

## CIRCULAR LETTERS

## ISSUED BY THE FORMER PUBLIC SERVICE BOARD

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
6/87	Meal Allowance (Overtime)	DTIR		PSME Regulation 65 and Determination No. 3	No
6/87	Daily Travelling Allowances and Daily Relieving Allowances	DTIR		PSME Regulation 66 and Determination No. 10	No
12/87	Provision of Additional Equipment - Public Service and Departmental Housing Schemes	Department of Public Works and Housing			No
13/87	Fees Payable to Chairmen and Members of 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
14/87	Time Limit Allowable for Refund of Stamp Duty	DTIR		PSME Regulation 64 and Determination No. 9	No
15/87	Sporting Leave for Disabled Officers	DTIR		PSME Regulation 37 and Determination No. 8	No

PS Act - Public Service Act 1996

PSMC Regulation - Public Sector Management Commission Regulation 1991

PSME Regulation - Public Sector Management and Employment Regulation 1988

PSMC - Public Sector Management Commission

OPS - Office of the Public Service

DTIR - Department of Training and Industrial Relations

PSM - Public Sector Management

17 December 1997

## CIRCULARS

### ISSUED BY THE DEPARTMENT OF TRAINING AND INDUSTRIAL RELATIONS

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
1/87	Daily Personal and Equipment Allowances for Officers Travelling Overseas For Departmental Purposes	DTIR		PSME Regulation 66 and Determination No. 10	No
2/87	Recognition of Previous Service as an Electorate Secretary to a Member of Parliament	DTIR		PSME Regulation 22 and Determination No. 4	No
3/87	Review of Allowances Payable to Unclassified Officers of the Public Service Occupying Cashier Type Positions (Full Time and Part Time) and Incurring Responsibilities for Public Monies	DTIR		Last updated in DTIR Circular No. 6/92 of 26/6/92	No
4/88	Leave for Officers to Campaign for Local Government Elections	DTIR		PSME Regulation 37 and Determination No. 8 (See also letters dated 12/10/94 & 25/2/94 from PSMC)	No

PS Act - Public Service Act 1996  
 PSMC Regulation - Public Sector Management Commission Regulation 1991  
 PSME Regulation - Public Sector Management and Employment Regulation 1988  
 PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
 DTIR - Department of Training and Industrial Relations  
 PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
11.03.88	Second Tier Restructuring and Efficiency Principles (Introduction of Changes agreed to under the Second Tier Agreement including Christmas Closure Arrangements)	DTIR			Yes
5/88	Guidelines for Granting of Leave Without Salary	DTIR		PSME Regulation 37 and Determination No. 8	No
6/88	Guidelines for Granting of Special Leave Without Salary - Clarification of Circular 5/88. Re: Superannuation Payments During Special Leave Without Salary	Government Superannuation Office, Treasury Department			No
7/88	Meal Allowances (Overtime)	DTIR		PSME Regulation 65 and Determination No 3	No
7/88	Daily Travelling Allowances and Daily Relieving Allowances	DTIR		PSME Regulation 66 and Determination No. 10	No
8/88	Charges for Meals and Accommodation at Government Institutions	DTIR		Last updated in DTIR Circular No. 6/91 of 27/6/91	No
9/88	Leave Conditions for Officers Attending the 1988 Olympic Games, Seoul and the 1988 International Games for the Disabled, Seoul	DTIR		PSME Regulation 37 and Determination No. 8 (Contains general leave conditions for Olympic and Commonwealth Games)	No

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
10/88	Locality Allowance	DTIR		PSME Regulation 67 and Determination No. 11	No
09.08.88	Second Tier - Restructuring and Efficiency Principles - Christmas New Year Closure Arrangements	DTIR		Issued each year	No
17.11.88	Christmas New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
1/89	Fees Payable to Chairs and Members of Boards and Committees	DTIR		Remuneration Arrangements for Part Time Chairs and Members of Government Boards, Committees and Statutory Authorities - DTIR Circular No. 4/94 of 4/11/94	No
2/89	Industrial Chaplaincy in Government Departments		Yes		No
3/89	Isolated Leave and Travel Concessions	DTIR		Last updated in DTIR Circular No. 4/92 of 22/6/92	No
4/89	Charges for Meals and Accommodation at Government Institutions	DTIR	Yes	Last updated in DTIR Circular No. 6/91 of 27/6/91	No
5/89	Locality Allowance	DTIR		PSME Regulation 67 and Determination No. 11	No
6/89	1989/90 Christmas / New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
7/89	Cashier Allowance Payable to Unclassified Officers of the Public Service	DTIR		Last updated in DTIR Circular No. 6/92 of 26/6/92	No
1/90	Recognition of Previous Employment for Leave Purposes	DTIR		PSME Regulation 22 and Determination No. 4	No
2/90	Meal Allowances (Overtime)	DTIR		PSME Regulation 65 and Determination No. 3	No
2/90	Daily Travelling Allowances and Daily Relieving Allowances	DTIR		PSME Regulation 66 and Determination No. 10	No
2/90	Charges for Meals and Accommodation at Government Institutions	DTIR		Last updated in DTIR Circular No. 6/91 of 27/6/91	No
3/90	Redundancy Arrangements for Government Departments (Excluding Railways)	OPS		PS Act Section 81 OPS Directive No. 7/96 PSM Standard No 9 - Staffing Options to Manage Organisational Change in the Queensland Public Sector	No
4/90	Locality Allowance Payable to Trainees Employed in Government Departments Under the Australian Traineeship Scheme	DTIR			Yes
5/90	Bank Holidays for Officers of the Public Service	DTIR			Yes

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
6/90	Locality Allowance	DTIR		PSME Regulation 67 and Determination No. 11	No
7/90	Allowance for Overseas Travel for Official Purposes	DTIR		PSME Regulation 66 and Determination No. 10	No
8/90	1990/91 Christmas / New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
9/90	Fees Payable to Chairs and Members of 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
10/90	User Charging - Clerical Entrance Test		Yes	General Recruitment Office abolished ( See letter dated 29/8/96 from OPS)	No
01.11.90	Further Information Regarding the 1990/91 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
11/90	Local Authority Leave (To Campaign Elections)	DTIR		PSME Regulation 37 and Determination No. 8 (See also letters of 12/10/94 and 25/2/94 from PSMC)	No
12/90	Attendance at Courses Conducted by the Trade Union Training Authority (TUTA)	DTIR		PSME Regulation 37 and Determination No. 8	No

PS Act - Public Service Act 1996

PSMC Regulation - Public Sector Management Commission Regulation 1991

PSME Regulation - Public Sector Management and Employment Regulation 1988

PSMC - Public Sector Management Commission

OPS - Office of the Public Service

DTIR - Department of Training and Industrial Relations

PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
1/91	Motor Vehicle Allowance	DTIR		PSME Regulation 68 and Determination No. 12	No
1/91	Appointment and Transfer Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No
2/91	On Call Provisions for Computer Systems Operators	DTIR			Yes
3/91	Advice on test Results for Upgrading or Progression (Administrative Assistants Grade 1 to Clerks)		Yes	General Recruitment Office abolished (See letter dated 29/8/96 from OPS)	No
4/91	Clerical Entrance Testing of Temporary/ Casual Employees (New Procedures for Testing and Advising)		Yes	General Recruitment Office abolished (See letter dated 29/8/96 from OPS)	No
5/91	Recognition of Previous Service	DTIR		PSME Regulation 22 and Determination No. 4	Yes
6/91	Daily Travelling Allowances and Daily Relieving Allowances	DTIR		PSME Regulation 66 and Determination No. 10	No
6/91	Meal Allowances (Overtime)	DTIR		PSME Regulation 65 and Determination No. 3	No
6/91	Appointment and Transfer Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
6/91	Motor Vehicle Allowance	DTIR		PSME Regulation 68 and Determination No. 12	No
6/91	Charges for Meals and Accommodation at Government Institutions	DTIR			Yes
7/91	1991/92 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
03.10.91	Overtime Limits Under the New Classification and Remuneration System	DTIR		PSME Regulation 20(2) and Determination No. 14	No
8/91	Relocation Expenses for Retired Officers and Widows/ Widowers of Deceased Officers	DTIR			Yes
9/91	Determination of the Minimum Qualifications Required for Appointment to the Queensland Public Service as an Administrative Officer or Trainee		Yes	General Recruitment Office abolished (See letter dated 29/8/96 from OPS) Training Wage Interim Award - State	No
10/91	Locality Allowance	DTIR		PSME Regulation 67 and Determination No. 11	No
1/92	Allowances Payable to State Government Scholarship Holders	DTIR		Last Updated in DTIR Circular No. 1/95	No

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
2/92	Meal Allowance (Overtime)	DTIR		PSME Regulation 65 and Determination No. 3	No
2/92	Appointment and Transfer Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No
2/92	Daily Travelling and Relieving Allowances	DTIR		PSME Regulation 66 and Determination No. 10	No
3/92	Special Leave Arrangements for Government Employees Required to Assist Police in Disasters	DTIR		PSME Regulation 37 and Determination No. 8	No
4/92	Isolated Leave and Travel Concessions	DTIR			Yes
5/92	Remuneration Arrangements for Part Time Chairs and Members of Government Boards, Committees and Statutory Authorities	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
6/92	Cashier Allowances	DTIR			Yes
7/92	1992/93 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
8/92	Meeting Fees Payable to Chairs and Members of Government 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
9/92	Amendment of Leave Regulation (Conversion of leave to hourly basis)	DTIR		PSME Regulations 3, 26 - 29, 31 and 105	Yes
1/93	Parental Leave Provisions for Government Employees		Yes	Family Leave Award - Queensland Public Sector (DTIR Circular No. 5/96 of 30/8/96)	No
2/93	Private Motor Vehicle Allowance	DTIR		PSME Regulation 68 and Determination No. 12	No
2/93	Appointment and Transfer Expenses	DTIR		PSME Regulation 64 and Determination No. 9	No
3/93	19993/94 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
4/93	Leave for Employees Appointed or Elected as Commissioners or a Regional Chair or Councillor, Aboriginal and Torres Strait Islander Commission (ATSIC)	DTIR			Yes

PS Act - Public Service Act 1996

PSMC Regulation - Public Sector Management Commission Regulation 1991

PSME Regulation - Public Sector Management and Employment Regulation 1988

PSMC - Public Sector Management Commission

OPS - Office of the Public Service

DTIR - Department of Training and Industrial Relations

PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
1/94	Salary Limitations or Compensation for Overtime Worked	DTIR		PSME Regulation 20(2) and Determination No. 14	No
2/94	Motor Vehicle Allowance	DTIR		PSME Regulation 68 and Determination No. 12	No
3/94	Leave for Recruitment of Public Servants to the Australian National Training Authority (ANTA)	DTIR			Yes
4/94	1994/95 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	No
5/94	Remuneration Arrangements for Part Time Chairs and Members of Government Boards, Committees and Statutory Authorities	DTIR			Yes
1/95	Allowances Payable to State Government Scholarship Holders	DTIR			Yes
2/95	1995/96 Christmas/ New Year Compulsory Closure and Restricted Staffing Arrangements	DTIR		Issued each year	No
3/95	Family Leave Provisions - Variation to the Parental Leave Award		Yes	Family Leave Award - Queensland Public Sector (DTIR Circular No. 5/96 of 30/8/96)	Yes

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
4/95	Variation to the Civil Construction, Operations and Maintenance General Award - State			(Advice to Departments on variations to the Award)	Yes
5/95	National and State Wage Case Decisions			(Advice to Departments on the effects of the decisions)	Yes
6/95	Overaward Payments - Engineering Award - State			(Advice to Departments on dealing with overaward payments under the Award )	Yes
2/96	Annual Salary Increments for Part Time Staff Under the Employees of Qld Government Departments (Other Than Public Servants) Award - State			(Advice to Departments on variations to the Award to provide for salary increments for part time staff)	Yes
3/96	Introduction of 6 Weeks Paid Maternity Leave for Employees of Government Departments and Statutory Authorities (Excluding those Operating as Trading Enterprises)		Yes		Yes
4/96	General Ruling - Meal Allowance			(Advice to Departments on QIRC decision to increase the meal allowance of employees under State Awards as from 6/5/96)	Yes

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997

No.	Subject	Agency/ Department Responsible for Matter	Delegated to Depts	Superseded/ Replaced/ Subsumed by Another Authority	Circular Still Current
5/96	Family Leave Award for Public Sector Workers		Yes		Yes
6/96	Public Service Departments - Implementation of Hours of Work Industrial Agreement - Full Day Off		Yes		Yes
7/96	1996/97 Christmas/ New Year Compulsory Closure or Restricted Staffing Arrangements	DTIR		Issued each year	Yes

PS Act - Public Service Act 1996  
PSMC Regulation - Public Sector Management Commission Regulation 1991  
PSME Regulation - Public Sector Management and Employment Regulation 1988  
PSMC - Public Sector Management Commission

OPS - Office of the Public Service  
DTIR - Department of Training and Industrial Relations  
PSM - Public Sector Management

17 December 1997