

Application of the Merit and Equity Principle Declaration Form

Instructions

The purpose of this form is to record the delegate's declaration that the merit and equity principle has been applied in accordance with sections 8(3), 8(4), 17(3) and 27(1) of the *Public Sector Management Act 1994* (PSM Act) for the relevant recruitment selection process undertaken.

This form must be completed for all higher duties transfers between 3 to 6 months duration that have not been advertised on the jobs website / gazette.

Delegates must attach this form to their [Temporary Transfer/Higher duties Form](#) recruitment approval via the shared services portal, where relevant.

Please contact your relevant HR area if you have any questions.

Position Details

Directorate:	Division:
Position number:	Classification:
Start date:	Finish date:

Expression of Interest / Advertisement

Was the vacancy internally advertised or distributed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <small>(if no, go to the recommended selection action)</small>
How was this vacancy made available?	<input type="checkbox"/> Expression of Interest <input type="checkbox"/> Other (please specify):	
If Yes , please specify the date of the advertisement:		
Please attach a copy of the advertisement to this form.		

Panel composition (for instances where the manager/delegate may not be the sole assessor of the recruitment action process undertaken)

Was a panel formed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , please specify who was on the panel:		
Name:	Name:	Name:

Applicant Summary (only complete if position was advertised)

Number of applications received:	Number of withdrawals:
Please provide a summary of the applications received (if applicable). If an interview was undertaken, please provide comments on the applicants assessed:	

In line with the assessment described above, the following action is recommended:

Recommended Selection Action	
Employment type:	(select employment type)
Full Name:	
Existing Directorate (if applicable):	Existing Classification (if applicable):
Attach supporting documentation (if provided)	Select applicable support documentation: <input type="checkbox"/> Expression of Interest/application <input type="checkbox"/> CV <input type="checkbox"/> Not provided/required

Supporting Information (See the attached Factsheet for guidance on relevant information to include in this section)	
Please include additional supporting information, where relevant, to explain why the selected person is best able to do the job in all circumstances.	

Manager Certification	
<input type="checkbox"/> I certify that this selection has been made in accordance with the merit and equity principle under section 8(3) of the <i>Public Sector Management Act 1994</i> .	
Name:	Position Title:
Signature:	Date:

Delegate approval		
Is further information required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
The selection is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
<input type="checkbox"/> Based on the evidence before me, I certify that this selection has been made in accordance with the merit and equity principle under section 8(3) of the <i>Public Sector Management Act 1994</i> .		
Reasons/comments (mandatory if not approved):		
Name:	Position Title:	Position Number:
Signature:	Date:	

Application of the Merit and Equity Principle Declaration Form Factsheet

What is the purpose of this form?

- The purpose of this form is to record decision making in relation to the recruitment of people within the ACT Public Service (ACTPS) in accordance with the merit and equity principle under sections 8(3), 8(4), 17(3) and 27(1) of the *Public Sector Management Act 1994* (PSM Act).

Legislative Obligations

- Section 27(1)(c) of the PSM Act provides that the Head of Service must apply the merit and equity principle when selecting an officer to be transferred to a higher-level vacant office for a period of more than 3 months.

When should this form be used?

- This form should be used for higher duties transfers between 3 to 6 months duration, unless the vacancy has been advertised in the gazette.
- This form may be used by delegates in support of other recruitment action (for example, short term SES contracts) where they wish to provide evidence of the application of merit and equity in the recruitment process.

Supporting Information

- You should include additional information to support your decision in selecting the best person for the role in accordance with the merit and equity principle. This may include providing relevant information on:
 - The length and nature of prior work experience and/or qualifications of the selected individual and its relevance to the current role
 - The immediate contribution the selected individual will bring to the role and the work area
 - Any difficulty in recruiting to the role

Review

This document is an attachment to the ACTPS Recruitment Policy and Guidelines 2021 and is due for review in line with the policy.

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