of subsection 53A(2) of the *Public Service Act 1922* may appeal against promotions or transfers of any of the officers listed above. Guidance on lodging appeals is in the preamble to the Promotions section of this *Gazette*.'
- (iv) determine, pursuant to subsection 33A(1A) of the Act, that:
  - (a) an officer occupying an office having a classification specified in Schedule 2 to this instrument who has satisfied the conditions specified in the entry for that classification in the relevant schedule shall be paid salary at the rate in the scale of rates of salary applicable as specified in the entry for that classification in the relevant Schedule to this instrument; and
  - (b) an officer occupying an office having a classification specified in Schedule 2 to this instrument shall not be paid salary at a rate in the scale of rates of salary applicable to that classification, exceeding the rate specified in the entry for that classification in the relevant Schedule unless that officer has complied with the conditions specified in the relevant Schedule in relation to that classification.

[signed]

Dated 16 July 1998

Peter Kennedy  
Acting Public Service Commissioner

## **SCHEDULE 1 TO THE INSTRUMENT DATED 16 JULY 1998**

### **NOTIFICATION OF VACANCIES, RESTRICTIONS ON APPLYING FOR APPOINTMENT AND ELIGIBILITY TO APPLY FOR VACANCIES NOTIFIED IN THE *GAZETTE***

Agency Heads must put in place measures to ensure that, subject to considerations of cost and operational efficiency, vacancies to be filled by appointment or promotion are open to all Australians, subject to normal eligibility requirements. An exception to this rule is that all vacancies for base grade and training offices must be described in all notifications and any advertisements as open to all Australians.

If it has been decided that, because of considerations of cost or operational efficiency, a vacancy will not be notified as open to all Australians (i.e. open only for officers and other groups with eligibility rights, as outlined below) the vacancy must be notified in the *Gazette* with the following symbol '✚'. Notifications for vacancies to be filled by officers on temporary transfer must also be indicated by the '✚' symbol. Notifications of vacancies open to all Australians will have no special markings.

Agencies may use a local designation to describe a vacancy; however, *Gazette* notifications and press advertisements must include the APS classification (e.g. ASO5 or APS5). If the vacancy is in a classification within a broadband, agencies should indicate the APS classifications covered by that broadband, as well as the specific level of the vacancy within the broadband, if relevant.

Agencies must ensure that a closing date is assigned to each vacancy notification or advertisement. In setting closing dates, agencies should ensure that they comply with the provisions of subsection 33(1) of the *Public Service Act 1922* (the Act) concerning reasonable opportunity to apply.

Any additional advertising must, as far as possible, be concurrent with the *Gazette* notice.

Agencies which have notified vacancies only in the *Gazette* and have not obtained a suitable field may place additional advertisements in the press or elsewhere without a concurrent *Gazette* notice if the following conditions are met:

- the advertisement(s) is placed within four weeks of the date of the close of applications for the original *Gazette* notice;
- previous applicants are reconsidered with additional applicants;
- the advertisement must indicate when the vacancy was notified in the *Gazette*.

The above provision also applies to advertising vacancies overseas if the applicant field within Australia is not suitable.

Before advertising overseas, agencies must consult with the Department of Immigration and Multicultural Affairs about likelihood of entry into Australia. Overseas advertisements must include information about citizenship requirements.

#### **Qualifications**

When notifying or advertising vacancies, agencies cannot describe specific qualifications as mandatory other than any minimum qualifications prescribed by the Commissioner under section 33A of the Act unless the agency notifies its individual arrangements using the powers under paragraph 33A(1)(d) of the Act delegated to Agency Heads from 15 March 1998.

With the exception of Technical Officer Grade 1, minimum mandatory qualifications are prescribed for the Technical and Professional Officer structures. There are no mandatory qualifications for the Administrative Service Officer structure. Although mandatory qualifications do not apply to the General Service Officer structure, State licensing requirements (such as for Electrician, Plumber) apply. The Commissioner is not currently applying any qualifications to classifications in the new APS classification structure.

## **Notifications and advertisements**

While notifications and advertisements may display a local title or occupation, all notifications and advertisements must include the appropriate formal classification level of the vacancy advertised e.g. Customer Service Manager (APS6). If the vacancy is in a classification within a broadband, agencies should indicate the APS classifications covered by that broadband, as well as the specific level of the vacancy within the broadband, if relevant.

## **RESTRICTIONS ON APPLYING FOR APPOINTMENT**

Certain people are restricted from applying for appointment to the APS. Persons who have received certain separation benefits are ineligible to apply for appointment to the APS within the twelve month period following the date of retirement or termination from the APS. The restriction includes persons who have been retired from the APS:

- under section 76W of the Act or have had their APS employment terminated and who have received a retrenchment severance benefit calculated under clause 11.4 of the APS General Employment Conditions Award 1995 or a similar payment under another award, a Certified Agreement or Australian Workplace Agreement applicable to the APS officer or employee; or
- following the giving of a notice under section 76R of the Act and the receipt of a specified benefit in accordance with a determination under section 82D of the Act.

## **ELIGIBILITY TO APPLY FOR VACANCIES NOTIFIED IN THE *GAZETTE***

A number of groups of people are eligible, by virtue of this determination, to apply for vacancies notified as open only to officers of the APS which are for ongoing filling (i.e. not notified for temporary performance). These people are:

- officers of the Australian Security Intelligence Service;
- former officers of the APS who, on 1 April 1987, were on leave without pay to work in the Northern Territory Public Service, and who resigned prior to 1 April 1988 to continue employment in that Service, and have continued to be employed by that Service;
- former officers of the APS who resigned on or after 2 August 1990, who satisfy the following conditions:
  - the resignation was for child rearing purposes and the person resigned after taking at least twelve weeks' maternity or parental leave; and
  - the resignation took place within two years of the date of birth of the child for which the period of maternity or parental leave was granted; and
  - the position for which the former officer is applying is notified in the *Gazette* within six years from the date of birth of the child for which the maternity or parental leave was granted;
- former officers of the APS who accepted an offer of employment by a State Government or the Northern Territory Government and resigned from the APS in accordance with the agreement between the Commonwealth and the Public Sector Union on staffing issues arising from the Commonwealth-State Disability Agreement;
- staff employed under section 82AC, 82AD, 82AE or 82AG of the Act. Staff employed in these categories are eligible to apply for vacancies notified in the *Gazette* if, at the time of that *Gazette*, they were employed under one of the specified sections of the Act.

## **Additional Information**

In addition to the people afforded eligibility rights under this determination, there are other people who are eligible to apply for ongoing vacancies notified in the *Gazette* as open only to officers of the APS. Eligibility for these people is established in specific legislation or industrial agreements. A complete list of categories of people eligible to apply is included in the *Gazette*, which is published weekly.

## **SCHEDULE 2 TO THE INSTRUMENT DATED 16 JULY 1998**

### **Classifications in Alphabetical Order**

#### **ABORIGINAL CADET ADMINISTRATIVE**

##### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is an Aboriginal or Torres Strait Islander; and
2. The person is willing and eligible to undertake a course of training for advancement as Administrative Service Officer Class 3 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily.

Selections will be made in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

---

#### **ABORIGINAL CADET AGRICULTURAL ECONOMIST see CADET AGRICULTURAL ECONOMIST**

---

#### **ABORIGINAL CADET AUDITOR (AUSTRALIAN NATIONAL AUDIT OFFICE)**

##### **SELECTION ARRANGEMENTS AND ELIGIBILITY REQUIREMENTS**

1. The person is an Aboriginal or Torres Strait Islander; and
2. The person is willing and eligible in accordance with the selection arrangements below to undertake a course of training for advancement as Administrative Service Officer Class 3 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily.

Only persons who are undertaking or eligible to undertake an approved minimum three year degree course in Commerce or Accounting or other approved field of study shall be considered for appointment, promotion or transfer as Aboriginal Cadet Auditor (ANAO).

Applicants will be selected from applicants to the Indigenous Cadetship program campaign conducted by the Department of Employment, Education, Training and Youth Affairs. Applicants will be selected for interview on the basis of qualifications and experience. 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.

Successful applicants will be appointed, promoted or transferred in order of merit based on the reports of an ANAO selection committee. Where applicants are rated equally suitable, preference will be given to those applicants with less academic study to complete.

---

#### **ABORIGINAL CADET ECONOMIST see CADET ECONOMIST**

---

**ABORIGINAL CADET INFORMATION TECHNOLOGY OFFICER**  
see **CADET INFORMATION TECHNOLOGY OFFICER**

---

**ABORIGINAL CADET PROFESSIONAL OFFICER**  
see **CADET PROFESSIONAL OFFICER**

---

**ABORIGINAL CADET PROFESSIONAL OFFICER (DEFENCE SCIENCE)**  
see **CADET PROFESSIONAL OFFICER (DEFENCE SCIENCE)**

---

**ABORIGINAL CADET PROFESSIONAL OFFICER (ENGINEER)**  
see **CADET PROFESSIONAL OFFICER (ENGINEER)**

---

**ABORIGINAL CADET PROFESSIONAL OFFICER (NAVAL ARCHITECT)**  
see **CADET PROFESSIONAL OFFICER (NAVAL ARCHITECT)**

---

**ABORIGINAL CADET RESEARCH SCIENTIST**  
see **CADET RESEARCH SCIENTIST**

---

**ABORIGINAL CADET STATISTICIAN**  
see **CADET STATISTICIAN**

---

**ABORIGINAL CADET TAXATION**  
see **CADET TAXATION**

---

**ABORIGINAL CADET VETERINARY OFFICER**  
see **CADET VETERINARY OFFICER**

---

**ABORIGINAL PROFESSIONAL ASSISTANT**  
see **PROFESSIONAL ASSISTANT**

---

---

**ABORIGINAL RADIOGRAPHER-IN-TRAINING**  
see **RADIOGRAPHER-IN-TRAINING**

---

**ABORIGINAL TRAINEE TECHNICAL OFFICER**  
see **TRAINEE TECHNICAL OFFICER**

---

**ABORIGINAL VALUER-IN-TRAINING**  
see **VALUER-IN-TRAINING**

---

## **ACADEMIC LEVEL 1, 2, 3, 4**

### **ELIGIBILITY REQUIREMENTS**

1. A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. Other qualifications, comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

### **SALARY ADVANCEMENT PROVISIONS**

#### **Academic Level 1**

##### **Accelerated Advancement**

1. 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 Secretary, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than three years, shall be paid salary at the third salary point in the scale.
  2. 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 Secretary, 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
    - (a) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification; and
    - (b) A graduate or post-graduate award of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, are appropriate to the duties of the office, shall be paid salary at the fourth salary point in the scale.
- 

**ADMINISTRATIVE SERVICE OFFICER CLASS 1**  
**TRAINEE ADMINISTRATIVE SERVICE OFFICER**  
**APS1 (new APS classification structure)**  
**TRAINEE APS (ADMINISTRATIVE) (new APS classification structure)**

## SELECTION ARRANGEMENTS AND ELIGIBILITY REQUIREMENTS

### **General**

Recruitment to the base of the Administrative Service Officer structure (known under the new arrangements as the APS structure) may be made to a position having the classification of Administrative Service Officer Class 1 or APS1, or to the position of Trainee Administrative Service Officer or Trainee APS (Administrative). These positions will be referred to as base grade clerical staff.

Agencies may put in place arrangements for the recruitment of base grade clerical staff, or may choose to use centralised recruitment arrangements provided by Recruitment Services Australia.

If agencies choose to use centralised arrangements the following applies.

### **Recruitment Services Australia - Base Grade Recruitment**

The centralised recruitment arrangements for the APS are managed by Recruitment Services Australia (RSA), a specialist unit of the Department of Employment, Education, Training and Youth Affairs (DEETYA).

The relative suitability of applicants for appointment and the relative suitability of applicants for promotion or transfer as base grade clerical staff will be determined as set out below.

Except for applicants with an intellectual disability who are recruited through the Intellectual Disability Access Program, applicants for appointment or promotion as base grade clerical staff will be required to sit the Public Sector Recruitment Test (PSRT), answer the Public Sector Recruitment Questionnaire (PSRQ), provide information about certain skills deemed important by recruiting agencies and provide details of their work related preferences.

Officers of the Australian Public Service (APS) who are substantive ASO Class 1-6, APS 1-6, ASO Class 1 (Aboriginal Services), Senior Officers Grade C, B or A or Executive Levels 1 or 2, are entitled to apply by direct transfer only to base grade clerical positions under the provisions of section 50 of the *Public Service Act 1922*. These officers are ineligible to sit the PSRT or answer the PSRQ for the purpose of transfer as an ASO1 or Trainee ASO.

Officers who are not in the Administrative Service Officer stream or the APS structure who have a substantive classification equal to or higher than ASO 1 or APS1 may apply by direct transfer and may also sit the PSRT and answer the PSRQ in order to be transferred as base grade clerical.

Information provided by applicants in support of their applications, before, and while sitting the PSRT may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes. Other details about the privacy of the information given as part of an application for a position are contained in the publication 'Australian Public Sector Recruitment Applicant Handbook'.

### **Trainee ASO or Trainee APS (Administrative) - training offices**

Information on the required *Gazette* notification for promotion and transfer of successful applicants for Trainee ASO or Trainee APS (Administrative) is contained in the s.33A notification on page 13.

### **Public Sector Recruitment Test (PSRT)**

The PSRT consists of four tests, each assessing an attribute important in public sector clerical / administrative work. No special study is required for the PSRT.

The PSRT will be conducted periodically by RSA offices. The dates and arrangements for tests will be notified in the *Gazette* and the press, and applicants will be invited to apply directly to RSA or through Centrelink offices in the relevant State or Territory to sit the test.

### **Public Sector Recruitment Questionnaire (PSRQ)**

The PSRQ assesses six attributes important in clerical / administrative work in the Public Sector which are not assessed by selection tests. No special study is required for the PSRQ.

### **Attribute Ratings and Total Standardised Score**

On the basis of their performance on the PSRT and their answers to the PSRQ, applicants receive ratings on a scale of 1 - 10 for each of the ten attributes. Applicants also receive an overall Total Standardised Score based on their PSRT and PSRQ results.

### **Currency of PSRT and PSRQ Results**

PSRT and PSRQ results remain valid for two years from the date of the PSRT. Applicants are eligible for consideration at any time within that two year period. Applicants who do not accept appointment when selected may re-apply during the currency of their PSRT and PSRQ results and they will be considered on the basis of their position on the order of referral at the time of re-application.

Applicants will be permitted to re-sit the PSRT at intervals of not less than two years, with the exception of people with a disability who will be permitted to re-sit the PSRT at intervals of not less than twelve months.

All applicants will be permitted to re-answer the PSRQ at intervals of not less than twelve months.

The most recent PSRT and PSRQ results will be taken into account in the selection process.

### **Eligibility for Referral**

Persons sitting the PSRT and answering the PSRQ for appointment, promotion or transfer as base grade clerical must either:

- attain a rating of at least 5 on each of the ten attributes assessed by the PSRT and the PSRQ; or
- attain a Total Standardised Score (TSS), calculated on the basis of their performance on all ten attributes, greater than or equal to 540

to be eligible for further consideration.

### **The Referral Process and the order of referral**

RSA will place details of applicants' PSRT/PSRQ ratings, other skills and work preferences on a data base for later matching against agency vacancy requirements.

Referral to participating agencies will then be made from those best matching the recruiting agency's position profile. Applicants for the various base grade clerical vacancies will be referred from the same order of referral, so agencies will need to specify to RSA whether they are seeking to fill an ASO1 or APS1 position or Trainee position. A position profile may vary from position to position and will require applicants to have attained a level of performance against each of the ten attributes; to possess certain skills; and have certain work related preferences.

If the matching process between the position profile and the applicants on the order of referral identifies more than the required number for interview, then the applicant(s) with the highest TSS will be referred.

Recruiting agencies can then assess applicants against additional selection criteria. Details about the additional selection criteria are provided in the section 'Vacancies requiring additional skills' below. Exceptions to the application of additional selection criteria may occur where an applicant has a disability, in which case the referral arrangements outlined in the section 'People with a disability' of this entry may apply.

RSAs will administer the ASO1/APS1/Trainee ASO/Trainee APS (Administrative) order of referral and allocate applicants to agencies that have entered into centralised arrangements. Recruitment demands for either vacancy must be placed by agencies with RSA and filled by applicants referred by the RSA from the order of referral.

Where the regular program of selection tests does not provide enough suitable applicants to meet an agency's needs at a particular time or in a particular region, it may be possible to make arrangements with RSAs to conduct supplementary tests.

### **Vacancies requiring additional skills**

Where an agency requires additional skills to meet their particular operational requirements, other selection criteria relevant to the requirements of the job may be assessed by that agency through appropriate additional selection procedures.

Where additional selection criteria have been applied, the order of referral for appointment or promotion will be determined initially by the PSRT and PSRQ results, the possession of certain skills deemed important by the recruiting agency and applicant work related preferences and then by an assessment against the additional selection criteria done by the recruiting agency.

The names of applicants who are found to be unsuitable against additional selection criteria for three different referrals will be removed from the data base. They will have to wait two years from when they last sat the PSRT before they can sit the PSRT or 12 months since they last answered the questionnaire to answer the PSRQ and be considered again. Exceptions apply to people with a disability being considered under the Selective Placement provisions - see the section entitled 'People with a disability' below.

### **Fit and proper person requirement**

An ASO1/APS1 or Trainee ASO/APS (Administrative) applicant who is not accepted by an agency on fit and proper person grounds will be removed from consideration for appointment. Applicants may re-sit the test when eligible, (i.e. at intervals of not less than two years between test sittings, or 12 months for people with a disability) or answer the questionnaire (after 12 months since they last completed the questionnaire) and their eligibility for appointment will be reassessed at that time.

### **People with a disability**

Except for applicants with an intellectual disability who are recruited through the Intellectual Disability Access Program, people with a disability must meet the same selection standards as other applicants. However, special testing arrangements may be appropriate for applicants whose disability would affect their performance at a standard test session.

The Selective Placement Officer in the RSA in each State or Territory will arrange the appropriate method of testing for applicants with a disability, and their scores will be incorporated into the data base.

As far as possible, applicants will be referred to agencies against ordinary recruitment demands for base grade clerical staff through matching vacancy and applicant profiles. However, a more intensive and selective approach to placement will often be required to allow the matching of applicants to vacancies appropriate to their particular abilities and disabilities.

If an agency believes that placement of an applicant referred by the Selective Placement Officer is not feasible even after reasonable adjustment, the agency should provide RSA with a written report.

Because of the special nature of the selective matching process, applicants with a disability will not be removed from the data base if they are rated unsuitable for three different referrals but will remain eligible for further referrals to potentially suitable vacancies for the period their test score remains valid (maximum two years).

## **ADMINISTRATIVE SERVICE OFFICER CLASS 1 (ABORIGINAL SERVICES) TRAINEE ADMINISTRATIVE SERVICE OFFICER (ABORIGINAL SERVICES)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

The person is an Aboriginal or Torres Strait Islander.

Agencies may put in place arrangements for the recruitment of Administrative Service Officers Class 1 (Aboriginal Services) or Trainee Administrative Service Officers (Aboriginal Services), or may choose to use centralised recruitment arrangements provided by Recruitment Services Australia.

If agencies choose to use centralised arrangements the following applies.

#### **Recruitment Services Australia - Base Grade Recruitment**

The centralised recruitment arrangements for the APS are managed by Recruitment Services Australia (RSA), a specialist unit of the Department of Employment, Education, Training and Youth Affairs (DEETYA).

The relative suitability of applicants for appointment and the relative suitability of applicants for promotion or transfer as Administrative Service Officer Class 1 (ASO1) (Aboriginal Services) or Trainee Administrative Service Officer (Trainee ASO) (Aboriginal Services) will be determined as set out below.

Except for applicants with an intellectual disability who are recruited through the Intellectual Disability Access Program, applicants for appointment or promotion to ASO1 (Aboriginal Services) or Trainee ASO (Aboriginal Services) will be required to sit the Aboriginal Recruitment Test (ART).

Officers of the Australian Public Service (APS) who are substantive ASO Class 1-6, APS1-6, ASO Class 1 (Aboriginal Services), Senior Officers Grade C, B or A or Executive Level 1 or 2 are entitled to apply by direct transfer only to ASO1 (Aboriginal Services) or Trainee ASO (Aboriginal Services) positions under the provisions of section 50 of the *Public Service Act 1922*. These officers are ineligible to sit the ART for the purpose of transfer as an ASO1 (Aboriginal Services) or Trainee ASO (Aboriginal Services).

APS staff who are *not* in the ASO stream or APS structure, and who have a substantive classification equal to or higher than ASO1, may apply by direct transfer and may also sit the ART in order to be transferred as ASO1 (Aboriginal Services) or Trainee ASO (Aboriginal Services).

#### **Trainee Administrative Service Officers - training office**

Information on the required *Gazette* notification for promotion and transfer of successful applicants as Trainee ASO (Aboriginal Services) is contained in the s.33A notification on page 13.

#### **Selection Test**

The ART is a combination of tests measuring general clerical aptitude. No special study is required for the test.

The ART will be conducted periodically by RSA offices. The dates and arrangements for tests will be notified in the *Gazette* and the press, and applicants will be invited to apply directly to the RSA or through Centrelink offices in the relevant State or Territory to sit the test.

ART results remain valid for two years from the date of the test. Applicants are eligible for consideration at any time within that two year period. However, applicants who have not been appointed, promoted or transferred within twelve months of sitting the ART are required to notify the RSA of their continued interest in appointment, promotion or transfer. The relative suitability of those re-applying will be assessed in competition with other applicants on the order of referral.

Applicants will be permitted to resit the ART at intervals of not less than twelve months. The most recent ART score will be taken into account in the selection process.

Persons contesting the ART for appointment, promotion or transfer as Trainee ASO (Aboriginal Services) and ASO1 (Aboriginal Services) must pass the test to be eligible for further consideration. Applicants will be placed on a preliminary order of referral on the basis of their test performance. Selection then will be made from among eligible applicants either based on performance in the test, or in the case of vacancies where approved additional selection criteria are applied, in order of merit determined initially by test score and then by assessment against the additional selection criteria. Details on the additional selection criteria are in the section 'Vacancies requiring additional skills' provided below. Exceptions to the application of additional selection criteria may occur where an applicant has a disability, in which case the referral arrangements outlined in the section 'People with a disability' of this entry may apply. Agencies may choose to apply criterion 6 of the additional selection criteria, which states "interest in, motivation and ability to undertake further on or off-the-job training and skills acquisition" as this is particularly relevant in the assessment of Trainee ASO (Aboriginal Services) applicants. (Refer to the section 'Vacancies requiring additional skills' of this entry).

The RSA will require applicants to establish that they are of Aboriginal or Torres Strait Islander descent, by providing a referee's report. The referee's report should be provided by a recognised Aboriginal or Torres Strait Islander elder or leader of an Aboriginal or Torres Strait Islander organisation, either in the applicant's local community, or if the person has relocated recently, from an Aboriginal or Torres Strait Islander representative in the person's previous home community. If an Aboriginal or Torres Strait Islander referee is not available, the report could be given by another suitable person, as determined by RSA, who has known the applicant for at least one year and can verify the applicant is of Aboriginal or Torres Strait Islander descent. RSA may contact the referee for further confirmation of the applicant's descent.

RSAs will administer the ART order of referral and allocate applicants to agencies. Recruitment demands for Trainee ASO (Aboriginal Services) and ASO1 (Aboriginal Services) vacancies must be placed by agencies with the RSA and vacancies filled by applicants referred by RSA from the ART order of merit (although approved additional selection criteria may be applied to determine the final order of merit for selection). Information provided by applicants when sitting the ART or at subsequent interview may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes.

Where the regular program of selection tests does not provide enough suitable applicants to meet an agency's needs at a particular time or in a particular region, it may be possible to make arrangements with RSAs to conduct supplementary tests.

### **Vacancies requiring additional skills**

Additional Selection Criteria - Where agencies require additional skills to meet their particular operational requirements, other selection criteria relevant to the requirements of the job may be assessed through approved additional selection procedures. The Personnel Management Guidelines booklet *Guidelines on the Application of Additional Selection Criteria* 2nd edition, published by the Public Service Commission contains information on additional selection criteria.

Additional selection criteria, with the exception of criterion 6 which states 'interest in, motivation and ability to undertake further on or off-the-job training and skills acquisition', must be approved and applied as outlined in the above mentioned booklet.

Where additional selection criteria have been applied, the order of merit for appointment or promotion will be determined initially by the ART score and then by an assessment against the additional selection criteria in accordance with APS selection requirements.

If a candidate is found to be unsuitable against additional selection criteria for three different referrals their name will be removed from the ART order of referral and they will be required to resit the test to be considered again (exceptions apply to people with disabilities being considered under the Selective Placement provisions - see the section entitled 'People with a disability' below). Candidates removed from the ART order of merit will not be able to resit the test until the minimum period between test sittings (twelve months) has elapsed.

### **Fit and proper person requirement**

An ASO1 (Aboriginal Services) or Trainee ASO (Aboriginal Services) applicant who is not accepted by an agency on fit and proper person grounds will be removed from consideration for appointment. Applicants may re-sit the test when eligible and their eligibility for appointment will be reassessed at that time.

### **People with a disability**

Except for applicants with an intellectual disability who are recruited through the Intellectual Disability Access Program, people with a disability must meet the same selection test standards as other applicants. However, special testing arrangements may be appropriate for applicants whose disability would affect their performance at a standard test session.

The Selective Placement Officer in the RSA in each State or Territory will arrange the appropriate method of testing for applicants with a disability, and their scores will be incorporated into the relevant general ART order of referral.

So far as possible applicants will be referred to agencies against ordinary recruitment demands for Trainee ASO (Aboriginal Services) and ASO1 (Aboriginal Services) as their position on the order of referral is reached. A more intensive and selective approach to placement will often be required to allow the matching of applicants to vacancies appropriate to their particular abilities and disabilities. In these cases, it may be appropriate to refer an applicant against an appropriate vacancy in anticipation of their reaching the top of the order of merit. It is recognised also that in rare cases appropriate vacancies will not be available for placing an applicant with a disability, even after making all reasonable adjustments.

If an agency believes that placement of an applicant referred by the Selective Placement Officer is not feasible even after reasonable adjustment, the agency should provide RSA with a written report.

Because of the special nature of the selective matching process, applicants with a disability will not be removed from the ART order of merit if they are rated 'unsuitable' for three different referrals but will remain eligible for further referrals to potentially suitable vacancies for the period their test score remains valid (maximum two years).

## **ADMINISTRATIVE SERVICE OFFICER CLASS 2 (TRAINEE INSPECTOR, AUSTRALIAN QUARANTINE AND INSPECTION SERVICE)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is willing to undertake an approved course of competency-based training for advancement as Administrative Service Officer Class 3 (Inspector, Australian Quarantine and Inspection Service) and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily.
2. Trainees will be required to accept rotations across different work locations.

The period of training will generally be determined by the minimum time required for completion of the course but should not exceed 24 months except in extenuating circumstances.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

## **AIR SAFETY INVESTIGATOR LEVEL 2**

### **SALARY ADVANCEMENT PROVISIONS**

#### **Salary Barrier**

Fifth salary point:

1. Demonstrated ability to:
  - (a) manage a multi-disciplinary team involved in the investigation of major occurrences, and
  - (b) analyse wide ranging critical safety issues; OR
2. Manage a section or field office; OR
3. Demonstrated ability to
  - (a) function at the forefront of a speciality within air safety investigation, and
  - (b) lead a specialist group charged with the investigation of special aspects of a major occurrence.

#### **Accelerated Advancement**

1. Subject to the salary barrier provisions outlined above, and the conditions specified in clause 2, an officer shall be advanced to the salary points in the scale in accordance with the agency's performance appraisal procedures.
2.
  - (a) Subject to this clause an officer shall be paid salary at a rate exceeding that which was payable on appointment, promotion or transfer to the office where the officer has attained a performance rating of 'outstanding', 'superior' or 'fully effective', shown in column 1 of the table in this clause;
  - (b) Where an officer has attained a performance rating shown in column 1 of the table in this clause, the officer 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 in this clause;

Column 1  
Performance Rating

Column 2  
Rate of Advancement

Outstanding  
Superior - First year  
Superior - Each successive year

Advancement by two salary points  
Advancement by one salary point  
Advancement by two salary points

Fully effective	Advancement by one salary point
Adequate	No advancement
Unsatisfactory	No advancement

---

### **Remedial Provisions**

Performance Appraisal related remedial provisions may apply where an officer has attained a performance rating of 'adequate' or 'unsatisfactory'. Where a decision is made to initiate remedial action, it must occur no later than one month after notification of the performance rating.

---

## **AIR SAFETY INVESTIGATOR LEVEL 3, 4**

### **ELIGIBILITY REQUIREMENTS**

1. Officers at Air Safety Investigator Levels 3 and 4 will be subject to the performance appraisal scheme.

### **Remedial Provisions**

Performance Appraisal related remedial provisions may apply where an officer has attained a performance rating of 'adequate' or 'unsatisfactory'. Where a decision is made to initiate remedial action, it must occur no later than one month after notification of the performance rating.

---

## **APS1**

see **ADMINISTRATIVE SERVICE OFFICER CLASS 1**

---

## **ASSISTANT CUSTOMS OFFICER**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Applicants must be at least eighteen years of age at date of appointment, promotion or transfer. Selected candidates must also satisfy the medical standard for Assistant Customs Officers and have no history of serious criminal offences; AND
2. Applicants must be prepared to work shift work and be able to commence training on a date determined by the Australian Customs Service (ACS).

Applicants will be required to either:

- sit the Public Sector Recruitment Test (PSRT) and answer the Public Sector Recruitment Questionnaire (PSRQ) as part of the centralised recruitment campaign conducted by Recruitment Services Australia; OR
- respond to a notification in the *Gazette* or press advertisement placed by ACS and undertake other selection arrangements as determined by the ACS.

PSRT and PSRQ results remain valid for two years from the date of the test. Applicants will be permitted to re-sit the PSRT at intervals of not less than two years and re-answer the PSRQ after one year; the most recent score will be taken into account in the selection process. Applicants who have current PSRT and PSRQ results are also eligible to apply for positions advertised by ACS.

Applicants regarded as suitable based on their application and PSRT and PSRQ results or the alternative ACS selection procedures will be assessed as to their ability to complete the course of training satisfactorily and their suitability against established selection criteria in accordance with ACS selection procedures. When the most suitable applicants have been identified, they will be appointed, promoted or transferred in order of merit.

---

## **ASSISTANT CUSTOMS OFFICER (ABORIGINAL SERVICES)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Applicants must be at least eighteen years of age at date of appointment, promotion or transfer. Selected candidates must also satisfy the medical standard for Assistant Customs Officers and have no history of serious criminal offences; AND
2. Applicants must be prepared to work shift work and be able to commence training on a date determined by the Australian Customs Service (ACS); AND
3. Applicants must be Aboriginals or Torres Strait Islanders.

The suitability of each applicant will be determined in the following way:

Applicants regarded as suitable for further consideration will be required to undertake the ART. All qualified officers without current ART results will be required to attend an ART in order to be considered for an Assistant Customs Officer (Aboriginal Services) position.

Test results remain valid for two years from the date of the test. Applicants will be permitted to resit the test at intervals of not less than twelve months; the most recent score will be taken into account in the selection process. Applicants will then be interviewed on the basis of the scores achieved at the test.

Applicants will be assessed as to their ability to complete the course satisfactorily, and their suitability against approved additional selection criteria, in accordance with ACS selection procedures. When the most suitable applicants have been identified, they will be appointed, promoted or transferred in accordance with the ART order of merit.

---

## **ASSISTANT PROTECTIVE SERVICE OFFICER**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

Applicants must satisfy the medical and physical fitness standard for Assistant Protective Service Officers and pass a police check and security clearance.

Applicants will be required to sit the Public Sector Recruitment Test (PSRT), answer the Public Sector Recruitment Questionnaire (PSRQ), provide information about certain skills deemed important by the Australian Protective Service and provide details about their work related preferences. PSRT and PSRQ results remain valid for two years from the date of the test. Applicants will be permitted to resit the PSRT and re-answer the PSRQ at intervals of not less than two years; the most recent score will be taken into account in the selection process.

Offers of appointment, promotion or transfer will be made in order of merit based on APS selection requirements.

The relative suitability of applicants will be determined in the following way:

- (a) Applicants will be selected for interview on the basis of results on the PSRT and PSRQ and information provided on application forms;
- (b) Applicants will be assessed as to their ability to complete a course of training satisfactorily and aptitude for protective service duties, having regard to such factors as educational qualifications, experience, interview performance and referee reports.

Assistant Protective Service Officers will be required to complete a five-day course consisting of theoretical and practical training.

## **CADET AGRICULTURAL ECONOMIST ABORIGINAL CADET AGRICULTURAL ECONOMIST**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is undertaking or is willing and eligible to undertake a course of training in Agricultural Economics or Economics at an Australian university for advancement as Research Officer, Grade 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily.
2. For Aboriginal Cadet Agricultural Economist only, the person is an Aboriginal or Torres Strait Islander.

Successful applicants will be appointed, promoted or transferred in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

## **CADET ECONOMIST ABORIGINAL CADET ECONOMIST**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is undertaking or is willing and eligible in accordance with the selection arrangements below to undertake an approved degree course in Economics at an Australian university for advancement as Research Officer Grade 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily; AND
2. For Aboriginal Cadet Economists the person is an Aboriginal or Torres Strait Islander.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

## **CADET INFORMATION TECHNOLOGY OFFICER ABORIGINAL CADET INFORMATION TECHNOLOGY OFFICER**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

In order to be considered for appointment, promotion or transfer in these classifications with subsequent advancement to Information Technology Officer, Class 1, applicants must be:

- undertaking or eligible to undertake an associate diploma at an Australian tertiary institution;  
OR
- undertaking or eligible to undertake an approved degree in Computing/Information Science;  
OR
- graduates who are undertaking or are eligible to undertake an approved graduate diploma course in Computing Science; AND
- in the opinion of the Secretary, are likely to complete the course of training satisfactorily;  
AND

1. To be selected as Aboriginal Cadet Information Technology Officer, the person must be an Aboriginal or Torres Strait Islander

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

---

## **CADET LEGAL ABORIGINAL CADET LEGAL**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

*For Cadet Legal*

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

*For Aboriginal Cadet Legal*

1. The person is an Aboriginal or Torres Strait Islander; AND
2. Undertaking or eligible to undertake a degree course of Bachelor of Laws of an Australian tertiary institution.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

---

**CADET PROFESSIONAL OFFICER  
ABORIGINAL CADET PROFESSIONAL OFFICER**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Undertaking or 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 Secretary is appropriate to the duties of the higher office; AND
2. The person is willing to undertake a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily; AND
3. For Aboriginal Cadet Professional Officer, the person is an Aboriginal or Torres Strait Islander.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

**CADET PROFESSIONAL OFFICER (DEFENCE SCIENCE)  
ABORIGINAL CADET PROFESSIONAL OFFICER (DEFENCE SCIENCE)**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is willing and eligible in accordance with the selection arrangements below to undertake a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily; AND
2. For Aboriginal Cadet Professional Officer (Defence Science) the person is an Aboriginal or Torres Strait Islander.

Only persons who are either:

- (a) undertaking a full-time, part-time or co-operative degree course in Arts, Science or Engineering in the field of Physics, Mathematics, Electronics, Optics, Aerodynamics, Chemistry, Computing, Marine Sciences or Metallurgy at an Australian tertiary institution; OR
- (b) graduates of an Australian tertiary institution who are eligible to undertake an Honours degree course in Physics or Electronics,

shall be considered for appointment, transfer or promotion as Cadet Professional Officer (Defence Science) or Aboriginal Cadet Professional Officer (Defence Science).

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

**CADET PROFESSIONAL OFFICER (ENGINEER)  
 ABORIGINAL CADET PROFESSIONAL OFFICER (ENGINEER)**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is willing to undertake a course of training for advancement as Professional Officer, Class 1 and, in the opinion of the Secretary, is likely to successfully complete that course; AND
2. 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 Secretary, is likely to complete the course of training satisfactorily; OR
3. In the case of transfer or promotion:
  - (a) (i) Eligibility to undertake a degree in Engineering, which, in the opinion of the Secretary, is appropriate to the duties of the higher office; AND
  - (ii) A minimum of four years' technical or drafting experience or training; OR
  - (b) Partial completion of a degree in Engineering, which, in the opinion of the Secretary, is appropriate to the duties of the higher office; AND
4. For Aboriginal Cadet Professional Officer (Engineer) the person is an Aboriginal or Torres Strait Islander.

Only persons who are undertaking, or who are eligible to undertake an approved course in Engineering shall be considered for entry to this category.

Successful applicants will be appointed, promoted or transferred in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

**CADET PROFESSIONAL OFFICER (NAVAL ARCHITECT)  
 ABORIGINAL CADET PROFESSIONAL OFFICER (NAVAL ARCHITECT)**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. 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 Secretary, is likely to complete the course of training satisfactorily; AND
2. In the case of appointment:
  - (i) The person is undertaking first or second year full-time or part-time, or undertaking first or second year of a co-operative degree course, in Engineering (Naval Architecture, Mechanical Engineering, Aeronautical Engineering or Industrial/Production Engineering) at an Australian tertiary institution and is eligible to enter the third year of the Bachelor of Engineering in Naval Architecture course at the University of New South Wales; OR
  - (ii) The person is eligible for enrolment in the Bachelor of Engineering in Naval Architecture course at the University of New South Wales, or Bachelor of Engineering at any other Australian tertiary institution (provided that courses undertaken at institutions other than the University of New South Wales entitle students at those institutions to transfer to the

third year of the Bachelor of Engineering in Naval Architecture degree offered by the University of New South Wales); OR

3. In the case of transfer or promotion:
- (a) (i) Eligibility for entry to a degree in Engineering, which, in the opinion of the Secretary, is appropriate to the duties of the higher office; AND
  - (ii) A minimum of four years' technical or drafting experience or training; OR
  - (b) Partial completion of a degree in Engineering, which, in the opinion of the Secretary, is appropriate to the duties of the higher office; AND
4. For Aboriginal Cadet Professional Officer (Naval Architect) the person is an Aboriginal or Torres Strait Islander.

Only persons who are undertaking, or who are eligible to undertake an approved course in Engineering shall be considered for entry to this category, provided that courses undertaken at institutions other than the University of New South Wales entitle students at those institutions to transfer to the third year of the Bachelor of Engineering degree in Naval Architecture offered by the University of New South Wales.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to undertake a further two years of rotational development, spending the first year at Navy office and the second year in a shipyard/dockyard.

## **CADET RESEARCH SCIENTIST ABORIGINAL CADET RESEARCH SCIENTIST**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

Only persons who are 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) graduates who are eligible to commence a degree of Doctor of Philosophy in the above fields, shall be considered for appointment, promotion or transfer as Cadet Research Scientist; AND For Aboriginal Cadet Research Scientist the person is an Aboriginal or Torres Strait Islander.
- Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

## **CADET STATISTICIAN ABORIGINAL CADET STATISTICIAN**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is willing and eligible in accordance with the selection arrangements below to undertake a course of training for advancement as Research Officer, Grade 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily; AND
2. For Aboriginal Cadet Statistician the person is an Aboriginal or Torres Strait Islander.

Only persons who are eligible to complete the final year of an Honours degree in Economics, Commerce, Arts or other approved degree in fields including Economics, Statistics, Mathematics or other approved field shall be considered for appointment, promotion or transfer as Cadet Statistician.

Only persons who are undertaking or eligible to undertake an approved course in Economics, Commerce, Science, Arts or other approved fields including Statistics or Mathematics at an Australian university shall be considered for appointment, promotion or transfer as Aboriginal Cadet Statistician.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

## **CADET TAXATION ABORIGINAL CADET TAXATION**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Successful completion of the first year of a degree course in accounting and/or law of an Australian tertiary institution; AND
2. The person is willing to undertake a course of training for advancement as Administrative Service Officer, Class 3 and, in the opinion of the Commissioner of Taxation, is likely to successfully complete that course; AND
3. For Aboriginal Cadet Taxation the person is an Aboriginal or Torres Strait Islander.

Only persons who are undertaking an approved course in accounting and/or law at an Australian tertiary institution shall be considered for appointment, promotion or transfer as Cadet Taxation or Aboriginal Cadet Taxation.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

Further information is available from the Australian Taxation Office.

## **CADET VETERINARY OFFICER ABORIGINAL CADET VETERINARY OFFICER**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is undertaking or is eligible to undertake a course of training for advancement as Veterinary Officer, Class 1 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily; AND
2. For Aboriginal Cadet Veterinary Officer the person is an Aboriginal or Torres Strait Islander.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

## **COMPANY INSPECTOR GROUP**

Company Inspector, Class 2, 3  
Supervising Company Inspector

### **ELIGIBILITY REQUIREMENTS**

1. Successful completion of a course of training in Accountancy, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. A pass in such subjects of an Accountancy course as are, in the opinion of the Secretary, appropriate to the duties of the office; OR
3. A degree or diploma in Accountancy of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
4. A pass in the final examination requirements of an Institute of Accountants or Public Accountants' Registration Board approved by the Secretary; OR
5. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

## **ENROLLED NURSE**

### **ELIGIBILITY REQUIREMENTS**

1. A Nursing Aide Certificate of an institution recognised by the relevant State Nurses' Registration Board; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

## EXAMINER OF PATENTS

### ELIGIBILITY REQUIREMENTS

1. A degree or diploma in Science, Engineering or other approved discipline (with specific studies in Chemistry, Physics, and Mathematics) of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Commissioner of Patents, is appropriate to the duties of the office; OR
2. Eligibility for admission to:
  - (a) Graduate Membership of the Institution of Engineers, Australia; or
  - (b) Corporate Membership of the Institution of Engineers, Australia in any of the grades of Honorary Fellow, Fellow, or Member; OR
3. Eligibility for Fellowship of the Australian Institute of Medical Laboratory Scientists; OR
4. Eligibility for Associate Membership of the Royal Australian Chemical Institute; OR
5. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Commissioner of Patents, are appropriate to the duties of the office; OR
6. Occupancy of an office of Examiner of Patents, Grade A or B in the Patent, Trademarks and Designs Office, Department of Science and Technology on 29 September 1982.

### SALARY ADVANCEMENT PROVISIONS

1. 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 Commissioner of Patents, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than three years, shall be paid salary at the third salary point; OR
  - (b) where the rate of salary payable to the officer on appointment, promotion or transfer to the office exceeds the third salary point in the scale, the rate so payable;  
but such an officer shall not be paid salary at a rate per annum exceeding the rate payable under this clause unless the officer:
  - (c) has successfully completed assessments conducted by the Australian Industrial Property Organisation; AND
  - (d) has completed one year's service in the office of Examiner of Patents.
2. An officer who has obtained:
  - (a) a degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Commissioner of Patents, is appropriate to the duties of the office, and the minimum period of full-time study for which is equivalent to four years shall be paid salary at the fourth salary point in the scale; OR
  - (b) where the rate of salary payable to the officer on appointment, promotion or transfer to the office exceeds the fourth salary point in the scale, at the rate so payable;  
but such an officer shall not be paid salary at a rate per annum exceeding the rate payable under this clause unless the officer:
  - (c) has successfully completed assessments conducted by the Australian Industrial Property Organisation; AND
  - (d) has completed one year's service in the office of Examiner of Patents.

3. An officer:
- (a) who has:
    - (i) before, or within one year after, appointment, promotion or transfer to the office; OR
    - (ii) within one year after the commencement of training in the performance of the duties of the office of Examiner of Patents;  
successfully completed assessments conducted by the Australian Industrial Property Organisation; AND
  - (b) who has completed one year's service in the office of Examiner of Patents; AND
  - (c) whose efficiency has been satisfactory;

shall, upon compliance with those conditions, be paid salary at the rate in the salary scale specified in the second column of the table in this clause opposite the rate in the scale in the first column of that table that was payable to the officer on the day immediately preceding the day on which the conditions specified in this paragraph were complied with.

<b>First Column</b>	<b>Second Column</b>
Rate of salary payable immediately before compliance with conditions	Rate of salary payable on compliance with conditions
Second salary point	Fourth salary point
Third salary point	Fifth salary point
Fourth salary point	Sixth salary point
Fifth salary point	Seventh salary point

4. For the purposes of this determination:
- (a) examinations conducted by the Australian Industrial Property Organisation (now IP Australia) refer to examinations in Introduction to Legal Method, Patent Law, Interpretation and Criticism of Specifications and in Patent Examination; AND
  - (b) an officer shall be deemed to have successfully completed assessments conducted by the Australian Industrial Property Organisation, if the officer was successfully assessed in a subject the scope of and the syllabus for which is, in the opinion of the Commissioner of Patents, equivalent to the assessment conducted by the Australian Industrial Property Organisation; AND
  - (c) an officer shall be deemed to have completed one year's service in the office of Examiner of Patents, if the officer has, in the opinion of the Commissioner of Patents, satisfactorily completed, after obtaining the qualification specified in the notice under subsection 33A (1)(d) of the *Public Service Act 1922* in relation to the office, one year's training in the performance of the duties of that office.
5. An officer shall not advance to the eighth salary point in the scale unless an assessment panel has determined that the officer has attained the required level of efficiency, such determination taking account of:
- (a) a minimum of eighteen months' experience with the office of Examiner of Patents; AND
  - (b) written assessment provided by the relevant senior examiner and supervising examiner based on the Efficiency Advancement Scheme.
6. An officer shall not advance to the discretionary pay point unless:
- (a) the officer has been at the twelfth salary point for the preceding twelve months and held the delegation to accept patents for that period; AND

- (b) the Commissioner of Patents is satisfied that the officer has demonstrated continued ability to maintain an appropriate level of work output and is able to reliably exercise the acceptance delegation without routine supervision.

The discretionary pay point is that point fixed above the maximum of the Professional Officer Class 2 salary range and is accessible only by Examiners of Patents.

### **Salary Barrier**

Eleventh salary point:

An officer who does not have the delegation to accept patent applications will not advance beyond the eleventh salary point.

### **Accelerated Advancement**

Eleventh salary point:

1. A minimum of twelve months' relevant experience after advancement through the Efficiency Advancement Scheme to the eighth salary point; AND
2. The Commissioner of Patents is satisfied as to the officer's ability to maintain an appropriate level of work output and experience, knowledge and judgement to be able to reliably exercise the acceptance delegation without routine supervision.

### **Reversionary Mechanism**

The reversionary mechanism will occur where the Commissioner of Patents is satisfied that the acceptance delegation has been forfeited through an officer's inability to maintain performance at an acceptable level proven by an assessment report and on-the-job performance.

In all cases where reversion occurs the examiner concerned will move to the salary point he/she would have been at had he/she not been given the delegation.

## **FOOD STANDARDS OFFICER, LEVEL 1**

### **ELIGIBILITY REQUIREMENTS**

1. A certificate in meat inspection of an Australian educational institution; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary are appropriate to the duties of the office; OR
3. The person was, on 23 October 1991, the substantive occupant of an office of Meat Inspector, Grade 1, 2, or was an unattached officer having the designation of one of these offices.

## **FOOD STANDARDS OFFICER, LEVEL 2**

### **ELIGIBILITY REQUIREMENTS**

1. (a) An Advanced Certificate in Food Technology of an Australian educational institution; AND
  - (b) Relevant experience and training, which, in the opinion of the Secretary, enable the officer to competently perform the duties appropriate to the level; OR

2. (a) Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; and
  - (b) Relevant experience and training, which, in the opinion of the Secretary, enable the officer to competently perform the duties appropriate to the level; OR
  3. The person was, on 23 October 1991, the substantive occupant of an office of Dairy Exports Standards Officer, Grade 1, or Meat Inspector, Grade 2, 3, or was an unattached officer having the designation of one of these offices.
- 

## **FOOD STANDARDS OFFICER, LEVEL 3, 4, 5, 6**

### **ELIGIBILITY REQUIREMENTS**

1. (a) An Associate Diploma in food technology of an Australian educational institution; AND
- (b) Relevant experience and training, which, in the opinion of the Secretary, enable the officer to competently perform the duties appropriate to the level; OR
2. (a) Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; AND
- (b) Relevant experience and training, which, in the opinion of the Secretary, enable the officer to competently perform the duties appropriate to the level; OR
3. The person was, on 23 October 1991, the substantive occupant of one of the following offices, or was an unattached officer having the designation of one of these offices:

Dairy Exports Standards Officer, Grade 1, 2, 3  
Supervising Dairy Exports Standards Officer  
Meat Inspector, Grade 2, 3, 4, 5, 6.

---

## **GENERAL SERVICE OFFICER STRUCTURE**

### **GENERAL SERVICE OFFICER LEVEL 2, 3, 4, 5, 6, 7, 8, 9, 10**

#### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

Where 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, the following Eligibility Requirements apply:

A pass in a practical test approved by the Secretary.

Where 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, the following Eligibility Requirements apply:

1. First Class Tradesman qualifications in an Apprenticeship Tradesman course, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. Tradesman Rights and a current licence to operate as an Electrical Tradesman in a State or Territory of Australia; OR
3. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where 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, the following Eligibility Requirements apply:

A pass in an examination approved by the Secretary.

Where 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, the following Eligibility Requirements apply:

1. Compliance with the salary barrier conditions for Lineman; OR
2. 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
3. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where an office, which until 30 August 1990, would have had the classification of **Meatworks Standards Officer, Grade 1, 2**, has a classification which has been translated to General Service Officer, Level 9, the following Eligibility Requirements apply:

1. (a) Successful completion of a course in Meat Inspection, which, in the opinion of the Secretary, is appropriate to the duties of the office; AND  
(b) A Certificate in Health Inspection awarded by the New South Wales Department of Technical and Further Education; OR
2. A Diploma of the Royal Society of Health, London in Health Inspection awarded on successful completion of the written and practical examinations arranged by the Royal Society of Health, London, in association with TAFE institutions in Australia (excluding Tasmania); OR
3. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where an office, which until 30 August 1990, would have had the classification of **Radio Assistant**, has a classification which has been translated to General Service Officer, Level 4, the following Eligibility Requirements apply:

A pass in an examination approved by the Secretary.

Where 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, the following Eligibility Requirements apply:

1. Compliance with the salary barrier conditions for Electrical Fitter and Mechanic; OR
2. The person was the occupant, on 1 December 1971, of one of the following offices or was an unattached officer having the classification of one of these offices:  
  
Senior Electrical Fitter and Mechanic, Grade 1, 2; OR
3. 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 \$4241, \$4356 or \$4471 per annum; OR
4. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where 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, the following Eligibility Requirements apply:

1. (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
- (b) Compliance with the salary barrier conditions for Electrical Tradesman or deemed compliance with these conditions under the provisions of Determination No. 232 of 1971 made under the *Public Service Arbitration Act 1920*; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where an office, which until 30 August 1990, would have had the classification of **Supervising Mint Craftsman, Grade 1**, has a classification which has been translated to General Service Officer, Level 8, the following Eligibility Requirements apply:

1. Compliance with the salary barrier conditions for Mint Tradesman, Grade 2; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

Where an office, which until 30 August 1990, would have had the classification of **Technical Instructor** and **Senior Technical Instructor, Grade 1, 2** from the Department of Defence has a classification which has been translated to General Service Officer, Levels 9 and 10 respectively, the following Eligibility Requirements apply:

1. (a) Qualifications as tradesman in a trade approved by the Secretary; OR
- (b) Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; AND
2. (a) Satisfactory completion of a course of teacher-training approved by the Secretary; OR
- (b) The Secretary is satisfied as to the officer's ability to teach both theoretical and practical subjects.

Where an office, which until 30 August 1990, would have had the classification of **Tradesman (Radio)**, has a classification which has been translated to General Service Officer, Levels 5 and 6, the following Eligibility Requirements apply:

1. (a) (i) First class tradesman qualifications as Electrical Fitter and Mechanic, Fitter, Tradesman (Radio) or Telegraphic Mechanic; OR
- (ii) Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; and
- (b) A pass in a practical test approved by the Secretary; OR
2. Successful completion of the agency training course for Tradesman (Radio).

Where 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, it should be noted that direct appointment is not normally made to these categories. These positions have as part of their eligibility requirements, minimum time employed in relevant lower classifications.

## SALARY ADVANCEMENT PROVISIONS

### GENERAL SERVICE OFFICER, LEVEL 2

Where 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, the following Salary Advancement Provisions apply:

#### **Accelerated Advancement**

Second salary point:

A National Certificate of Proficiency awarded by the Dental Assistants' Association.

### GENERAL SERVICE OFFICER, LEVEL 3

Where 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, Level 3, the following Salary Advancement Provisions apply:

#### **Salary Barrier**

Third salary point

1. (a) A pass in any two of the categories of Aerial Structures and Radio Frequency Lines, Power Cables, and Control Cables of an examination approved by the Secretary; OR
- (b) Successful completion of a course conducted by the Department of Communications Lines School; OR
- (c) The officer was, on 21 August 1985, the occupant of an office or was an unattached officer performing the duties of an office of Lineman, Grade 2; AND
2. A minimum of three years' experience on lines work or such other experience as the Secretary considers appropriate.

### GENERAL SERVICE OFFICER, LEVEL 5

Where 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, the following Salary Advancement Provisions apply:

#### **Salary Barrier**

Third salary point:

A pass in an examination approved by the Secretary for advancement beyond this point.

#### **Accelerated Advancement**

Fourth salary point:

1. A minimum of twelve months' service at the second salary point; AND
2. A pass in an examination approved by the Secretary for advancement beyond the third salary point.

Where 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:

**Accelerated Advancement**

Fourth salary point:

1. A minimum of twelve months' service at the second salary point; AND
2. A pass in an examination approved by the Secretary for this purpose.

Where an office, which until 30 August 1990, would have had the classification of **Tradesman (Radio)**, has been translated to General Service Officer, Level 5, the following Salary Advancement Provisions apply:

**Accelerated Advancement**

Fourth salary point:

1. A minimum of twelve months' service at the second salary point; AND
2. A pass in an examination approved by the Secretary for this purpose.

**GENERAL SERVICE OFFICER, LEVEL 6**

Where an office, which until 30 August 1990, would have had the classification of **Mint Tradesman, Grade 2 (Electrical Sub-section)**, has a classification which has been translated to General Service Officer, Level 6, the following Salary Advancement Provisions apply:

**Salary Barrier**

Third salary point:

1. A minimum of two years' experience in the maintenance, installation and modification of relevant electrical equipment; AND
2. A pass in an examination approved by the Secretary for advancement beyond this salary point.

Where an office, which until 30 August 1990, would have had the classification of Stock Inspector, has a classification which has been translated to General Service Officer, Level 6, the following Salary Advancement Provisions apply:

**Accelerated Advancement**

Fourth salary point:

A pass in an examination approved by the Secretary for this purpose.

**GRADUATE ADMINISTRATIVE ASSISTANT  
GRADUATE ADMINISTRATIVE ASSISTANT (ABORIGINAL SERVICES)**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

Applicants for Graduate Administrative Assistant (GAA) or Graduate Administrative Assistant (Aboriginal Services) positions must possess a degree or three year diploma or equivalent qualification by the date at which they would commence duty as a GAA or GAA (Aboriginal Services). An applicant for GAA (Aboriginal Services) must be an Aboriginal or Torres Strait Islander.

Agencies may put in place arrangements for the recruitment of GAAs or GAAs (Aboriginal Services) or may choose to use centralised recruitment arrangements provided by Recruitment Services Australia.

Where agencies choose to use centralised arrangements, the following applies.

### **Recruitment Services Australia - Graduate Recruitment**

The centralised recruitment arrangements for the APS are managed by Recruitment Services Australia (RSA), a specialist unit of the Department of Employment, Education, Training and Youth Affairs (DEETYA).

The relative suitability of applicants will be determined in the following way:

Applicants will be required to undertake the Public Sector Recruitment Test (PSRT) and answer the Public Sector Recruitment Questionnaire (PSRQ). The PSRT consists of four tests, each assessing an attribute important in public sector / administrative work. No special study is required for the PSRT. The PSRQ assesses six attributes important in clerical / administrative work in the Public Sector which are not assessed by selection tests. Questions in the PSRQ draw information about an applicant's past from a variety of areas e.g. education, work experience, leisure, community activities and interests / hobbies. No special study is required for the PSRQ.

Information provided before and whilst sitting the PSRT may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes. Other details about the privacy of the information given as part of an application for a GAA or GAA (Aboriginal Services) position are contained in the publication 'Australian Public Sector Recruitment Applicant Handbook'.

On the basis of their performance on the PSRT and their answers to the PSRQ, applicants receive ratings on a scale of 1-10 for each of the ten attributes. Applicants will receive an overall Total Standardised Score (TSS) based on their PSRT and PSRQ results.

PSRT and PSRQ results and ratings remain valid for two years from the date of the test. Applicants will be permitted to re-sit the test at intervals of not less than two years with the exception of people with a disability who will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

Persons sitting the PSRT and answering the PSRQ for appointment, transfer or promotion as a GAA or GAA (Aboriginal Services) must attain a rating of at least 5 on each of the ten attributes assessed by the PSRT and the PSRQ or attain a Total Standardised Score (TSS), calculated on the basis of their performance on all ten attributes, greater than or equal to 540 to be eligible for further consideration. Applicants must also be in the top 50% of all eligible graduate applicants as measured by the Total Standardised Score to be eligible for further consideration.

Applicants will be assessed on academic record, performance on the PSRT, answers to the PSRQ, work related preferences and how they address selection criteria in a written statement of application.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

Officers selected for GAA or GAA (Aboriginal Services) are promoted or transferred to the training office under section 50 of the *Public Service Act 1922*.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

### **Fit and proper person requirement**

GAA and GAA (Aboriginal Services) applicants who are not accepted by an agency on fit and proper person grounds will be removed from consideration for appointment. They may re-sit the test when eligible, (i.e. at intervals of not less than two years between test sittings or 12 months for people with

a disability) or answer the questionnaire (after 12 months since they last completed the questionnaire) and their eligibility for appointment will be reassessed at that time.

### **People with a disability**

People with a disability must meet the same selection standards as other applicants. However, special testing arrangements may be appropriate for applicants whose disability would affect their performance at a standard test session.

The Selective Placement Officer in the RSA in each State or Territory will arrange the appropriate method of testing for applicants with a disability, and their scores will be integrated with mainstream applicants.

Applicants with a disability will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

### **ACCELERATED ADVANCEMENT PROVISIONS**

Salaries payable to Graduate Administrative Assistants or Graduate Administrative Assistants (Aboriginal Services) are based on the highest level of academic qualification held on the date of commencement:

UG2 Diploma	Fourth salary point
Three year pass degree	Fifth salary point
Courses of at least four years	Sixth salary point
Four year or longer pass degree	
Three year degree plus second degree	
Three year degree plus approved diploma or award	
Second Class Honours degree	Eighth salary point
First Class Honours degree	Ninth salary point
Higher degree	Tenth salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle GAAs or GAAs (Aboriginal Services) to automatic salary advancement within the GAA salary range.

## **GRADUATE ADMINISTRATIVE ASSISTANT (FOREIGN AND TRADE RELATIONS TRAINEE)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

Applicants will be expected to possess tertiary qualifications and have a wide knowledge and appreciation of international events and current political, economic, legal, social and cultural aspects of Australian life.

The Department of Foreign Affairs and Trade is seeking qualifications of direct relevance to the work of the Department namely in government/political science, international relations, modern history, strategic studies, law, Asian studies, economics, commerce, public administration, accountancy, and/or good linguistic skills in modern Asian and European languages, in particular Russian, Arabic, Chinese, Japanese, Korean, Indonesian, French, German and Spanish.

Except where special arrangements have been approved by the Public Service Commissioner, the relative suitability of applicants will be determined in the following way:

- (a) Academic achievement - applicants will be expected to possess a degree or three year diploma or equivalent qualifications. The results and details of tertiary subjects studied will be obtained and recorded so they can be examined and evaluated by the agency.
- (b) Applicants will be required to undertake the Public Sector Recruitment Test (PSRT) and answer the Public Sector Recruitment Questionnaire (PSRQ). The PSRT consists of four tests, each assessing an attribute important in public sector / administrative work. No special study is required for the PSRT. The PSRQ assesses six attributes important in clerical / administrative work in the Public Sector which are not assessed by selection tests. Questions in the PSRQ draw information about an applicant's past from a variety of areas e.g. education, work experience, leisure, community activities and interests / hobbies. No special study is required for the PSRQ. Applicants may also be required to undertake a written test which is designed to assess their general knowledge of Australian and international affairs, their analytical skills and their written communication skills.

Information provided by applicants before and whilst sitting the PSRT may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes.

On the basis of their performance on the PSRT and their answers to the PSRQ, applicants receive ratings on a scale of 1-10 for each of the ten attributes. Applicants will receive an overall Total Standardised Score based on their PSRT and PSRQ results.

PSRT and PSRQ results and ratings remain valid for two years from the date of the test. Applicants will be permitted to re-sit the test at intervals of not less than two years with the exception of people with a disability who will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

Persons sitting the PSRT and answering the PSRQ for appointment or promotion as a Graduate Administrative Assistant must attain a rating of at least 5 on each of the ten attributes assessed by the PSRT and the PSRQ to be eligible for further consideration. In addition to this, applicants must be in the top 50% of all graduate applicants as measured by the Total Standardised Score to be eligible for further consideration. Initially, the Department of Foreign Affairs and Trade will consider applicants who achieve a rating of at least 8 for each of the ten attributes assessed by the PSRT and the PSRQ.

- (c) Interview - applicants will be selected for interview on the basis of a review of their application, academic achievement, performance in the PSRT, the written test, answers to the PSRQ and how they address selection criteria in a written statement of application.
- (d) Final selection - in making final selections the committee will consider all information gained during the selection process together with references which may be sought from people nominated by the applicant. Shortlisted candidates may be required to undertake further selection exercises designed to assess written communication skills and group interaction skills.

### **People with a Disability**

People with a disability must meet the same selection test standards as other applicants. However, special testing arrangements may be appropriate for applicants whose disability would affect their performance at a standard test session.

The Selective Placement Officer in the Recruitment Services Australia office in each State or Territory will arrange the appropriate method of testing for applicants with a disability, and their scores will be integrated with mainstream applicants.

Applicants with a disability will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

### **Fit and proper person requirement**

A GAA (Foreign and Trade Relations Trainee) applicant who is not accepted by an agency on fit and proper person grounds will be removed from consideration for appointment. The person may re-sit the test when eligible, (i.e. at intervals of not less than two years between test sittings and 12 months for people with a disability) and their eligibility for appointment will be reassessed at that time.

### **ACCELERATED ADVANCEMENT PROVISIONS**

Salaries payable to Graduate Administrative Assistants (Foreign and Trade Relations Trainee) are based on the highest level of academic qualification held on the date of commencement:

UG2 Diploma	Fourth salary point
Three year pass degree	Fifth salary point
Courses of at least four years	Sixth salary point
Four year or longer pass degree	
Three year degree plus second degree	
Three year degree plus approved diploma or award	
Second Class Honours degree	Eighth salary point
First Class Honours degree	Ninth salary point
Higher degree	Tenth salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle Graduate Administrative Assistants to automatic salary advancement within the Graduate Administrative Assistant salary range.

## **GRADUATE ADMINISTRATIVE ASSISTANT (GRADUATE ACCOUNTANT)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Applicants will be expected to have a thorough knowledge of accounting principles and practices through completion of a degree or three year diploma, preferably with a major in Accountancy.
2. Applicants will be assessed on the quality of academic results and relevance of studies and work experience (if any) having regard to such matters as the applicants' knowledge and understanding of accountancy principles and issues, communication skills, and motivation towards a career in the Service.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

### **ACCELERATED ADVANCEMENT PROVISIONS**

Salaries payable to Graduate Administrative Assistant (Graduate Accountant) are based on the highest level of academic qualification held on the date of commencement:

UG2 Diploma	Fourth salary point
Three year pass degree	Fifth salary point
Courses of at least four years	Sixth salary point
Four year or longer pass degree	
Three year degree plus second degree	
Three year degree plus approved diploma or award	
Second Class Honours degree	Eighth salary point
First Class Honours degree	Ninth salary point
Higher degree	Tenth salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle Graduate Administrative Assistants (Graduate Accountant) to automatic salary advancement within the Graduate Administrative Assistant salary range.

## **GRADUATE ADMINISTRATIVE ASSISTANT (GRADUATE ECONOMIST)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

The relative suitability of applicants will be determined in the following way:

1. Applicants will be expected to possess a degree or three year diploma or equivalent qualifications, preferably with at least a major in Economics.
2. Applicants may be required to sit the Graduate Selection Test. Information provided by applicants when sitting the test may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes.
3. Applicants will be selected for interview on the basis of quality of academic results and relevance of studies, work experience (if any) and any test results.
4. The relative suitability of applicants will be assessed having regard to such matters as the applicants' knowledge and understanding of economic principles and issues, communication skills, and motivation towards a career in the Service.

### **ACCELERATED ADVANCEMENT PROVISIONS**

Salaries payable to Graduate Administrative Assistants (Graduate Economist) are based on the highest level of academic qualification held on the date of commencement:

UG2 Diploma	Fourth salary point
Three year pass degree	Fifth salary point
Courses of at least four years	Sixth salary point
Four year or longer pass degree	
Three year degree plus second degree	
Three year degree plus approved diploma or award	
Second Class Honours degree	Eighth salary point
First Class Honours degree	Ninth salary point
Higher degree	Tenth salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle Graduate Administrative Assistants (Graduate Economist) to automatic salary advancement within the Graduate Administrative Assistant salary range.

## **GRADUATE ADMINISTRATIVE ASSISTANT (GRADUATE TAXATION OFFICER)**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

The suitability of applicants will be determined in the following way:

- (a) Applicants will be expected to possess a degree or three year diploma or a comparable qualification, preferably in the fields of Accountancy or Law.

Applicants will be selected for interview on the basis of quality of academic results and relevance of studies and work experience (if any).

- (b) The relative suitability of each applicant will be assessed having regard to such matters as the applicants' knowledge and understanding of economic principles and issues, communication skills, and motivation towards a career in the Service.

Reports may be obtained from academic referees nominated by the applicant.

#### ACCELERATED ADVANCEMENT PROVISIONS

Salaries payable to Graduate Administrative Assistants are based on the highest level of academic qualification held on the date of commencement:

UG2 Diploma	Fourth salary point
Three year pass degree	Fifth salary point
Courses of at least four years	Sixth salary point
Four year or longer pass degree	
Three year degree plus second degree	
Three year degree plus approved diploma or award	
Second Class Honours degree	Eighth salary point
First Class Honours degree	Ninth salary point
Higher degree	Tenth salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle Graduate Administrative Assistants to automatic salary advancement within the Graduate Administrative Assistant salary range.

## GRADUATE APS

### ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS

Agencies may put in place arrangements for the recruitment of Graduate APSs or may choose to use centralised recruitment arrangements provided by Recruitment Services Australia.

If agencies choose to use centralised arrangements, the following applies.

#### **Recruitment Services Australia - Recruitment of Graduate APS**

The centralised recruitment arrangements for the APS are managed by Recruitment Services Australia (RSA), a specialist unit of the Department of Employment, Education, Training and Youth Affairs (DEETYA).

The relative suitability of applicants will be determined in the following way:

Applicants will be required to undertake the Public Sector Recruitment Test (PSRT) and answer the Public Sector Recruitment Questionnaire (PSRQ). The PSRT consists of four tests, each assessing an attribute important in public sector / administrative work. No special study is required for the PSRT. The PSRQ assesses six attributes important in clerical / administrative work in the Public Sector which are not assessed by selection tests. No special study is required for the PSRQ.

Information provided before and whilst sitting the PSRT may be forwarded to the Public Service and Merit Protection Commission for monitoring and evaluation purposes. Other details about the privacy of the information given as part of an application for a Graduate APS position are contained in the publication 'Australian Public Sector Recruitment Applicant Handbook'.

On the basis of their performance on the PSRT and their answers to the PSRQ, applicants receive ratings on a scale of 1-10 for each of the ten attributes. Applicants will receive an overall Total Standardised Score (TSS) based on their PSRT and PSRQ results.

PSRT and PSRQ results and ratings remain valid for two years from the date of the test. Applicants will be permitted to re-sit the test at intervals of not less than two years with the exception of people with a disability who will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

Persons sitting the PSRT and answering the PSRQ for appointment, transfer or promotion as a Graduate APS must attain a rating of at least 5 on each of the ten attributes assessed by the PSRT and the PSRQ or attain a Total Standardised Score (TSS), calculated on the basis of their performance on all ten attributes, greater than or equal to 540 to be eligible for further consideration. Applicants must also be in the top 50% of all eligible graduate applicants as measured by the Total Standardised Score to be eligible for further consideration.

Applicants will be selected for interview on the basis of academic record, performance on the PSRT, answers to the PSRQ, work related preferences and how they address selection criteria in a written statement of application.

Officers selected for Graduate APS are promoted or transferred to the training office under section 50 of the *Public Service Act 1922*.

### **Fit and proper person requirement**

Graduate APS applicants who are not accepted by an agency on fit and proper person grounds will be removed from consideration for appointment. A person may re-sit the test when eligible, (i.e. at intervals of not less than two years between test sittings, or 12 months for people with a disability) or answer the questionnaire (after 12 months since they last completed the questionnaire) and their eligibility for appointment will be reassessed at that time.

### **People with a disability**

People with a disability must meet the same selection standards as other applicants. However, special testing arrangements may be appropriate for applicants whose disability would affect their performance at a standard test session.

The Selective Placement Officer in the RSA in each State or Territory will arrange the appropriate method of testing for applicants with a disability, and their scores will be integrated with mainstream applicants.

Applicants with a disability will be permitted to re-sit the PSRT and re-answer the PSRQ at intervals of not less than twelve months. The most recent PSRT and PSRQ results will be taken into account in the selection process.

### **Indigenous Recruitment**

While the new subregulation 71B(1) will continue for now to encompass the current centralised indigenous graduate recruitment and appointment process and structure, agencies will need to establish their own indigenous APS1 or Trainee APS (Administrative) recruitment programs as they move to the new classification structure under a Certified Agreement. However, they will continue to be able to access the centralised indigenous graduate recruitment process and order of referral, administered by Recruitment Services Australia, to select people for their new programs.

---

## **INFORMATION TECHNOLOGY OFFICER, CLASS 1**

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

On successful completion of a course of training as Aboriginal Cadet Information Technology Officer or Cadet Information Technology Officer, officers will be advanced as Information Technology Officer, Class 1 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, applicants should apply in response to agency advertisements. Applications will be considered only from people who have completed, or will be completing by the end of the year in which applications are invited, an associate diploma or higher qualification in Computing/Information Science. Persons who have significant relevant work experience (i.e. generally two or more years) will also be considered.

Successful applicants will be appointed, promoted or transferred in order of merit in accordance with APS selection requirements.

## SALARY ADVANCEMENT PROVISIONS

### **Accelerated Advancement**

Fifth salary point:

1. A minimum of two years' relevant on-the-job experience in information technology work, not including experience gained through a training course; AND
  2. The Secretary is satisfied as to the officer's ability to create, innovate, analyse and evaluate, ability to organise time and resources, to meet deadlines, and ability to communicate effectively.
- 

## LEGAL 1

### ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS

1. A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, 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.

On successful completion of a course of training as Aboriginal Cadet Legal or Cadet Legal, officers will be advanced as Legal 1 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

## SALARY ADVANCEMENT PROVISIONS

1. An officer shall, on appointment, be paid salary at the second salary point in the scale of rates applicable to the classification of Legal 1 unless the Secretary determines otherwise 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)
    - (i) has served under articles of clerkship for a period of not less than one year; OR
    - (ii) 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
    - (iii) has gained experience, which, in the opinion of the Secretary, is equivalent to the experience of a person who has satisfied (i) or (ii) above.

2. An officer on promotion, automatic advancement or transfer to the Legal 1 classification, shall be paid:
  - (a) salary at the second point in the scale; OR
  - (b) subject to clause 5, where the salary payable to an officer on transfer or promotion exceeds the second salary point in the scale - salary at that higher rate.
3. An officer shall not be paid salary at a rate exceeding that which was paid on appointment, promotion, automatic advancement or transfer unless he or she has complied with the conditions specified in clause 1.
4. A person, who has complied with the conditions specified in sub-clauses 1(a) and 1(b), shall, be paid:
  - (a) salary at the third point in the scale; OR
  - (b) where the salary payable to a person on appointment, or an officer on transfer or promotion exceeds the second salary point in the scale - at that higher rate.
5. An officer shall not be paid salary on appointment, promotion or transfer at a rate exceeding the seventh salary point in the above scale unless the officer has complied with the conditions specified in clause 1.
6. An officer who has complied with the conditions specified in clause 1 shall be advanced to salary points in the scale in accordance with the agency's performance appraisal procedures and the conditions specified in clause 7.
7.
  - (a) Subject to this clause an officer shall be paid salary at a rate exceeding that which was payable on appointment, transfer or promotion to the office where the officer has attained a performance rating of 3, 4, or 5 shown in column 1 of the table in this clause;
  - (b) Where an officer has attained a performance rating shown in column 1 of the table in this clause the officer 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 in this clause;

Column 1 Performance Rating	Column 2 Rate of Advancement
1	No advancement
2	No advancement
3	Advancement by one salary point
4	Advancement by two salary points
5	Advancement by three salary points

- (c) An officer shall not be advanced beyond the seventh salary point in the scale unless:
  - (i) in the opinion of the Secretary, the level of the work allocated for the office is classified as higher level work; AND
  - (ii) 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 column 1 of the above table;
- (d) Where an officer has complied with the provisions of sub-clause (c) of this clause, the officer shall advance to the eighth salary point;

- (e) An officer shall not advance beyond the eighth salary point in the scale until the officer has completed twelve months' service at the eighth salary point;
- (f) The provisions of sub-clause (b) of this clause shall not apply to an officer on appointment, promotion or transfer unless the officer has completed at least three months' service as a Legal 1 at the rate payable on appointment, promotion or transfer.

## LEGAL 2

### ELIGIBILITY REQUIREMENTS

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

### SALARY ADVANCEMENT PROVISIONS

1. An officer shall be advanced in accordance with the agency's performance appraisal procedures and the conditions specified in clause 2.
2.
  - (a) Subject to this clause an officer shall be paid salary at a rate exceeding that which was payable on appointment, promotion or transfer to the office where the officer has attained a performance rating of 3, 4, or 5;
  - (b) The provisions of sub-clause (a) of this clause shall not apply to an officer on appointment, promotion or transfer unless the officer has completed three months' service as a Legal 2 at the rate payable on appointment, promotion or transfer.

## MEDICAL OFFICER GROUP

Antarctic Medical Practitioner, Level 1, 2, 3  
 Assistant Medical Superintendent  
 Assistant Officer-in-Charge (Outpatients Clinic), NSW.  
 Chief Medical Adviser  
 Deputy Medical Superintendent, Grade 1, 2  
 Director (Medical Services), Department of Veterans' Affairs, Tasmania  
 Medical Officer, Class 1(b), 1(a), 2, 3, 4, 5, 6  
 Medical Superintendent, Grade 1, 2, 3, 4, 5  
 Rehabilitation Medical Officer  
 Senior Registrar

### ELIGIBILITY REQUIREMENTS

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

### SALARY ADVANCEMENT PROVISIONS

#### **Medical Officer, Class 1(b) - Accelerated Advancement**

In the case of the Department of Veterans' Affairs, an officer who holds or attains any of the qualifications specified below:

- (i) Post-graduate specialist qualifications in medicine recognised by the National Specialist Qualifications Advisory Committee (NSQAC); OR
- (ii) Post-graduate qualifications which include:
  - Masters of Business Administration
  - Masters of Public Administration

Masters of Hospital Administration  
 Masters of Health Administration  
 Masters of Health Policy

- (iii) Other comparable qualifications, which, in the opinion of the Secretary, are appropriate to the duties of the office shall, upon compliance with those conditions, be paid salary at the rate in the salary scale specified in the second column of the table of this clause, opposite the rate in the scale in the first column of that table, that was payable to the officer on the day immediately preceding the day on which the conditions specified in the paragraph were complied with.

First Column	Second Column
Rate of salary payable in the Medical Officer Class 1(b) salary scale immediately before compliance with conditions	Rate of salary payable in the Medical Officer Class 1(a) salary scale upon compliance with conditions
Second salary point	Second salary point
Fourth salary point	Third salary point
Sixth salary point	Fourth salary point

## **PROFESSIONAL OFFICER AND SENIOR PROFESSIONAL OFFICER**

Professional Officer, Class 1, 2

Senior Professional Officer Grade A, B, C

Senior Professional Officer (Engineering and Related), Grade A

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, 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 Secretary, is appropriate to the duties of the office; OR
3. (a) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification; AND  
 (b) A graduate diploma in Librarianship of an Australian tertiary institution, or a comparable overseas qualification, which in the opinion of the Secretary, is appropriate to the duties of the office; OR
4. A Certificate of Competency as an Extra Master or Extra First Class Engineer issued in Australia or accepted under the *Navigation Act 1912*, as equivalent to a Certificate issued in Australia; OR
5. A Certificate of Competency as a Master of foreign-going ship or First Class Engineer (Steam or Motor) issued in Australia or accepted under the *Navigation Act 1912*, as equivalent to a Certificate issued in Australia; OR
6. Other qualifications, comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; OR

7. The person was on 31 December 1985, 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; and
  - (h) Examiner of Patents, Class 1, 2, or Supervising Examiner of Patents, Class 1, 2,

and on that date, was eligible for admission to Graduate Membership or Corporate Membership of the Institution of Engineers, Australia.

On successful completion of a course of training as Aboriginal Cadet Professional Officer, Aboriginal Cadet Professional Officer (Defence Science), Aboriginal Cadet Professional Officer (Engineer), Aboriginal Cadet Professional Officer (Naval Architect), Cadet Professional Officer, Cadet Professional Officer (Defence Scientist), Cadet Professional Officer (Engineer), Cadet Professional Officer (Naval Architect) or Audiologist-in-training, officers will be advanced as Professional Officer, Class 1 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

## SALARY ADVANCEMENT PROVISIONS

### **Professional Officer, Class 1**

#### **Salary Barrier**

Sixth salary point:

Accreditation by the National Accreditation Authority for Translators and Interpreters at the professional level.

### **Professional Officer, Class 1**

#### **Accelerated Advancement**

1. 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 Secretary, is appropriate to the duties of the office, and the minimum period of full-time study for which is not less than three years shall be paid salary at the third salary point.
2. 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 Secretary, 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) (i) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification; AND

- (ii) A graduate or post-graduate award of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, are appropriate to the duties of the office; OR
  - (c) (i) A degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; AND
    - (ii) Eligibility for registration with an Australian Pharmacy Board or Council;
- shall be paid salary at the fourth salary point in the scale.

3. An officer who has obtained:

- (a) A licence or registration as a Surveyor in an Australian State or Territory; AND
- (b) (i) A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, and the minimum period of full-time study for which is three years; OR
  - (ii) A Certificate of Competency from a Surveyors' Board of an Australian State or Territory;

shall be paid salary at the fifth salary point in the scale.

4. An officer who has obtained:

- (a) A licence or registration as a Surveyor in an Australian State or Territory; AND
- (b) A degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, and the minimum period of the full-time study for which is not less than four years,

shall be paid salary at the sixth salary point in the scale.

## **PUBLIC AFFAIRS OFFICER GROUP**

Public Affairs Officer, Grade 1, 2, 3

Senior Public Affairs Officer, Grade 1, 2

### **ELIGIBILITY REQUIREMENTS**

1. Completion of a media cadetship leading to employment as a graded journalist, public relations or marketing officer, press photographer, film/video director or producer or creative/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/radio production, film/video production, creative/graphic art design, of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
3. Possession of recognised skills or relevant experience in the fields referred to in clauses 1 or 2, which, in the opinion of the Secretary, are appropriate to the duties of the office.

**RESEARCH OFFICER GROUP**

Research Officer, Grade 1  
 Research Officer, Grade 2  
 Senior Research Officer, Grade 1, 2  
 Principal Research Officer

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. A degree of an Australian tertiary institution, or a comparable overseas qualification; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

On successful completion of a course of training as Aboriginal Cadet Agricultural Economist, Aboriginal Cadet Economist, Aboriginal Cadet Statistician, Cadet Agricultural Economist, Cadet Economist or Cadet Statistician, officers will be advanced as Research Officer, Grade 1 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

**ACCELERATED ADVANCEMENT PROVISIONS**

Salaries payable to Research Officers, Grade 1 are based on the level of academic qualifications held on the date of commencement:

Degree of Bachelor with Second Class Honours	Second salary point
Degree of Bachelor with First Class Honours	Third salary point

Although normal incremental advancement applies, qualifications completed after appointment, promotion or transfer do not entitle Research Officers Grade 1 to automatic salary advancement within the Research Officer Grade 1 salary range.

**RESEARCH SCIENTIST GROUP**

Research Scientist  
 Senior Research Scientist  
 Principal Research Scientist  
 Senior Principal Research Scientist  
 Chief Research Scientist, Grade 1  
 Chief Research Scientist, Grade 2  
 Chief of Division, Grade 1  
 Chief of Division, Grade 2  
 Chief of Division, Grade 3

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. (a) A degree of Doctor of Philosophy of an Australian university or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
  - (b) Other qualifications comparable to those referred to in clause 1(a), which, in the opinion of the Secretary, are appropriate to the duties of the office; AND
2. The Secretary 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;
  - (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.

On successful completion of a course of training as Aboriginal Cadet Research Scientist or Cadet Research Scientist, officers will be advanced as Research Scientist under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

#### SALARY ADVANCEMENT PROVISIONS

Research Scientist  
Senior Research Scientist  
Principal Research Scientist  
Senior Principal Research Scientist.

1. An officer shall be advanced to the salary points in the scale in accordance with the agency's performance appraisal procedures, and the conditions specified in clause 2.
2. (a) Subject to this clause an officer shall be paid salary at a rate exceeding that which was payable on appointment, transfer or promotion to the office where the officer has attained a performance rating of 'outstanding', 'superior' or 'fully effective', shown in column 1 of the table in this clause.
  - (b) Where an officer has attained a performance rating shown in column 1 of the table in this clause, the officer 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 in this clause.

Column 1 Performance Rating	Column 2 Rate of Advancement
Outstanding	Advancement by two salary points
Superior — First year	Advancement by one salary point
Superior — Each successive year	Advancement by two salary points
Fully effective	Advancement by 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, Chief Research Scientist Grade 1, Chief of Division Grade 2, Chief Research Scientist Grade 2, Chief of Division, Grade 3. Where an officer holding one of the above offices:

- (a) has attained a performance rating of 'adequate' in column 1 of the table in clause 2, 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 of the table in clause 2, regression action will apply; OR
  - (c) has not achieved a performance rating of 'fully effective' after remedial action has been taken, regression action will apply.
- 

## **SCIENTIFIC OFFICER**

### **ELIGIBILITY REQUIREMENTS**

1. 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 Secretary, is appropriate to the duties of the office; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

### **SALARY ADVANCEMENT PROVISIONS**

#### **Accelerated Advancement**

Third salary point:

A Masters degree of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office.

Fourth salary point:

A degree of Doctor of Philosophy of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office.

---

## **TECHNICAL OFFICER AND SENIOR OFFICER (TECHNICAL)**

Technical Officer, Level 2, 3, 4

Senior Officer (Technical), Grade C, B

### **ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. An associate diploma from an Australian educational institution, or a comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. Relevant experience and training, which, in the opinion of the Secretary, enable the officer competently to perform the duties appropriate to the level; OR
3. A competency assessment, such as an eligibility test, approved by the Secretary and recognised as determining a level of skill equivalent to that described in clause 1; OR
4. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office; OR
5. The person was, on 29 August 1990, the substantive occupant of one of the following offices:

Aboriginal Electrical Technician  
 Aboriginal Navy Systems Technician  
 Aboriginal Radio Technician

Senior Ambulance Officer (ACT C&HS)  
 Station Officer (ACT C&HS)

Communicator, Grade 3, 4, 5 (Meteorology)

Drafting Officer, Grade 1, 2  
 Senior Drafting Officer  
 Supervising Drafting Officer  
 Chief Drafting Officer, Grade 1, 2, 3  
 Electrical Technical Officer, Grade 1, 2  
 Senior Electrical Technical Officer, Grade 1, 2, 3

Electrical Technician

Fallout Shelter Surveyor, Grade 1, 2, 3

Fire Safety Officer, Grade 1, 2, 3, (DAS only)

Graphic Designer, Grade 1, 2, 3, 4, 5

Manager, Grade 1, 2, 3

Navy Systems Technical Officer, Grade 1, 2  
 Senior Navy Systems Technical Officer, Grade 1, 2, 3  
 Principal Navy Systems Technical Officer

Observer

Navy Systems Technician

Quality Assurance Officer, Grade 2

Radio Technical Officer, Grade 1, 2  
 Senior Radio Technical Officer, Grade 1, 2, 3  
 Principal Radio Technical Officer, Grade 1, 2

Radio Technician

Senior Technical Cataloguer, Grade 1, 2  
 Supervising Technical Cataloguer, Grade 1, 2, 3

Technical Instructor, Grade 2, (Electrical, DT&C)  
 Senior Technical Instructor, Grade 1, 2, (Electrical, DT&C)

Technical Instructor (Lines, DT&C)  
 Senior Technical Instructor, Grade 1, 2, (Lines, DT&C)

Technical Instructor (Mechanical, DT&C)  
 Senior Technical Instructor, Grade 1 (Mechanical, DT&C)

Technical Instructor, Grade 2 (Meteorology)  
 Technical Instructor, Grade 2 (Radio, Meteorology)  
 Senior Technical Instructor, Grade 1 (Meteorology)

Technical Instructor (Navy Systems), Grade 2  
 Senior Technical Instructor (Navy Systems), Grade 1, 2, 3,

Technical Instructor, Grade 2 (Radio, DT&C)  
Senior Technical Instructor, Grade 1, 2, 3 (Radio, DT&C)

Technical Officer (Buildings), Grade 1, 2  
Senior Technical Officer (Buildings), Grade 1, 2, 3  
Chief Technical Officer (Buildings), Grade 1, 2, 3  
Controller (Buildings)  
Technical Officer (Engineering), Grade 1, 2  
Senior Technical Officer (Engineering), Grade 1, 2, 3  
Principal Technical Officer (Engineering)  
Principal Technical Officer (Engineering), Grade 2  
Controller, Radio Inspection Services

Technical Officer (Medical Laboratory), Grade 1, 2

Technical Officer (Meteorology), Grade 1, 2  
Senior Technical Officer (Meteorology), Grade 1, 2, 3  
Principal Technical Officer (Meteorology)

Technical Officer (Science), Grade 1, 2  
Senior Technical Officer (Science), Grade 1, 2, 3

Technical Officer (Surveying), Grade 1, 2  
Senior Technical Officer (Surveying), Grade 1, 2, 3

Senior Mechanic (Maritime Aids) or Supervisor (Maritime Aids),  
Grades 1, 2, 3

or was an unattached officer having one of these classifications; OR

6. The person was, on 29 August 1990, the substantive occupant of an office of Ambulance Officer (ACT C&HS) and received salary at the fourth salary point or higher within the salary range for that classification; OR
7. The person was, on 30 August 1990, the substantive occupant of an office of Technical Instructor or Senior Technical Instructor, Grade 1, 2 of the Defence Research Centre, Salisbury; OR
8. 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 classification; OR
9. 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 classification; OR
10. 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 classifications; OR
11. The person was, on 1 February 1991, the substantive occupant of an office of Works Supervisor, Grades 1, 2, or was an unattached officer having this classification.

#### *Technical Officer, Level 2*

On successful completion of a course of training as Aboriginal Trainee Technical Officer or Trainee Technical Officer, officers will be advanced as Technical Officer, Level 2 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

**SALARY ADVANCEMENT PROVISIONS****TECHNICAL OFFICER, LEVEL 2**

Where an office of Senior Mechanic (Maritime Aids) has been translated to Technical Officer, Level 2, the following Salary Advancement Provisions apply:

**Salary Barrier**

Third salary point:

An officer shall not advance beyond the third salary point unless the officer:

- (i) has satisfied the eligibility requirements in Clauses 1-4 for entry into the Technical Officer and Senior Officer (Technical) Structure; OR
- (ii) passed a competency test which, in the opinion of the Secretary, is appropriate to the duties of the office.

**TECHNICAL OFFICER, LEVEL 4**

Where an office of Supervisor (Maritime Aids) Grade 3, has been translated to Technical Officer, Level 4, the following Salary Advancement Provisions apply:

**Salary Barrier**

Third salary point:

An officer shall not advance beyond the third salary point unless the officer:

- (i) has satisfied the eligibility requirements in Clauses 1-4 for entry into the Technical Officer and Senior Officer (Technical) Structure; OR
- (ii) passed a competency test which, in the opinion of the Secretary, is appropriate to the duties of the office.

**TECHNICAL OFFICER LEVEL 4**

Third salary point

Where an office of Works Supervisor Grade 1, has been translated to Technical Officer, Level 4, the following Salary Advancement Provisions apply:

**Salary Barrier**

An officer shall not advance beyond the third salary point unless the officer:

- (i) has satisfied the eligibility requirements in Clauses 1-4 for entry into the Technical Officer and Senior Officer (Technical) structure; OR
- (ii) passed a competency test which, in the opinion of the Secretary, is appropriate to the duties of the office.

**TRAINEE ADMINISTRATIVE SERVICE OFFICER**  
see **ADMINISTRATIVE SERVICE OFFICER CLASS 1**

**TRAINEE APS (ADMINISTRATIVE)**  
**see ADMINISTRATIVE SERVICE OFFICER CLASS 1**

---

**TRAINEE TECHNICAL OFFICER**  
**ABORIGINAL TRAINEE TECHNICAL OFFICER**

**ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. Eligibility to undertake a course of training for an associate diploma at an educational institution, which, in the opinion of the Secretary is appropriate to the duties of the office; OR
2. In the case of a vacancy with the Bureau of Meteorology or the Australian Communications Authority, completion of an associate diploma or equivalent qualifications; AND
3. The person is willing to undertake a course of training for advancement as Technical Officer, Level 2 and, in the opinion of the Secretary, is likely to complete the course of training satisfactorily.

Only persons who are eligible to undertake a course of training for an associate diploma at an educational institution, or, in the case of trainees employed in the Bureau of Meteorology, and the Australian Communications Authority, those persons who have completed an associate diploma or have equivalent qualifications, shall be considered for appointment, promotion or transfer as Trainee Technical Officer.

Agencies may require applicants to sit an aptitude test. Eligible applicants will be selected for interview on the basis of qualifications, experience and any test results.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

---

**VALUER**

**ELIGIBILITY REQUIREMENTS**

1. Successful completion of a course of study approved by the Australian Institute of Valuers and Land Economists; OR
2. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the General Manager of the Australian Valuation Office, are appropriate to the duties of the office.

**SALARY ADVANCEMENT PROVISIONS**

**Accelerated Advancement**

Fifth salary point:

1. Admission as an Associate of the Australian Institute of Valuers and Land Economists; AND
2. Certification by the State Manager of Australian Valuation Office that the Valuer has demonstrated the ability to undertake the more difficult and involved valuation work.

Ninth salary point:

The General Manager of the Australian Valuation Office is satisfied that the officer, has demonstrated the ability to undertake the more difficult and involved valuation work.

---

**VALUER GROUP**

Senior Officer Grade C (Valuer)

Senior Officer Grade B (Valuer)

Senior Officer Grade A (Valuer)

**ELIGIBILITY REQUIREMENTS**

Eligibility for admission as an Associate of the Australian Institute of Valuers and Land Economists.

---

**VALUER-IN-TRAINING  
ABORIGINAL VALUER-IN-TRAINING****ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. The person is willing and eligible in accordance with the selection arrangements below to undertake a course of training for advancement as a Valuer, and, in the opinion of the relevant State Manager of the Australian Valuation Office, is likely to complete the course of training satisfactorily; AND
2. For Aboriginal Valuer-in-Training the person is an Aboriginal or Torres Strait Islander.

Only those persons who are eligible to undertake a course of study leading to Associate Membership of the Australian Institute of Valuers and Land Economists shall be considered for appointment, promotion or transfer as Valuer-in-training. Preference will be given to those who have partially completed such a course or who have qualifications in a related discipline.

Successful applicants will be appointed, promoted or transferred in accordance with APS selection requirements.

Information on the required *Gazette* notification for promotion and transfer of successful applicants is contained in the s.33A notification on page 13.

Following advancement, officers may be required to take up duty in a State other than that in which they were trained.

---

**VETERINARY OFFICER LEVEL 1, 2, 3, 4, 5****ELIGIBILITY REQUIREMENTS AND SELECTION ARRANGEMENTS**

1. A degree in Veterinary Science or Veterinary Medicine and Surgery of an Australian university, which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. An award of an overseas institution which is acceptable for registration as a Veterinary Surgeon by a Veterinary Surgeons Board under the laws of an Australian State or Territory; OR
3. The person was, on 21 November 1991, the substantive occupant of an office of Veterinary Officer, Class 1, 2, 3, 4, 5, or was an unattached officer having one of these classifications; OR
4. Other qualifications comparable to those referred to in clause 1, which, in the opinion of the Secretary, are appropriate to the duties of the office.

On successful completion of a course of training as Aboriginal Cadet Veterinary Officer or Cadet Veterinary Officer, officers will be advanced as Veterinary Officer, Class 1 under section 53A of the *Public Service Act 1922*. Such advancements are not subject to appeal.

In all other cases, selections will be made in accordance with APS selection requirements.

**SALARY ADVANCEMENT PROVISIONS**  
(Department of Primary Industries and Energy)

Veterinary Officer, Level 1

**Accelerated Advancement**

Third salary point:

The officer has obtained a five year degree in Veterinary Science or Veterinary Medicine from an Australian university, or a comparable overseas qualification, shall be paid salary at the third salary point in the scale.

Veterinary Officer, Level 2 (On-Plant)

**Salary Barrier**

Fifth salary point:

A veterinary officer assisting in an export slaughtering establishment requiring the presence of two veterinary officers shall not be paid salary at a rate exceeding the fifth salary point unless the officer is able to demonstrate expertise in a specialist field which, in the opinion of the Secretary, is appropriate to the duties of the office.

Seventh salary point:

A veterinary officer in-charge in an export slaughtering establishment requiring the presence of one veterinary officer shall not be paid salary at a rate exceeding the seventh salary point unless the officer

- i) is able to demonstrate expertise in a specialist field which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
- ii) is undertaking more complex work in an export slaughtering establishment that has been classified as attracting salary beyond the seventh salary point on the basis of size or complexity.

**Accelerated Advancement**

Sixth salary point:

An officer shall be paid salary at the sixth salary point in the scale if the officer is the veterinary officer in-charge of an export slaughtering establishment requiring the presence of one veterinary officer.

Eighth salary point:

An officer shall be paid salary at the eighth salary point in the scale if the officer is

- i) the veterinary officer in-charge of an export slaughtering establishment requiring the presence of two or more veterinary officers; OR
- ii) the veterinary officer in-charge of an export slaughtering establishment that has been classified as attracting salary beyond the seventh salary point on the basis of size or complexity; OR
- iii) able to demonstrate expertise in a specialist field which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
- iv) the veterinary officer in-charge of two or more geographically dispersed export slaughtering establishments.

**Veterinary Officer Level 2 (Relief Pool)**

A veterinary officer in the relief pool shall advance incrementally through the salary scale for veterinary officer, level 2 unless the officer is

- i) able to demonstrate expertise in a specialist field which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
- ii) the officer is required to relieve in an establishment where the duties to be performed attract a higher salary. Reference should be made to clause 6.1, paragraph (2)(g) of Public Service Determination No 270 of 1992.

**Veterinary Officer Level 2 (Off-Plant)****Salary Barrier**

Fifth salary point:

A veterinary officer performing the duties specified in Part 1 of the work level standard for veterinary officer, level 2 shall not be paid salary at a rate exceeding the fifth salary point in the scale.

Seventh salary point:

A veterinary officer performing the duties specified in Part 2 of the work level standard for veterinary officer, level 2 shall not be paid salary at a rate exceeding the seventh salary point in the scale.

**Accelerated Advancement**

Sixth salary point:

The Secretary requires the veterinary officer to perform the duties specified in Part 2 of the work level standard for veterinary officer, level 2.

Eighth salary point:

1. A veterinary officer is able to demonstrate expertise in a specialist field which, in the opinion of the Secretary, is appropriate to the duties of the office; OR
2. The Secretary requires the veterinary officer to perform the duties specified in Part 3 of the work level standard for veterinary officer, level 2.

**SCHEDULE 3 TO THE INSTRUMENT DATED 16 JULY 1998**

**THIS NOTICE HAS NOT BEEN REVOKED  
AND IS CURRENT IN JULY 1998**

**COMMONWEALTH OF AUSTRALIA***Public Service Act 1922***NOTIFICATION UNDER PARAGRAPH 33A(1)(e)**

I, Maureen R Cane, First Assistant Commissioner, Human Resource Policy Division, Public Service Commission, delegate of the Public Service Commissioner, under paragraph 33A(1)(e) of the *Public Service Act 1922* (the Act) hereby:

- (1) revoke all previous notifications specifying circumstances in which a vacancy may be filled by a transfer or promotion under section 50DB of the Act; and
- (2) notify that circumstances in which a vacancy may be filled by transfer or promotion under section 50DB of the Act are:
  - (i) where the number of vacancies in offices of the same classification to be filled is 5 or more; or
  - (ii) where the number of vacancies in offices of the same classification is less than 5 and there has been agreement between the Secretary of the Department in which the offices exist and the principal relevant staff organisation that the offices should be filled by transfer or promotion under section 50DB.

Dated 5 January 1993

Maureen R Cane  
Delegate of the Public Service Commissioner

*(Commonwealth of Australia Gazette No. PS 1, 14 January 1993 page 9)*

**PART 3 - DETERMINATION  
UNDER SECTION 53A  
OF THE *PUBLIC SERVICE ACT 1922***

**This Part is arranged as follows:**

**Determination**

**Schedule 4      Training Offices, Courses of Training and  
Advancement to Higher Offices**

**COMMONWEALTH OF AUSTRALIA**

*Public Service Act 1922*

**DETERMINATION UNDER SECTION 53A**

I, Peter Kennedy, Acting Public Service Commissioner, pursuant to my powers under section 53A of the *Public Service Act 1922*, hereby revoke all previous determinations made under that section and determine that –

- (a) an office specified in Column 1 of the Schedule to this instrument (titled Schedule 4) is an office the occupant of which is required to undergo the course of training listed in Column 2 of the Schedule to this instrument for the purpose of enabling him or her to perform the duties that require professional, technical or other knowledge; and
- (b) an officer who has completed that course of training to the satisfaction of the Public Service Commissioner is entitled to occupy the relevant higher office specified in Column 3 of the Schedule to this instrument.
- (c) advancements to the relevant higher office must be notified in the promotion section of the *Gazette* with the footnote:  
‘This advancement is made under section 53A of the Public Service Act 1922 and is not subject to appeal.’

[signed]

Dated 16 July 1998

Peter Kennedy  
Acting Public Service Commissioner

## SCHEDULE 4 TO THE INSTRUMENT DATED 16 JULY 1998

### TRAINING OFFICES, COURSES OF TRAINING AND ADVANCEMENT TO HIGHER OFFICES

Column 1	Column 2	Column 3
Aboriginal Cadet Administrative	A course of relevant training as determined by the Agency Head of the employing agency	Administrative Service Officer Class 3
Aboriginal Cadet Agricultural Economist	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1
Aboriginal Cadet Auditor (Australian National Audit Office)	A course of relevant training as determined by the Agency Head of the employing agency	Administrative Service Officer Class 3
Aboriginal Cadet Economist	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1
Aboriginal Cadet Information Technology Officer	A course of relevant training as determined by the Agency Head of the employing agency	Information Technology Officer Class 1
Aboriginal Cadet Legal	A course of relevant training as determined by the Agency Head of the employing agency	Legal 1
Aboriginal Cadet Professional Officer	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Aboriginal Cadet Professional Officer (Defence Science)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Aboriginal Cadet Professional Officer (Engineer)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Aboriginal Cadet Professional Officer (Naval Architect)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Aboriginal Cadet Research Scientist	A course of relevant training as determined by the Agency Head of the employing agency	Research Scientist
Aboriginal Cadet Statistician	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1

Aboriginal Cadet Taxation	A course of relevant training as determined by the Agency Head of the employing agency	Administrative Service Officer Class 3
Aboriginal Cadet Veterinary Officer	A course of relevant training as determined by the Agency Head of the employing agency	Veterinary Officer Class 1
Aboriginal Professional Assistant	A course of relevant training as determined by the Agency Head of the employing agency	Legal 1
Aboriginal Radiographer-in-training	A course of relevant training as determined by the Agency Head of the employing agency	Radiographer Grade 1
Aboriginal Trainee Technical Officer	A course of relevant training as determined by the Agency Head of the employing agency	Technical Officer Level 2
Aboriginal Valuer-in-training	A course of relevant training as determined by the Agency Head of the employing agency	Valuer
Administrative Service Officer Class 2 (Trainee Inspector, Australian Quarantine and Inspection Service)	A course of relevant training as determined by the Agency Head of the employing agency	Administrative Service Officer Class 3
Assistant Customs Officer	A course of relevant training as determined by the Agency Head of the employing agency	Customs Officer (Band 1)
Assistant Customs Officer (Aboriginal Services)	A course of relevant training as determined by the Agency Head of the employing agency	Customs Officer (Band 1)
Audiologist-in-training	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Cadet Agricultural Economist	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1
Cadet APS	A course of relevant training as determined by the Agency Head of the employing agency	APS Level 3
Cadet APS (Research Scientist)	A course of relevant training as determined by the Agency Head of the employing agency	APS Level 6

Cadet Economist	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1
Cadet Information Technology Officer	A course of relevant training as determined by the Agency Head of the employing agency	Information Technology Officer Class 1
Cadet Legal	A course of relevant training as determined by the Agency Head of the employing agency	Legal 1
Cadet Professional Officer	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Cadet Professional Officer (Defence Science)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Cadet Professional Officer (Engineer)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Cadet Professional Officer (Naval Architect)	A course of relevant training as determined by the Agency Head of the employing agency	Professional Officer Class 1
Cadet Research Scientist	A course of relevant training as determined by the Agency Head of the employing agency	Research Scientist
Cadet Statistician	A course of relevant training as determined by the Agency Head of the employing agency	Research Officer Grade 1
Cadet Taxation	A course of relevant training as determined by the Agency Head of the employing agency	Administrative Service Officer Class 3
Cadet Veterinary Officer	A course of relevant training as determined by the Agency Head of the employing agency	Veterinary Officer Class 1

<p><sup>1</sup> Graduate Administrative Assistant in an administrative unit within an agency where the Secretary has identified certain offices having a classification of Research Officer Grade 1 as suitable for Graduate Administrative Assistant advancement.</p> <p><sup>1</sup> Applies to all Graduate Administrative Assistants not included in agency specific GAA arrangements.</p>	<p>Certificate Level 3 in Public Administration (APS) Graduate Administrative Assistant</p>	<p>Research Officer Grade 1 position identified by the Secretary as suitable for Graduate Administrative Assistant advancement</p>
<p><sup>1</sup> Graduate Administrative Assistant in an administrative unit within an agency where the Secretary has identified certain offices having the classification of Administrative Service Officer Class 3 as suitable for Graduate Administrative Assistance advancement.</p> <p><sup>1</sup> Applies to all Graduate Administrative Assistants not included in agency specific GAA arrangements.</p>	<p>Certificate Level 3 in Public Administration (APS) Graduate Administrative Assistant</p>	<p>Administrative Service Officer Class 3 position identified by the Secretary as suitable for Graduate Administrative Assistant advancement</p>
<p>Graduate Administrative Assistant in the Australian National Audit Office</p>	<p>Graduate Administrative Assistants will undertake the Certificate Level 3 in Public Administration (APS) Graduate Administrative Assistant including the training requirements to meet the technical competencies of a Graduate Auditor</p>	<p>Administrative Service Officer Class 4</p>
<p>Graduate Administrative Assistant in the Australian Taxation Office</p>	<p>Graduate Administrative Assistants will undertake the Taxation Officer Development Program Level 2</p>	<p>Administrative Service Officer Class 3</p>
<p>Graduate Administrative Assistant in the Child Support Agency within the Australian Taxation Office</p>	<p>Certificate Level 3 in Public Administration (APS) Graduate Administrative Assistant</p>	<p>Administrative Service Officer Class 3</p>
<p>Graduate APS</p>	<p>A course of relevant training as determined by the Agency Head of the employing agency</p>	<p>APS Level 3</p>
<p>Radiographer-in-Training</p>	<p>A course of relevant training as determined by the Agency Head of the employing agency.</p>	<p>Radiographer Grade 1</p>
<p>Trainee Administrative Service Officer</p>	<p>Public Administration Traineeship or equivalent as approved by the Public Service Commissioner</p>	<p>Administrative Service Officer Class 1</p>

Trainee Administrative Service Officer (Aboriginal Services)	Public Administration Traineeship or equivalent as approved by the Public Service Commissioner	Administrative Service Officer (Aboriginal Services) Class 1
Trainee APS (Administrative)	A course of relevant training as determined by the Agency Head of the employing agency	APS Level 1
Trainee APS (Technical)	A course of relevant training as determined by the Agency Head of the employing agency	APS Level 3
Trainee Technical Officer	A course of relevant training as determined by the Agency Head of the employing agency	Technical Officer Level 2
Valuer-in-training	A course of relevant training as determined by the Agency Head of the employing agency	Valuer