

Queensland Corrective Services Human Resources Management Delegations Manual

Introduction

Under section 103 of the *Public Service Act 2008*, the chief executive (Commissioner) may delegate the chief executive's functions under an Act to any appropriately qualified person. For the purpose of this instrument, nominated employees **may not** further sub-delegate their authority to any other person/position unless this ability is provided for in the conditions of the delegation.

Policy Statement

The following principles will apply to workforce management delegations in Queensland Corrective Services

- management should ensure that their employees comply with the delegations,
- nominated employees must consult the relevant branch for sufficient budget if a delegation has financial implications. The employee must also have the financial delegation, and
- nominated employees must not exercise a delegated authority where there is a potential conflict of interest.

In exercising delegations an employee can approve matters only for employees under their direction unless otherwise identified in the conditions of the delegation.

Updates and Changes


Updates are frequently made to this document and employees are advised to check the intranet for the latest version rather than rely on a printed version. Changes to these delegations must be approved by the Commissioner. Please contact the [Human Resources Branch](#) if you have questions about the delegations.

Peter Martin APM
Commissioner
Queensland Corrective Services

Public Service Act 2008
Instrument of Delegations

I, **PETER JOHN MARTIN**, Commissioner, Queensland Corrective Services, do under the provisions of Section 103(1) of the *Public Service Act 2008*, hereby:

- a) delegate to the person who is from time to time performing the duties set out in the attached Human Resource Management Delegations the powers, authorities, functions and duties conferred, or imposed on me by, or under the provisions specified in column 3 of the attached Delegation Schedule.
- b) repeal all pre-existing Human Resource delegations.
- c) delegate to the Director, Human Resources Branch, the authority to revise this Human Resource Management Delegations Manual to the extent of updating the designation of positions, organisational units and primary references, as they change from time to time.


Commissioner
Queensland Corrective Services

Date: 5.3.2018.

How to use the HR Management Delegations Manual

- Step 1** Identify your work division and delegated authority level by your position title (outlined on the next page).
- Step 2** When you are exercising a HR delegation, find the activity that matches the decision you are required to make. The range of delegated level of authority will be indicated (e.g. Levels 1 to 5).
- Step 3** Exercise the delegation, ensuring due process is followed in accordance with relevant legislation, industrial instruments, policies, guidelines and procedures, or conditions associated with the delegation.
- Step 4** If you are uncertain of your responsibilities and delegations, you should initially seek advice from your supervisor/manager. Alternately, advice may also be sought from the HR Branch.

IMPORTANT NOTES: When exercising HR Delegations, authorised delegates must note:

- The delegations outlined in this document will apply only to subordinate employees in a direct reporting line, unless otherwise specified.
- Where exercising a HR delegation also requires exercising another type of delegation (e.g. financial delegations), you must ensure that you also have the authority to exercise the other delegation.
- Where monetary values comprise part of any HR delegation, the exercising of a HR delegation must be in accordance with your level of financial delegation.
- These HR delegations are based on the relevant legislation, industrial instruments and/or policies / procedures.
- “Best Practice” people management principles should always be applied.
- Relevant contacts such as the Human Resources Branch and Ethical Standards Unit are available to offer advice and support. Some HR delegations will require consultation or approval from these contacts prior to exercising of the HR delegation. This requirement must be adhered to at all times.
- When exercising HR delegations, please note that the authority is up to the maximum level indicated. Due process must be followed in accordance with relevant Legislation; Policies, Procedures and advice should be sought when necessary from departmental employees with appropriate expertise.
- Delegates cannot exercise a delegation in relation to a higher level position (e.g. a Level 4 Officer is not authorised to approve higher duties for a Level 3 position. The approving officer must be at least one level higher i.e. higher duties for a Level 3 position must be approved by a Level 2 Officer or the Commissioner).

Delegates cannot exercise a delegation in relation to themselves (e.g. approve their own conference attendance).

Procedure for updating HR Management Delegations

Changes to these delegations must be approved by the Commissioner. Human Resources Branch will submit an approval brief to the Commissioner to update the instrument of delegation on a periodic basis.

- Step 1** Prepare a memorandum to the Director, Human Resources requesting changes to the HR management delegations and the reasons why these changes are required. The memo must be supported by your highest level delegate below the Commissioner (i.e. level 2 delegate)
- Step 2** Submit the memorandum to the Director, Human Resources for consideration during the next update.
- Step 3** The HR Branch will amend the HR management delegations, obtain the signed instrument of delegations and publish on the revised delegations on the intranet
- Step 4** You will receive email advice from the HR Branch advising the HR management delegations have been updated

Please contact the [Human Resources Branch](#) if you have questions about making changes to the delegations.

Human Resource Delegation Levels and Positions

Queensland Corrective Services HR Delegation Level				
Level 1	Level 2	Level 3	Level 4	Level 5*
Commissioner	<ul style="list-style-type: none"> Deputy Commissioner Executive Director Chief Inspector General Manager, Capability and Development General Manager, Strategy and Governance 	<ul style="list-style-type: none"> General Manager Regional Manager (Probation & Parole) Director 	<ul style="list-style-type: none"> Deputy General Manager Manager (but not a manager within a correctional centre) Regional Manager (Sentence Management) 	<p>Other departmental employees who :</p> <ul style="list-style-type: none"> by virtue of the job description applicable to their duties have a supervisory responsibility

*Positions Level 3 or above may limit the HR authorities delegated to employees in Level 5 (e.g. approval of half pay long service leave applications), provided that a signed written direction is given to the affected delegate and a copy of the direction is given to the Human Resources Branch.

HR Delegations Activities Index

RECRUITMENT AND SELECTION

1. Advertising of Vacancies
2. Appointment / Engagement of Staff (also refer section 8)
3. Appointment – Direct Appointment / Conversion to Tenured Status
4. Criminal History / Employment Screening
5. Job Evaluation and Reclassification
6. Management of Displaced Employees
7. Role Descriptions
8. Secondments / Higher Duties / Relieving at Level

PAY AND CONDITIONS

9. Contracts of Employment
10. Flexible Work Arrangements
11. Hours of Duty
12. Leave (excluding SARAS)
13. Overtime / TOIL / On-Call
14. Establishment Management
15. Salary, Allowances and Expense
(Commencing Paypoint / Increments / Travelling Expenses / Salary Packaging)
16. Salary and Wages Overpayment
17. Timesheets / Attendance Records

DEVELOPMENT

18. Equivalence of Qualifications
19. Performance Management
20. Study and Research Assistance Scheme (SARAS)

PERFORMANCE

21. Discipline / Suspension / Dismissal / Investigations
22. Employees Complaint Management
23. Medical (Ill Health)
24. Probation

SEPARATIONS

25. Resignation / Separation
26. Retrenchment / Redundancy
27. Voluntary Early Retirement

OTHER

28. Conflicts of Interests / Other Employment
29. WorkCover
30. Lobbyists

Queensland Corrective Services Delegation Schedule

	Activity	Reference	Delegation Level	Conditions
RECRUITMENT AND SELECTION				
1.	Advertising of Vacancies			
1.1	Approve the advertisement (as prescribed in Directive 15/13 'Recruitment and Selection') of vacant positions up to and including AO8.	PublicServiceAct2008-Sect128	Levels 1 to 5	Must check with HR for suitable ERPs prior to filling a permanent or temporary position exceeding 12 months. Email QCSEMP@dcs.qld.gov.au
1.2	Approve the advertisement of vacant Senior Officer (SO) positions.	PublicServiceAct2008-Sect128	Levels 1 to 2	
1.3	Approve the advertisement of vacant Senior Executive Service (SES) positions.	PublicServiceAct2008-Sect128	Commissioner Only	Must also be approved by the Public Service Commissioner. Having regard to Directives 'Senior Executives – Employment Conditions' and 'Recruitment and Selection'.
1.4	Approve advertising of vacancies (not specified above) which are to be offered on the basis of a s.122 contract under the Public Service Act 2008.	PublicServiceAct2008-Sect128	Commissioner Only	
1.5	Approve advertising of vacancies using any media outside of the Queensland Government Gazette or Smart Jobs and Careers website.	PublicServiceAct2008-Sect128	Levels 1 to 2	
1.6	Determine circulation to fill temporary vacancy by expression of interest.	Directive-RecruitmentandSelection	Levels 1 to 5	
2.	Appointment / Engagement of Staff (Excluding secondments / higher duties / relieving at level – refer to section 8)			
2.1	Approve appointment of Senior Executive Services (SES) in the department.	PublicServiceAct2008-Sect119(1)	Commissioner Only	Must also be approved by the Public Service Commissioner. Having regard to Directives 'Senior Executives – Employment Conditions' and 'Recruitment and Selection'.
2.2	Approve appointment of Senior Officers (SO) in the department.	PublicServiceAct2008-Sect119(1)	Levels 1 to 2	Having regard to Directives 'Senior Officers – Employment Conditions' and 'Recruitment and Selection'.
2.3	Approve appointment of officers up to and including AO8 in the department.	PublicServiceAct2008-Sect119(1)	Levels 1 to 3	Having regard to Directive 'Recruitment and Selection'.
2.3(a)	Approve the appointment of employees to the court officer roles of Registrar, Sheriff of Queensland, Deputy Sheriffs, Bailiffs, Marshal, Deputy-Marshall and other officers.	SupremeCourtofQueenslandAct1991-Sect6(5)(8,7)(9) DistrictCourtofQueenslandAct1967-Sect36&41	N/A	
2.4	Approve employment of general on tenure or a temporary basis (full time or part time); or on a casual basis to perform work not ordinarily performed by an officer.	PublicServiceAct2008-Sect147	Levels 1 to 4	
2.5	Approve employment and extension of temporary employees to perform work ordinarily performed by an officer other than a senior executive on a temporary (full time or part time) or casual basis.	PublicServiceAct2008-Sect112,113&148	Levels 1 to 3	Excludes the temporary employment and extension of SES. Also excludes employment and extension of Senior Officers which must be approved by Level 2 Officer.
2.6	Approve appointment and transfer expenses and approval of extension of 12 month time limit to claim expenses.	Directive-TransferandAppointmentExpenses	Levels 1 to 3	
2.7	Approve work experience placements.	Factsheet-WorkExperiencePlacementandVolunteers	Levels 1 to 5	
2.8	Approve reasonable adjustment.	AntiDiscriminationAct1991	Levels 1 to 4	
3	Appointment – Exemption from Advertising / Limited Advertising			
3.1	Approve the exemption of a vacancy from advertising and appointment of a person to the vacancy.	Directive-RecruitmentandSelection	Commissioner Only	Must check with HR for suitable ERPs prior to filling a permanent or temporary position exceeding 12 months. Email QCSEMP@dcs.qld.gov.au
3.2	Approve to limit the advertising of a vacancy and appointment of a person to the vacancy.	Directive-RecruitmentandSelection	Commissioner Only	
3.3	Review of temporary employment status and subsequent appointment or	PSCDirective-TemporaryEmployment	Levels	

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	Activity	Reference	Delegation Level	Conditions
	decision not to appoint.		1 to 3	
3.4	Review of temporary employment status and subsequent appointment or decision not to appoint.	PSC Directive Temporary Employment	Levels 1 to 3	
4	Employment Screening / Criminal History			
4.1	Approve position/s requiring criminal history / employment screening prior to appointment.	Public Service Act 2008 Directive – Employment Screening	Commissioner Only	
4.2	Authorise the exclusion of an applicant from further consideration in a selection process based on criminal history / employment screening outcome.	Public Service Act 2008 Directive – Employment Screening	Commissioner Only	
4.3	Make final decision on engagement of an applicant with identified relevant criminal history / employment screening outcome.	Public Service Act 2008 Directive – Employment Screening	Levels 1 to 2 & HR Director	
4.4	Authorise criminal history / employment screening to be conducted on employees involved in changed circumstances to their role or responsibilities.	Public Service Act 2008 Directive – Employment Screening	Commissioner Only	
4.5	Make final decision on action, where a current employee has a change in criminal history	Public Service Act 2008 Directive – Employment Screening	Commissioner Only	
5	Job Evaluation and Reclassification			
5.1	Approve the classification levels of public service employees in the department (including reclassification), up to and including SO level.	Public Service Act 2008 – Sect 98(1)	Levels 1 to 2	Subject to JEMS evaluation. This delegation relates to the reclassification of existing positions within establishment only. For new positions that do not already exist within establishment, refer to delegations listed under Section 14 – Establishment Management.
5.2	Recommend classification level of SES positions to the PSC.	Public Service Act 2008 – Sect 98(1)	Commissioner Only	
5.3	Approve that the 1/3 rd rule be waived for positions up to and including A08 level, or equivalent.	PSC Circular 11/99 – Job Evaluation Management System Update	Levels 1 to 2	
6	Management of Displaced Employees – including ERP			
6.1	Approve workplace change that will result in an employee becoming displaced from their substantive role.	Public Service Act 2008 – Sect 98(1)	Levels 1 and 2	In consultation with the Commissioner
6.2	Approve the relinquishment of a position for an employee who will be absent for a period of greater than 12 months.	Public Service Act 2008	Levels 1 and 2	
6.3	Direct a selection panel to undertake a suitability assessment for a displaced employee.	Public Service Act 2008 Directive – Employees Requiring Placement	Levels 1 to 3	
7	Role Descriptions			
7.1	Approve content of role descriptions for roles within direct reporting line.	Directive 1 – Recruitment and Selection	Levels 1 to 2	
7.2	Authorise that a job description be designated “specified” or “identified”.	PSC Guideline – Use of Identified Positions in Queensland Public Sector Entities	Levels 1 to 2	
8	Secondments / Higher Duties / Relieving at Level			
8.1	Approve the secondment of an employee, in and out of the department.	Public Service Act 2008 – Sect 120(1) section 111, 112, 120(1)	Levels 1 to 4	
8.2	Approve internal secondments, higher duties, or relieving at level arrangements for positions within direct reporting line.	Public Service Act 2008 – Sect 120(1) section 111, 112, 120(1)	Levels 1 to 5*	*QCS Level 5 delegation is for Manager within a correctional centre, Escorts and Security Branch Manager only

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	Activity	Reference	Delegation Level	Conditions
8.3	Approve revocation of secondment, higher duties, or relieving at level arrangements of an employee.	PublicServiceAct2008-Sect120(4)section111,112,120(4)	Levels 1 to 4	
PAY AND CONDITIONS				
9	Contracts of Employment			
9.1	Approve the use of fixed-term contract terms and conditions under s.122 of the PSA.	PublicServiceAct2008-Sect121(2)	Commissioner Only	
9.2	Approve contracts of employment for SES levels	PublicServiceAct2008-Sect119(1)	Commissioner Only	
9.3	Approve contract variations for SES levels, or s.122 contracts of employment under the PSA.	PublicServiceAct2008-Sect119(1)	Commissioner Only	
9.4	Approve contract termination for SES levels, or s.122 contract of employment under the PSA.	PublicServiceAct2008-Sect119(1)	Commissioner Only	
10	Flexible Work Arrangements			
10.1	Approve flexible work arrangements (including telecommuting/working from home, part-time, job share, compressed working hours arrangement.)	Director-HoursOverheadExcessTime QIPublicServiceAward-State2012	Levels 1 to 4	
10.2	Approve a change in hours for an employee, from full-time to part-time, or a variation to existing part-time arrangements.	PublicServiceAct2008-Sect125	Levels 1 to 4	
10.3	Authorise to extend the maximum carryover of accrued time credit for a work cycle period.	HRPolicyHoursWork	Levels 1 to 4	Exercise this delegation only in exceptional circumstances where there are pressing operational requirements.
11	Hours of Duty			
11.1	Determine hours of duty / rosters to be worked by an employee.	PublicServiceAct2008-Sect98 Director-HoursOverheadExcessTime	Levels 1 to 5	In accordance with relevant industrial instruments pertaining to hours of work.
11.2	Determine the normal operating hours of a work unit (i.e. times between which employees are to work ordinary hours of work).	PublicServiceAct2008-Sect98	Levels 1 to 5	
11.3	Vary business hours (i.e. hours between which work unit is to be open for public business).	QIPublicServiceOfficers&OtherEmployeesAward-State2015	Levels 1 to 5	Public hours have been determined as between 9am to 5pm. Variation may be made to suit local circumstances.
11.4	Approve departmental employee to work additional hours beyond the approved part-time hours (up to full time hours) to meet operational requirements.	PublicServiceAct2008-Sect125	Levels 1 to 5	
11.5	Direct employee to work standard hours (i.e. 9am to 5pm with 45 mins lunch break)	QIPublicServiceOfficers&OtherEmployeesAward-State2015	Levels 1 to 5	
11.6	Approve roster shift patterns.	QIPublicServiceOfficers&OtherEmployeesAward-State2015	Levels 1 to 2	
11.7	Approve roster variations (employer or employee initiated).	QIPublicServiceOfficers&OtherEmployeesAward-State2015	Levels 1 to 4*	*QCS only: Level 5 limited to approving variation for single shift for shift basis and includes Correctional Manager & Escorts and Security Branch Manager
11.8	Designate a role as field staff.	Director-FieldStaff	Commissioner Only	

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	Activity	Reference	Delegation Level	Conditions
12	Leave (excluding SARAS)			
12.1	Recall an employee from recreation, long service or special leave.	Directive- Recreation and Long Service Leave ; Directive- Special Leave	Levels 1 to 3	
12.2	Cancel the approval of recreation, long service or special leave; or defer the taking of recreation, long service or special leave.	Directive- Recreation and Long Service Leave ; Directive- Special Leave	Levels 1 to 3	
12.3	Determine need for whole or part of department to remain open on public/special holiday and for officer to report for duty.	Public Service Act 2008 Section 98	Levels 1 to 2	
Leave Recreation				
12.4(a)	Approve the taking of recreation leave.	Directive- Recreation and Long Service Leave	Levels 1 to 5	
12.4(b)	Approve employee request to 'cash out' excess annual leave	Certified Agreement 2015	Levels 1 to 5	In addition to the provisions outlined in the Core Agreement, Section 2.9.1, the 'Recreation leave cash out application' form must be used by an employee requesting their annual leave cash out.
12.5	Direct an officer to take recreation leave.	Directive- Recreation and Long Service Leave	Levels 1 to 4	In addition to the provisions outlined in the relevant industrial instruments, employees may be directed to take recreation leave where there is an excess leave balance.
12.6	Approve that an employee take all or any part of their annual recreation leave prior to becoming entitled to it (i.e. in advance).	Directive- Recreation and Long Service Leave	Levels 1 to 3	
Leave – Sick				
12.7	Approve the taking of sick leave.	Directive 4/13 Sick Leave	Levels 1 to 5	
12.8	Approve advance of up to 10 days sick leave (pro-rata for officers working on a part-time basis) in the first year of service, to newly appointed officers who are absent from duty because of illness, and who have not accumulated the necessary sick leave on full pay.	Directive 4/13 Sick Leave	Levels 1 to 3	
12.9	Instruct an employee that they are required to provide a medical certificate where the illness is for 3 days or less and the employee is subject to a process for monitoring performance, conduct or attendance.	Directive- Sick Leave	Levels 1 to 4	
Leave - Long Service				
12.10	Approve the taking of long service leave.	Directive- Recreation and Long Service Leave	Levels 1 to 5	
12.11	Approve proportionate payment of long service leave, upon termination.	Directive- Recreation and Long Service Leave Section 14	Levels 1 to 2	Request for proportionate payment due to domestic or other pressing necessity must be in writing. Having regard to Circular 4/01 'Domestic and Other Pressing Necessity'
	Intentionally left blank			
Leave – Special				
12.13	Approve leave for employee to contest State or Local Government election (non-discretionary).	Directive- Special Leave	Levels 1 to 3	
12.14	Approve leave for employee who has been elected as Mayor, Chair or Member of a Council (non-discretionary).	Directive- Special Leave	Levels 1 to 2	
12.15	Approve leave (without salary, up to two years) for employee to undertake service overseas with the Australian Volunteers International (non-discretionary).	Directive- Special Leave	Levels 1 to 3	

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	Activity	Reference	Delegation Level	Conditions
12.16	Approve leave for employee who has been directed to assist in an emergency situation or a disaster situation in accordance with the <i>Public Safety Preservation Act 1986</i> or the <i>Disaster Management Act 2003</i> (non-discretionary).	Directive-SpecialLeave1	Levels 1 to 3	
12.17	Approve special leave with salary for Defence Reserve Forces Training or deployment (non-discretionary).	Directive-SpecialLeave1	Levels 1 to 4	
12.18	Approve bereavement leave (non-discretionary).	Directive-SpecialLeave1	Levels 1 to 5	
12.19	Direct an employee to take other forms of leave prior to going on special leave with or without salary (except for non-discretionary leave requests).	Directive-SpecialLeave1	Levels 1 to 3	
12.20	Approve discretionary special leave with full salary, (up to five days per reason per year) for any purpose including but not limited to: compassionate situations, representation of state or national sporting teams, blood or aphaeresis donation, situations where an employee is precluded from attending or remaining at work due to natural disasters, work related study, following deployment for critical incidents, domestic or family violence etc.	Directive-SpecialLeave1	Levels 1 to 3	
12.21	Approve the extension of discretionary special leave with full salary beyond five days per reason per year.	Directive-SpecialLeave1	Levels 1 to 2	
12.22	Approve discretionary leave without salary for any purpose and for any duration. (Including purchased leave which is a form of leave without salary.)	Directive-SpecialLeave1	Levels 1 to 3	
Leave – Parental				
12.23	Approve parental leave (paid or unpaid) initially up to 52 weeks.	IndustrialRelationsAct1999 FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 3	
12.24	Approve extension of parental leave (paid or unpaid) up to a total of 104 weeks.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 3	
12.25	Approve paid parental leave (i.e. maternity, spousal, surrogacy or adoption).	Directive-PaidParentalLeave1	Levels 1 to 5	
12.26	Approve pre-natal/pre-adoption/pre-surrogacy leave to attend appointments related to the pregnancy/adoption/surrogacy.	Directive-PaidParentalLeave1	Levels 1 to 4	A medical certification (for pre-natal) or satisfactory supporting evidence (for pre-adoption and pre-surrogacy) is required for each absence.
12.27	Approve or reject application to shorten period of parental leave.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 3	In consultation with Human Resources.
12.28	Determine date employee is to resume work on cancellation of parental leave (due to termination of pregnancy or not proceeding with adoption of a child).	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 4	In consultation with Human Resources.
12.29	Approve reduction in minimum period required to commence maternity leave or reduce the minimum period required to resume duty.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 4	Subject to submission of medical clearance.
12.30	Revoke decision made to reduce minimum period required to commence maternity leave or resume duty.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Levels 1 to 4	In consultation with Human Resources.
12.31	Assign an employee to alternate duties due to illness or risks connected with the pregnancy or work hazards.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Level 1 to 3	Subject to certification by medical practitioner.
12.32	Direct employee to take maternity leave due to illness or risks connected with the pregnancy or work hazards.	FamilyLeaveAward(CBP,PH-Sector)-State2012.d 2133	Level 1 to 3	Subject to certification by medical practitioner.
Leave – Other				

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	Activity	Reference	Delegation Level	Conditions
12.33	Approve leave for employee subpoenaed/called as witness by the State/Commonwealth or in other circumstances in court proceedings.	Director-Court Attendance and Jury Service	Level 1 to 4	Subject to submission of documentary evidence.
12.34	Approve leave with salary for jury service.	Director-Court Attendance and Jury Service	Level 1 to 4	Subject to submission of documentary evidence
12.35	Grant special credit of 65 days (13 weeks) sick leave on full pay after 26 years meritorious service.	Director-Sick Leave	Levels 1 to 2	
12.36	Authorise carer's leave with or without salary.	Family Leave Award (QPLHS Sector State 2012 Part 3)	Level 1 to 5	
12.37	Grant special War Service credit of sick leave.	Director-Sick Leave	Commissioner Only	Check with HR for service history.
13	Overtime / TOIL / On-Call			
13.1	Approve employees to work overtime within direct reporting line.	Public Service Act 2008 Sect 98 Director No 07/13-Hours Overtime and Excess Time	Levels 1 to 5	
13.2	Authorise for an employee to be rostered 'on-call' outside of ordinary hours.	QPLHS Sector Officers & Other Employees Award State 2015 Section 18.7	Levels 1 to 3	An employee cannot be on-call whilst on a form of leave.
13.3	Approve continuous on-call arrangements.	QPLHS Sector Officers & Other Employees Award State 2015 Section 18.7	Levels 1 to 2	Where practicable, an employee should not be continuously rostered for more than six weeks.
13.4	Approve accrual and taking of TOIL.	Public Service Act 2008 Sect 98	Level 1 to 5	
13.5	Approve payout of TOIL for eligible employees.	Director-Hours Overtime and Excess Time	Levels 1 to 3	
13.6	Approve accrual of and access to accrue time (Elective Accrued Time) rather than receive monetary compensation for overtime worked for employees with salary levels not exceeding the equivalent of AO5(04).	Public Service Act 2008 Sect 98 QPLHS Sector Officers & Other Employees Award State 2015	Levels 1 to 4	
13.7	Approve provision of meal allowance and free transport (e.g. taxi) for employees working approved overtime.	Public Service Act 2008 Sect 98 Director-Hours Overtime and Excess Time	Levels 1 to 4	
13.8	In exceptional circumstances, approve payment for authorised overtime to individual field staff or categories of field staff with salary levels not exceeding the equivalent of AO5(04).	Director-Field Staff	Level 1 to 3	
14	Establishment Management			
14.1	Recommend to the PSC, increases to the permanent establishment for SES level.	Public Service Act 2008 Sect 19(1)	Commissioner Only	
14.2	Approve the creation, redesignation or abolition of an organisational unit (includes restructures)	Public Service Act 2008 Sect 19(1)	Commissioner Only	
14.3(a)	Approve the abolition of recurrently funded positions (includes positions that are of a permanent or casual nature and positions created for unattached employees).	Public Service Act 2008 Sect 19(1)	Commissioner Only	
14.3(b)	Approve creation of recurrently funded positions (includes positions that are of a permanent or casual nature and positions created for unattached employees).	Public Service Act 2008 Sect 19(1)	Levels 1 and 2*	*Level 2 has delegation to approve the creation of operational casual positions
14.4(a)	Approve the extension or abolition of a non-recurrently funded position (includes	Public Service Act 2008 Sect 19(1)	Commissioner	

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	Activity	Reference	Delegation Level	Conditions
	positions that are of a temporary or casual nature).		Only	
14.4(b)	Approve creation, of a non-recurrently funded position (includes positions that are of a temporary or casual nature).	Public Service Act 2008 - Ser990	Levels 1 and 2*	*Level 2 has delegation to approve the creation of operational casual positions
14.5(a)	Approve the redesignation of position (e.g. changes arising from major structural change, classification level, or budgeted Full Time Equivalent allocation of the position)	Public Service Act 2008 - Ser98	Commissioner Only	Excluding positions offered under a fixed term contract of employment (for fixed term contract positions refer to section 9).
14.5(b)	Approve administrative changes to positions (e.g. reporting relationships, ASCO Code, cost centre, job title).	Public Service Act 2008 - Ser98	Levels 1 to 3*	* QCS level 3 restricted to Director HR only)
15	Salary, Allowances and Expenses (Commencing Paypoint / Increments / Travelling Expenses / Salary Packaging)			
15.1	Determine salary level payable to appointees from outside the Queensland Public Service (including temporary engagements).	QIP Public Service Officers & Other Employees Award - State 2015	Levels 1 to 3	Recommendation and justification for paypoint higher than paypoint one must be provided in the selection report and meet the requirements of the relevant industrial instruments.
15.2	Approve manual payment to be processed by the Queensland Shared Services.	Industrial Relations Act 1999	Levels 1 to 3	Approval on a case by case basis. Associated QSS costs to be met by requesting business unit.
15.3	Approve salary increments (on substantive pay rate and higher duties).	QIP Public Service Officers & Other Employees Award - State 2015 Youth Detention Centre Employees Award - State 2015 General Employees Queensland Government Departments and Other Employees Award - State 2015	Levels 1 to 5*	In accordance with provisions from relevant award. *QCS Level 6 delegation is for Manager within a correctional centre, District Manager, Escorts and Security Branch Manager only
15.4	Withhold salary increments.	QIP Public Service Officers & Other Employees Award - State 2015 SI29	Levels 1 to 4	This delegation may be exercised where an employee is subject to a performance improvement process or a disciplinary action.
15.5	Approve movement to a higher paypoint for Senior Officers and Senior Executives.	Directive - Senior Executive Employment Conditions Directive - Senior Officers Employment Conditions	Commissioner Only	
15.6	Determine percentage of higher duties performed by employee.	Directive - Higher Duties Allowance	Levels 1 to 4	
15.7	Determine that employee has a dependant to qualify for the full rate of locality allowance.	Directive - Locality Allowance	Levels 1 to 3	
15.8	Approve relieving allowance for employee required to relieve another officer or perform special duties away from normal headquarters.	Directive - Domestic Travel and Relieving Expenses	Levels 1 to 3	
15.9	Approve SES level salary packaging arrangements (excluding novated leases)	Directive - Senior Executive Employment Conditions	Commissioner Only	All salary packaging arrangements must be organised through the Government's approved service providers.
15.10	Approve SO level salary packaging arrangements (excluding novated leases).	Directive - Senior Officer Employment Conditions	Levels 1 to 2	
15.11	Endorse applications for novated leases under salary packaging arrangements for all employees.	State Government Departments Central Agreement 2009 Directive - Senior Executive Employment Conditions Directive - Senior Officers Employment Conditions	Director, HR	
15.12	Approve progression outcomes for professional and technical progression arrangements.	QIP Public Service Officers & Other Employees Award - State 2015	Levels 1 to 3	
15.13	Approve the appointment of an employee as a first aid officer and approve the		Levels	Employee must hold a current certificate in first aid.

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	Activity	Reference	Delegation Level	Conditions
	payment of the first aid allowance.	QPLHSeriesOffices&OtherEmployeesAward- State2015	1 to 4	
15.14	Approve motor vehicle allowances.	Directive-MotorVehicleAllowances	Levels 1 to 4	Vehicles must be appropriately insured and endorsed to indemnify employer (Section 8, Directive 20/16). For authority to approve motor vehicle allowance for s.122 contracts, please refer to section 9.4 of the HR Delegations Manual.
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16	Salary and Wages Overpayment			
16.1	Approval of a repayment proposal outside of the standard schedule (in cases of financial hardship).	HRPolicySalaryOverpayment	Levels 1 to 4	
17	Timesheets / Attendance Records			
17.1	Verification and approve timesheets / sign on cards (including approve request to access accrued time)	QPLHSeriesOffices&OtherEmployeesAward- State2015 YouthDetentionCentreEmployeesAwardState 2016 GeneralEmployeesQueenslandGovernment DepartmentsandOtherEmployeesAward- State2015	Levels 1 to 5	Approval to carry-over accrued time balance exceeding 36.25 hours only in exceptional circumstances where there are pressing operational requirements.
17.2	Exempt certain employees from completing attendance records	QPLHSeriesOffices&OtherEmployeesAward- State2015 YouthDetentionCentreEmployeesAwardState 2016 GeneralEmployeesQueenslandGovernment DepartmentsandOtherEmployeesAward- State2015	Levels 1 to 3	Exemption must be recorded in writing.
DEVELOPMENT				
18	Equivalence of Qualifications			
18.1	Approve equivalence of qualifications for employment purposes.	PLHSeriesAward-State2012	Levels 1 to 2	
19	Performance Management			
19.1	Approve employee Performance Effectiveness Plans.	PLHSeriesAct2008Set98(1) HRGuidelinesEmployeePerformance Management	Levels 1 to 5*	
19.2	Approve employee Performance Improvement Plans.	PLHSeriesAct2008Set98(1) HRGuidelinesEmployeePerformance Management	Levels 1 to 5	
20	Study and Research Assistance Scheme (SARAS)			
20.1	Approve applications for full-time, part-time or external study course (including a determination of the level of assistance offered as Essential, Highly Desirable, or Desirable).	HRPolicySARAS	Levels 1 to 2*	In accordance with financial delegations and budget allocation. Advice should be sought from relevant divisional education and training units (QCSA) where applicable.
20.2	Approve SARAS leave without pay.	HRPolicySARAS	Levels	

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	Activity	Reference	Delegation Level	Conditions
			1 to 5	
20.3	Approve leave to attend exams, study etc.	HR Policy/SARAS	Levels 1 to 5	
20.4	Approve reimbursement of course fees and expenses in accordance with financial delegations.	HR Policy/SARAS	Levels 1 to 3	
PERFORMANCE				
21	Discipline / Suspension / Dismissal / Investigations			
21.1	Issue warning / direction.	Public Service Act 2008 - Sect 187	Commissioner, Deputy Commissioner, Chief Inspector and Director, Ethical Standards only	
21.2	Approve suspension with or without pay.	Public Service Act 2008 - Sect 191	Commissioner and Deputy Commissioner only	Delegates may sub-delegate to a suitably experienced SES level officer the authority to conduct disciplinary proceedings in a particular instance (e.g. conflict of interest) or suspension.
21.3	Approve formal disciplinary action to be taken against an employee	Public Service Act 2008 - Sect 188	Commissioner and Deputy Commissioner only	
21.4	Approve post-separation disciplinary action to be taken against a former employee	Public Service Act 2008 - Sect 189A	Commissioner and Deputy Commissioner only	
21.5	Authorise the engagement of a suitably qualified investigator to undertake an investigation.	Public Service Act 2008 - Sect 187	Commissioner, Deputy Commissioner, Chief Inspector and Director, Ethical Standards only	
22	Employee Complaints Management			
22.1	Manage workplace issues and complaints lodged within the work unit.	HR Policy/Employee Complaints	Levels 1 to 5	Complaints of serious misconduct or corrupt conduct must be referred to the Director, Ethical Standards. In other matters consultation with HR is recommended prior to exercising these delegations.
22.2	Conduct an internal review of the outcome of an employee complaint, which has previously been addressed locally.	HR Policy/Employee Complaints	Levels 1 to 3	
22.3	Appoint an investigation officer to undertake formal investigation of a workplace issue, complaint, or grievance that has been referred out of the local work unit / region for management.	HR Policy/Employee Complaints	Level 1 to 3	
23	Medical (Ill Health)			
23.1	Direct an employee to attend a medical assessment.	Public Service Act 2008 - Sect 175	Level 1 to 3	Consultation with HR is required prior to exercising these delegations.
23.2	Approve the transfer or redeployment of an employee following the receipt of a medical report.	Public Service Act 2008 - Sect 178	Level 1 to 3	
23.3	Approve that an employee is to be retired on the grounds of ill health.	Public Service Act 2008 - Sect 178	Level 1 to 2*	Consultation with HR is required prior to exercising these delegations. The Commissioner must be consulted before medically retiring an employee. *The Deputy Commissioner can also exercise this delegation.

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	Activity	Reference	Delegation Level	Conditions
24	Probation			
24.1	Approve the conclusion of a probation period and confirm appointment.	Public Service Act 2009 - Sect 126(4)(b)	Levels 1 to 5	
24.2	Approve the extension of a probation period.	Public Service Act 2009 - Sect 126(4)(b)	Levels 1 to 3	Consultation with HR is required prior to exercising these delegations.
24.3	Approve termination of employee's services following unsuccessful performance during probationary period	Public Service Act 2009 - Sect 126(4)(b)	Level 1 to 2	
SEPARATIONS				
25	Resignation / Separation			
25.1	Terminate employment of temporary employee engaged on a full-time, part-time or casual basis for performance or conduct reasons.	Public Service Act 2009 - Sect 138	Level 1 to 4	Consultation with HR is required prior to exercising these delegations.
25.2	Terminate employment of temporary employee engaged on a full-time, part-time or casual basis other than for performance or conduct reasons.	Directive Temporary Employment - End of Contract Payment	Level 1 to 4	Appropriate notice must be provided to the employee in accordance with the relevant industrial instrument.
25.3	Terminate the employment of an officer who does not meet requirements about Citizenship/residency etc.	Public Service Act 2009 - Sect 127(2)	Level 1 to 5	
25.4	Terminate a person employed on an SES or Sect 121 contract.	Public Service Act 2009 - Sect 121(2) Directive Senior Executives Employment Conditions	Commissioner Only	In accordance with the conditions of the contract.
25.5	Terminate officer's employment where a transfer within department is refused and reasonable grounds for refusing transfer are not established.	Public Service Act 2009 - Sect 134(2)	Levels 1 to 2	In consultation with the Commissioner.
25.6	Terminate officer's employment where a transfer to another department is refused and reasonable grounds for refusing transfer are not established.	Public Service Act 2009 - Sect 134(2)	Levels 1 to 2	
25.7	Approve payment in lieu of minimum notice for termination of employment other than for performance or conduct reasons.	Public Service Act 2009 - Sect 135	Levels 1 to 3	
25.8	Authorise salary to be forfeited in lieu of minimum notice period for resignation.	Public Service Act 2009 - Sect 135	Levels 1 to 3	
26	Retrenchment / Redundancy			
26.1	Approve the retrenchment of an employee in accordance with the provisions of Directive 11/12.	Directive - Early Retirement/Redundancy & Retrenchment	Commissioner Only	
26.2	Approve offer of a redundancy package to an employee in accordance with the provisions of Directive 11/12.	Directive - Early Retirement/Redundancy & Retrenchment	Commissioner Only	
27	Voluntary Early Retirement (VER)			
27.1	Approve the offer of a VER package to an employee in accordance with the provisions of Directive 11/12.	Directive - Early Retirement/Redundancy & Retrenchment	Commissioner Only	
OTHER				
28	Conflicts of Interest / Other Employment			
28.1	Direct a Senior Executive Service (SES) or Equivalent level officer to provide a statement of their personal interests.	Code of Conduct ESU Policy Conflicts of Interest Directive Declaration of Interests Chief Executives	Commissioner Only	

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	Activity	Reference	Delegation Level	Conditions
		Government Departments <u>Public Service Act 2008 - Sect 185</u> <u>State Procurement Policy</u> <u>Whistleblowers Protection Act 1994</u>		
28.2	Direct an employee (other than Senior Executive Service (SES) and Equivalent officers) to provide a statement of their personal interests.	<u>Public Service Act 2008 - Sect 185</u>	Levels 1 to 2	
28.3	Direct an employee to resolve a conflict of interest or possible conflict of interest (including other employment) in favour of the Department and determine whether the proposed resolution strategy is acceptable.	<u>Director's Declaration of Interests - Public Service Employees (other than and in executive)</u> <u>ESU Policy Conflict of Interests</u> <u>ESU Policy Other Employment</u>	Levels 1 to 5	The Director, Ethical Standards is to be consulted on conflicts of interest and other employment declarations after consideration by the decision maker but prior to a decision being made.
28.4	Direct an employee to declare details of other employment.	<u>Director's Declaration of Interests - Public Service Employees (other than and in executive)</u> <u>ESU Policy Conflict of Interests</u> <u>ESU Policy Other Employment</u>	Levels 1 to 3	
29	WorkCover			
29.1	Sign a "Declaration by Employer" on Employee's or Employer's report, or seek review through Worker's Compensation Regulatory Authority.	<u>Worker's Compensation & Rehabilitation Act 2008</u>	Levels 1 to 5	Consultation with HR is required prior to exercising this delegation.
30	Lobbyists			
30.1	Approve an employee to engage in contact/activity with a registered lobbyist and/or former senior government representative/s.	<u>PSC Policy Disclosure of Previous Employment as a Lobbyist</u>	Commissioner Only	