

**ADMINISTRATIVE INSTRUCTIONS
ISSUED BY THE FORMER PUBLIC SERVICE BOARD**

ADMIN. INSTR. NUMBER	SUBJECT	CURRENT STATUS			
		Responsibility Transferred to Another Department/Agency	Delegated to Depts	Superseded/Replaced/Subsumed by Another Authority	Administrative Instruction still current
Volume 1	Administrative Instruction				
111	Departmental Accommodation Requirements	Department of Housing and Public Works			No
112	Advance Payment for Leave		Yes	Core Queensland government Departments Certified Agreement 1994 – clause 4.1(2)(a) (abolished except in exceptional circumstances)	No
113	Departmental Advertising Requirements	Corporate Communications and Information Office, Department of the Premier and Cabinet			No
114	Allowances Payable to Cashiers	DTIR		Updated allowances contained in DTIR Circular 6/92 dated 26 June 1991	Yes
115	Keyboard Allowances – AA 1's			Public Service (Remuneration) Interim Award – State (allowances absorbed into administrative officers stream salary scale)	No

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Volume 1	Administrative Instruction				
1 6	Locality Allowance			PSME Regulation 67 and Determination No. 11	No
1 7	Living-Away-From-Home Allowance			Public Service (Remuneration) Interim Award - State (allowances absorbed into administrative officers stream salary scale)	No
1 8	cancelled			-	No
1 9	Re-instatement of Shorthand/Typing Proficiency Allowance			Public Service (Remuneration) Interim Award - State (allowances absorbed into administrative officers stream salary scale)	No
1 10	Travelling and Relieving Allowance	DTIR		PSME Regulation 66 and Determination No. 10	No
1 11	Amendments to Regulations	Department of the Premier and Cabinet		Cabinet Handbook	No
1 12	Officer's Right of Appeal	OPS		PS Act Sections 93 - 96 and relevant PSM Standards	No
1 13	Applications for Advertised Vacancies	OPS		PSM Standard No. 1 - Recruitment and Selection	No
1 14	Acting Appointment			PS Act Section 58	No
1 15	Appointment Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No

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17 December 1997

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Volume 1	Administrative Instruction				
1 16	Meals and Accommodation at Government Institutions	DTIR			No
1 17	Fees to Boards and Committees	DTIR		Remuneration Arrangements for Part Time Chairs and Members of Government Boards, Committees and Statutory Authorities - DTIR Circular No. 5/94 of 4/11/94	No
1 18	Preparation of Cabinet Documents	Department of the Premier and Cabinet		Cabinet Handbook	No
1 19	Canvassers or Collectors on Government Premises	OPS		Personnel Management Handbook Guideline No. M.1	No
1 20	Cashiers Incurring a Money Deficiency	Treasury Department	yes	Financial Administration and Audit Act 1977 - Section 107 Public Finance Standard 234 (Departments to write their own guidelines)	No
1 21	Issue of Protective Clothing and Safety Footwear	DTIR	yes	Workplace Health and Safety Act 1995	No
1 22	Compensation for Loss or Damage to Private Property or Personal Effects		yes	Superseded by DTIR letter dated 17/5/96 (Revised approach in dealing with claims)	No
1 23	Compensation for Malicious Attacks	Treasury Department	yes	Financial Administration and Audit Act 1977 - Section 106 (Departments to write their own guidelines)	No
1 24	Reference Numbers on Correspondence		yes		No

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December 17 1997

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Volume 1	Administrative Instruction				
1 25	Destruction of Public Records	OPS		Personnel Management Handbook Guideline No. M.4	No
1 26	Standard of Dress		yes	Code of Conduct - Public Sector Ethics Act, 1994	No
1 27	Officers Prevented by Floods, Cyclones, Storms and Industrial Disputes From Performing Their Official Duties	DTIR		PSME Reg. 37 and Determination No. 8	No
1 28	Officers Nominating for Election	DTIR OPS		PSME Reg. 37 and Determination No. 8 (see also letters of 12/10/94 and 25/2/94 from PSMC)	No
1 29	Electorate Secretaries	DTIR		PSME Reg 22 and Determination No. 4	No
1 30	Employee Assistance Service		yes		No
1 31	Increase in Department Establishment	OPS		PS Act Sections 30 and 66 Public Sector Workforce Management Policy	No
1 32	Extra Remuneration	DTIR		PSME Reg 69 and Determination No. 13 (see also DTIR letter of 6/12/93)	No
1 33	First Aid Kits	DTIR	yes	Workplace Health and Safety First Aid Advisory Standard - Workplace Health and Safety Act 1995	No
1 34	P.S.B. Forms			obsolete	No

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1 35	Health Services for Officers who Become Seriously Ill Whilst on Duty	DTIR	yes	Workplace Health and Safety Act 1995	No
1 36	Inspection of Crown Premises by Local Authority Health Surveyors	Department of Health			No
1 37	Public Service Housing	Department of Public Works and Housing			No
1 38	Service Incremental Payments Scheme	DTIR			Yes
1 39	Industrial Proceedings			Revised Policy for the Management of Workplace Reform and Industrial Relations in the Public Sector - Cabinet Decision of 12/12/94 (see DTIR letter dated 18/1/95)	No
1 40	Release of Information	OPS	yes	Code of Conduct - Public Sector Ethics Act 1994 Freedom of Information Act 1992 Personnel Management Handbook Guideline No. M3	No
1 41	Security of Information	Department of Premier and Cabinet		Freedom of Information Act 1992 Cabinet Handbook	No
1 42	Air Travel Insurance	Treasury Department	yes	Public Finance Standard 331 (Departments to write their own guidelines)	No

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Volume 1	Administrative Instruction				
1 43	Officer Interchange Program	OPS		Personnel Management Handbook Guideline No. 7.2	No
1 44	Under the Influence of Liquor Whilst on Duty	OPS DTIR	yes	PS Act Sections 87 and 88 PSME Regulation 32 Code of Conduct - Public Sector Ethics Act 1994	No
1 45	Officers Required to Undertake Jury Service	DTIR		PSME Regulation 62	No
1 46	Accouchement Leave		yes	Family Leave Award - Queensland Public Sector - (DTIR Circular No. 3/96 of 23/5/96)	No
1 47	Adoption Leave		yes	Family Leave Award - Queensland Public Sector - (DTIR Circular No. 3/96 of 23/5/96)	No
1 48	Bereavement Leave	DTIR		PSME Regulation 35	No
1 49	Leave for Members of the Reserve Forces	DTIR		PSME Regulation 37 and Determination No. 8	No

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Volume 1	Administrative Instruction				
1 50	Leave for Members of the State Emergency Service and Like Organisations	DTIR		PSME Regulation 37 and Determination No. 8	No
1 51	Leave for Travel	DTIR		PSME Regulation 37 and Determination No. 8	No
1 52	Leave for Pre-retirement Seminars	DTIR		PSME Regulation 37 and Determination No. 8	No
1 53	Leave for Returning Officers etc.	DTIR		PSME Regulation 37 and Determination No. 8	No
1 54	Leave for Sporting Competitions	DTIR		PSME Regulation 37 and Determination No. 8	No
1 55	Leave not Recognised as Service	DTIR		PSME Regulation 23 and Determination No. 5	No
1 56	Leave to Attend Courses Conducted by the Australian Trade Union Training Authority	DTIR		PSME Regulation 37 and Determination No. 8	No
1 57	Leave to Attend Seminars, Meetings, Conferences, Conventions, etc.	OPS DTIR DTIR		Personnel Management Handbook Guideline 6.2 PSME Regulation 37 and Determination No. 8 PSME Regulation 66 and Determination No. 10	No
1 58	Loading on Leave			Awards and Industrial Agreements. Core Queensland Government Departments Certified Agreement 1994 - Clause 4.1(2)(i) (loading paid every December)	No

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1 59	Long Service Leave	DTIR		PSME Regulation 33	No
1 60	Recognition of Previous Service and Periods of Leave for Sick and Long Service Leave Purposes	DTIR		PSME Regulation 22 and Determination No. 4 PSME Regulation 23 and Determination No. 5	No
1 61	Recreation Leave	DTIR		PSME Regulation 31	No
1 62	Sick Leave	DTIR		PSME Regulation 32	Yes
1 63	Legal Liability of Crown Employees	OPS		Personnel Management Handbook - Guideline M2	No
1 64	General Policies and Guidelines for Management Services Units		yes	obsolete	No
1 65	Officers of the Public Service Acting as Marriage Celebrants		yes	Code of Conduct - Public Sector Ethics Act 1994	No
1 66	Disposal of Motor Vehicles	Department of Public Works and Housing			No
1 67	Drivers of Government Motor Vehicles		yes		No

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Volume 1	Administrative Instruction				
1 68	Manufacturers Recall of Motor Vehicles	Department of Public Works and Housing			No
1 69	Use of Private Motor Vehicles	DTIR		PSME Regulation 68 and Determination No. 12	No
1 70	Acquisition of Office Machines and Equipment	Department of Public Works and Housing			No
1 71	Authorisation of Overtime		yes		No
1 72	Driving Duties Outside Ordinary Hours		yes		No
1 73	Payment of Meal Allowance Whilst Undertaking Overtime	DTIR		PSME Regulation 65 and Determination No. 3	No
1 74	Provision of Free Transport for Officers Working Overtime	DTIR	yes		Yes
1 75	Salary Limitation or Monetary Compensation for Overtime	DTIR		PSME Regulation 20 and Determination No. 14	No
1 76	Time in Lieu of Overtime Worked		yes	Public Service Award - State Queensland Government Departments - Hours of Work Arrangements - Industrial Agreement	No
1 77	Participation by Crown Employees in Public Discussion		yes	Code of Conduct - Public Sector Ethics Act 1994	No

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1 78	Evaluation of Academic Qualifications	Skills Recognition Branch, Division of Training and Employment Qld, DTIR			No
1 79	Qualifications for Re-admission as a Clerk		yes	PSME Reg. 8 (General Recruitment Office abolished)	No
1 80	Concessions to Officers on Retirement and Widows/Widowers of Deceased Officers	DTIR		DTIR Circular 8/91 of 24/10/91	No
1 81	Security of Cash, Wages and Salaries	Treasury Department	yes		No
1 82	Collection and Compilation of Statistics	Government Statistician's Office Treasury Department			No
1 83	State Service Superannuation Act Provisions Relating to Leave	Government Superannuation Office Treasury Department			No
1 84	Board to be Advised of Officer Suspended From Duty	OPS		PS Act - Sections 89 and 92	No
1 85	Telephone Installed in Private Residences	DTIR			Yes

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1 86	Armed Forces Resettlement Training Program		yes		No
1 87	Training of Unclassified Clerks	OPS		PSME Regulation 97	No
1 88	Training to Relieve in Higher Classified Position	OPS		PSME Regulation 97	No
1 89	Officers on Transfer	DTIR		PSME Regulation 64 and Determination No. 9	No
1 90	Transfer from Remote Area		yes	Public Service Award - State - Clause 49	No
1 91	Transfer Within Appeal Period		yes		No
1 92	Economy Class Air Travel		yes		No
1 93	Excess Travelling Time	DTIR			Yes
1 94	Overseas Travel for Official Purposes	OPS DTIR		Personnel Management Handbook Guideline 6.2 PSME Regulation 66 and Determination No. 10	No

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1 95	Travel Booking for Official Purposes		yes		No
1 96	Entry of Union Officials	DTIR		Workplace Relations Act 1996 - Section 400	No
1 97	Union Membership	DTIR		Workplace Relations Act 1996 - Section 473	No
1 98	Workers' Compensation		yes		No
1 99	Work Experience		yes		No
1 100	Salary Codes and their Monetary Value		yes		No
1 101	Officers Experiencing Long Term Health Problems	OPS		PS Act - Section 85 PSME Regulation 100	No
1 102	Information Directory - Queensland Country Centres	Department of Education (Directory of Queensland State Schools last published October 1991)			No
1 103	Queensland's Commitment to the Commonwealth Government's Overseas Aid Program (A.D.A.B.)	OPS	yes		No

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1 104	Consultation on Technological Change	OPS		PSM Standard for Staffing Options to Manage Organisational Change in the Queensland Public Sector	No
1 105	Leave in Pressing and Special Circumstances	DTIR		PSME Regulation 37 and Determination No. 8	No
1 106	Ergonomics Guidelines for Screen-Based and Keyboard Equipment	DTIR	yes	Workplace Health and Safety Act 1995 - Advisory Standards for - Manual Handling, and Work Involving Repetition, Force and Awkward Postures	No
1 107	Nationality Requirements for Permanent Appointment	OPS		PS Act Section 75	No
1 108	Orders on Salaries and Garnishee Orders (Recovery of Debts)		yes		No
1 109	R.S.I. Guidelines	DTIR	yes	Workplace Health and Safety Act 1995 - Advisory Standard for Work Involving Repetition, Force and Awkward Postures	No
1 110	Overseas Appointment Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No
1 111	Leave for Donors to the Cancer and Blood Cell Separator Unit, Royal Brisbane Hospital	DTIR		PSME Regulation 37 and Determination No. 8	No

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Volume 2	Administrative Instruction				
2 II 1	Delegations	OPS	yes	PS Act Section 57	No
2 III 1	Incompetent or Incapable Officers	OPS	yes	PS Act Sections 87 and 88 PSM Standards - No. 2, Performance Planning and Review; No. 6 Managing Diminished Performance; and No. 10 Discipline	No
2 III 2	Indictable Offences	OPS		PSME Regulation 101 and PSM Standard No. 11 - Criminal Charges and Convictions	No
2 III 3	Insolvency	OPS		PSME Regulation 101 and PSM Standard No. 11 - Criminal Charges and Convictions	No
2 III 4	Officers Absent Without Leave	OPS		PS Act Sections 87 and 88 PSME Regulation 19	No
2 III 5	Suspension of an Officer	OPS		PS Act Sections 89 - 92	No
2 IV 1	Flexible Working Hours Scheme		yes	Queensland Government Departments - Hours of Work Arrangements - Industrial Agreement	No
2 V 1	Occupational Safety - Code of General Principles for Queensland Crown Employees	OPS DTIR		PS Act Section 24(e) Personnel Management Handbook Guideline 12.1 Workplace Health and Safety Act 1995	No
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2 VI 1	Selection Processes and Appeals for Advertised Vacancies	OPS		PS Act Sections 93 - 107 PSMC Regulations 11-17 PSM Standard No. 1 - Recruitment and Selection	No
2 VII 1	Study and Research Assistance Scheme	OPS DTIR		PS Act Section 51(2) PSME Regulations 3, 4 and 97 Personnel Management Handbook Guideline 7.1 PSME Regulation 34 and Determination No. 7	No

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