

Public Sector Consultancy Branch

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Status of Administrative Instructions and Circular Letters

This circular provides information to Departments and Agencies on the current status of the Administrative Instructions issued by the former Public Service Board and Circular Letters issued by DTIR since the abolition of the Public Service Board.

The purpose of this circular is to clarify the status of the various administrative arrangements, policies, procedures and information contained in the Manual of Administrative Instructions, Volumes 1 and 2.

It should also clarify the status of the Circular Letters issued by the Public Service Board during 1987 and Circular Letters that have subsequently been issued by this Department on industrial and HRM issues.

The current status of each Administrative Instruction and Circular Letter has been examined and documented in the Attached Schedules -

Schedule A - Administrative Instructions

Schedule B - Circular Letters

(Note: The transitional provisions of the *Public Service Act 1996* (Sections 132 and 136) provide for the continuation of Standards, Regulations and Determinations made under previous legislation.)

While the majority of the Administrative Instructions and Circular Letters have become obsolete through being superseded, replaced or subsumed by another authority, or through the function or responsibility being transferred to departments and agencies, there are a number that remain valid and generally reflect current work practices.

In respect of those Administrative Instructions and Circular Letters that are shown as "still current", action will be taken to review them in light of the new Public Service Act, devolution of responsibility to agencies and changing work practices.

Please ensure that when distributing this information to officers and employees in your Department and/or

Sub-Departments that a contact officer from your department is included for further enquiries.

GEOFF KENNEY
Director

The Public Sector Consultancy Branch exists to provide policy advice and consultancy and training services to Queensland Government departments and agencies. It is part of the Division of Labour Market Reform of the Department of Training and Industrial Relations.

Enquiries about this circular should be directed to either Rod Baird or Caroline O'Brien from the Public Sector Consultancy Branch on telephone 07 322 5 2373 or 07 3225 2362 respectively or fax 07 3229 5943.

Any specific enquiries about the interpretation or application of a particular Administrative Instruction or Circular Letter should be directed to your IR Contact/Liaison Officer in Public Sector Consultancy Branch. General enquiries about public sector employee relations matters should be directed to telephone 07 3225 2343.

*Written enquiries should be addressed to:
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