

Human Resources and Governance

Human Resources Management Delegations 2009

November 2009

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Introduction

Under section 103 of the Public Service Act 2008, the chief executive (Director-General) may delegate the chief executive's functions under an Act to any appropriately qualified person. Although generally a delegation of a function may permit the sub-delegation of the function, nominated employees **must not** further sub-delegate their authority to any other person/position.

Policy Statement

The following principles will apply to workforce management delegations in the Department of Justice and Attorney-General;

- 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 requisite financial delegation
- Nominated employees must not exercise a delegated authority where there is a potential conflict of interest.

In exercising delegations staff can approve the following matters only for employees under their direction (eg Director in ESO cannot approve leave for staff in WHSQ and the Director, Strategic Policy, WHSQ cannot approve leave for staff under the direction of Director, Office of the Executive Director, WHSQ etc.)

Note:

- Queensland Civil and Administrative Tribunal
Delegations for the Queensland Civil and Administrative Tribunal (QCAT) have been included in this document. However, please note that the QCAT delegations are NOT effective until 1 December 2009. Existing delegations for the below business units are to remain effective until 30 November 2009:
 - Tribunals Review Project, Director and Assistant Director (currently these positions have Director and Manager delegations)
 - Retail Shop Leases
 - Commercial and Consumer Tribunal
 - Children Services Tribunal
 - Guardianship and Administration Tribunal
- Integrated Justice Information Strategy will no longer exist 31 December 2009
- Criminal Injury Compensation Unit will merge with Victims Assist Qld on 1 December 2009

Human Resource Delegations Senior Management

Director-General

The Director-General by virtue of his/her office has authority for all organisational and workforce decisions. The Director-General will retain delegation for all organisation and workforce decisions for classifications at SES or equivalent unless otherwise stipulated, as well as the following:

Delegation	References
<p>Appointments on contract</p> <ul style="list-style-type: none"> • Appoint on contract for a fixed term <p>* Executive Director, Crown Law has delegation to approve appointments on contract for Crown Law employees</p>	<p>Public Service Act 2008, section 122</p>
<p>Criminal charges and convictions</p> <ul style="list-style-type: none"> • Determine whether to initiate a employment screening (criminal history/police information checks) on a prospective appointee (for all classification levels). • Determine action to be taken with respect to employees or applicants for vacancies who have criminal convictions or have been charged with a criminal offence, in line with Directive no. 4/07 – Criminal History Checks. 	<p>Directive no. 4/07 – Criminal History Checks.</p>
<p>International travel</p> <ul style="list-style-type: none"> • The Minister has the authority to approve overseas travel. The Director-General can support requests for overseas travel. • The Premier’s approval and the Minister’s support is required for overseas travel by the Director-General. 	<p>Whole of Government Air Travel Policy JAG International Travel Policy</p>
<p>Performance management</p> <ul style="list-style-type: none"> • Manage the performance of SES <p>* Performance management of SES remains with the Director-General except in divisions where the Executive Directors have SES or S122 staff reporting to them.</p>	<p>Directive No. 18/97 - Performance Management</p>
<p>Resignation of SES staff</p> <ul style="list-style-type: none"> • Determine the salary to be forfeited where notice of resignation is less than 2 weeks 	
<p>Retirement on the grounds of ill health</p>	

<ul style="list-style-type: none"> Approve action to retire an employee on the grounds of ill health (for all classification levels) 	
Retrenchment <ul style="list-style-type: none"> Recommend the retrenchment of staff to the Public Service Commissioner (for all classification levels) 	Directive No. 10/05 - Retrenchment
Voluntary Early Retirement/Redundancy/Retrenchment <ul style="list-style-type: none"> Approve the offer of VER to staff (for all classification levels). It should be noted that an ATO approved scheme must be in place before staff are offered a VER. 	Directive No. 22/05 - The Retrenchment of Temporary Employees Engaged on a Full Time or Part Time Basis Directive No. 11/05 – Voluntary Early Retirement

Deputy Directors-General

The Deputy Directors-General have the same delegated authority as the Director-General. However in exercising those delegations specified above, and the delegation to take disciplinary action where termination of services or demotion is proposed, the Director-General is to be consulted.

Assistant Directors-General

- The Assistant Directors-General have the authority to **suspend** staff on full pay (for all classification levels) but must do so in consultation with the Assistant Director-General Corporate Services.
- The Assistant Director-General, Corporate Services can initiate **disciplinary action** and determine the penalty imposed as a consequence of disciplinary action for all classification levels across the agency. This delegation is to be exercised in consultation with the Director-General where termination of services or demotion is proposed.
- The Assistant Directors-General have delegated authority for all workplace decisions involving staff up to and including SO or equivalent classification except disciplinary action and those matters which are exclusive to the Director-General or Deputy Directors-General.
- Directly appoint staff to a higher classification level in accordance with Directive 03/09 Recruitment & Selection.

Executive Directors, Director of Public Prosecutions, Assistant Directors of Public Prosecutions, Business Manager (ODPP), Crown Solicitor and Director of Ethical Standards Unit

Executive Directors, Director of Public Prosecutions, Assistant Directors of Public Prosecutions, Business Manager, Crown Solicitor and the Director of Ethical Standards Unit have delegated authority for all workplace decisions involving staff up to and including Senior Officers or equivalent classification except those matters which are exclusive to the Director-General, Deputy Directors-General or Assistant Directors-General (refer above). Executive Directors will also retain delegated authority for performance management of Senior Officers and Medical Officers employed in their divisions. The Director, Ethical Standards Unit, is delegated the authority to provide a direction as a responsible person per s.187(2) of the Public Service Act 2008 to any officer who is a public service officer subject to direction from the Director-General. Such direction includes but is not

limited to the attendance at an interview to answer employment-related questions, the production of documents or records, the maintenance of confidentiality, and other directions in relation to the discharge of the responsibilities of that office.

Senior Directors – Workplace Health & Safety Queensland (WHSQ)

Senior Directors – WHSQ have the same corporate workforce delegation as the Executive Director – WHSQ, except for the following which are retained by the Executive Director – WHSQ:

- Authorise the creation of positions up to and including the AO8 or equivalent classification
- Approve job evaluation up to and including the AO8 or equivalent classification
- Waiving the one-third rule for jobs up to and including the AO8 or equivalent classification
- Destruction/archival of personnel records in accordance with Personnel Management Guidelines approved by State Archivist
- Determine the salary to be forfeited where notice of resignation is less than 2 weeks for SO staff in WHSQ.

Human Resource Delegations All Staff

Additional credit of sick leave	
ED, ASSISTANT D-G & CROWN SOLICITOR	Approval of application for additional credit of sick leave following 26 years meritorious or special war service credit of sick leave
REFERENCES	(Directive 19/05_Sick Leave)

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO Director	PSIR Director	PSIER Director	WHSQ Director

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions Director	Crown Law Director	Supreme and District Courts Director	Magistrates Courts Director	Community Justice Services Director	QCAT Director	BC&CM Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services Director	Corporate Services Director	Office of the Director-General Director	Internal Audit Director

Advertising, appointments, relevant expenses and recognition of previous service (salary and leave)

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve advertising of jobs (including expressions of interest) and appointments of permanent, temporary or casual employees up to AO8 or equivalent classification. Approval also of recognition of previous service for the purpose of leave and determining commencement salary.
REFERENCES	Public Service Act 2008 section 27-29, 119, 121, 128 Directive No. 4/02 - Deployment and Redeployment Directive 2/03 Recognition of Previous Service and Employment Directive No. 3/09 Recruitment & Selection Directive No. 15/08 - Temporary Employment

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors Regional Managers	PSIR Directors Regional Managers (authority to approve delegation <u>except</u> for advertising. Only Directors have the authority to approve advertising)	PSIER Directors	WHSQ Directors in consultation with Senior Director “Regional Directors in consultation with Senior Director, Service Delivery”
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Directors Managers	Crown Law For position at SO1 and SO2 level: Senior Deputy Crown Solicitor Executive Director (also has authority to approve appointment on contract)	Supreme and District Courts Executive Director, only to appoint employees under the Supreme Court Act 1995 to the positions of the 'Sheriff', 'Deputy-Sheriff', 'Registrar', 'Deputy-Registrar', 'Bailiff', 'Marshal' and	Magistrates Courts Directors Managers	Community Justice Services Directors Managers	QCAT Directors Managers	Land Court Manager	BC&CM Commissioner
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		Crown Solicitor	'Deputy-Marshal'.					
		Directors	Directors					
		Managers	Managers					

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers	Directors Managers	Directors Managers	Director

Allowances

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve locality, higher duties and motor vehicle allowances for employees up to the Senior Officer classification. (refer to notes below).
REFERENCES	Directive No. 2/05 - Higher Duties Directives No. 19/99 - Locality Allowances Directive No. 09/06 - Motor Vehicle Allowance Directive No. 4/06 - Recruitment & Selection

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Regional Managers	Directors Regional Managers (in consultation with Director, Industrial Relations Services and Chief Inspector)	Directors	Directors

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	Land Court	BC&CM
	For positions up to Senior Officer - Director of Public Prosecutions Assistant Director of Public Prosecutions For positions up to AO8 or equivalent;	For position up to SES 4: Executive Director Crown Solicitor For position up to SES 2: Senior Deputy Crown Solicitor For positions up to Senior Officer - Directors	For positions up to Senior Officer - Directors For positions up to AO8 or equivalent; Directors Managers For positions up to AO4 or equivalent; Supervisors Group 1	For positions up to Senior Officer - - Directors For positions up to AO8 or equivalent; Directors Managers	For positions up to Senior Officer - Directors For positions up to AO8 or equivalent; Directors Managers For positions up to AO4 or equivalent; Supervisors Group	For positions up to Senior Officer - Executive Director For positions up to AO8 or equivalent - Directors, Managers For positions up to AO4 or equivalent - Supervisors	Manager Supervisor Group 1	Commissioner

	Director of Public Prosecutions	For positions up to AO8 or equivalent; Directors Managers		For positions up to AO4 or equivalent; Supervisors Group 1	1	Group 1		
	Assistant Directors of Public Prosecutions							
	Business Manager	For positions up to AO4 or equivalent; Supervisors Group 1						
	For positions up to AO4 or equivalent;							
	Director of Public Prosecutions							
	Assistant Directors of Public Prosecutions							
	Business Manager							

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	For positions up to Senior Officer - Directors	For positions up to Senior Officer - Directors	For positions up to Senior Officer - Directors	For SO position – Director-General
	For positions up to AO8 or equivalent; Directors Managers	For positions up to AO8 or equivalent; Directors Managers	For positions up to AO8 or equivalent; Directors Managers	For positions up to AO8 – Director
	For positions up to AO4 or equivalent; Supervisors Group 1	For positions up to AO4 or equivalent; Supervisors Group 1	For positions up to AO4 or equivalent; Supervisors Group 1	

Conflict of interest

ED, ASSISTANT D-G & CROWN SOLICITOR	Determine matters in respect of conflict of interest for employees up to and including the Senior Officer or equivalent classification in consultation with the Director, Ethical Standards Unit.
REFERENCES	Code of Conduct Conflict of Interest Policy Directive No. 8/96 - Declaration of Interests: Public Service Employees (other than Chief Executives) Public Service Act 2008 section 186 Public Sector Ethics Act 1994 , section 9 (2) (b) State Purchasing Policy Whistleblowers' Protection Act 1994

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Regional Managers (for positions up to AO8 or equivalent in consultation with the ED)	Directors (for positions up to AO8 or equivalent in consultation with the ED)	Directors (for positions up to AO8 or equivalent in consultation with the ED)	Directors (for positions up to AO8 or equivalent in consultation with the ED)

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Solicitor Senior Deputy Crown Solicitor	-	-	-	Directors	Commissioner

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services Director, Financial Services	Office of the Director-General -	Internal Audit Director (for matters up to AO 8 level)
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Creation and reclassification of positions

ED, ASSISTANT D-G & CROWN SOLICITOR	Authorise the creation and reclassification of positions up to AO8 or equivalent classification.
REFERENCES	Public Service Act 2008 section 98

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Crown Solicitor		-	-	-	-	Commissioner
	Director of Public Prosecutions						
	Assistant Directors of Public Prosecutions						
	Business Manager						

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	-	-	-

Deployment and redeployment

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve deployment, redeployment or the extension of deployment period for staff up to AO8 or equivalent.
REFERENCES	Directives No. 4/99 - Medical Deployment and Redeployment Directive No. 4/02 - Deployment and Redeployment

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM Commissioner
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	-	-	-	-	-	

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	-	-	-

Equivalence of mandatory qualifications

ED, ASSISTANT D-G & CROWN SOLICITOR	Determine the equivalence of mandatory qualifications for appointment up to AO8 or equivalent classification.
REFERENCES	Directive No. 3/97 - Determination of Equivalence of Qualifications

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors	PSIR -	PSIER -	WHSQ Directors
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law Directors	Supreme and District Courts Directors	Magistrates Courts Directors	Community Justice Services Directors	QCAT Directors	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors	Corporate Services Directors	Office of the Director-General Directors	Internal Audit Director
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Grievance resolution

ED, ASSISTANT D-G & CROWN SOLICITOR	Grievance resolution up to Senior Officer or equivalent
REFERENCES	Directive No. 11/07 - Grievance Resolution Managing Conflict Flowchart

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors (for up to AO8 or equivalent) Regional Managers (for AO8 or equivalent in consultation with the ED)	PSIR -	PSIER -	WHSQ Directors (for up to AO8 or equivalent)
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law Directors	Supreme and District Courts Directors	Magistrates Courts Directors	Community Justice Services Directors	QCAT Directors	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors	Corporate Services Directors	Office of the Director-General -	Internal Audit Director (up to AO8 level) Director-General for SO level
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Health of staff – Government Medical Officer

ED, ASSISTANT D-G & CROWN SOLICITOR	Instruct an employee to attend Government Medical Officer or other medical practitioner for examination of the circumstances of health affecting the employee’s performance up to AO8 or equivalent classification.
REFERENCES	Anti-Discrimination Act 1991 Directives No. 4/99 - Medical Deployment and Redeployment Directive No. 4/02 - Deployment and Redeployment Public Service Act 2008 section 174 Public Service Regulation 1997 , sections 10 to 12 Workplace Health and Safety Act 1995

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Solicitor	-	-	-	-	Commissioner

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-		-	Director

Hours of work

ED, ASSISTANT D-G & CROWN SOLICITOR	Determine normal hours of work and flexible working hours arrangements for employees up to the AO8 or equivalent classification.
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REFERENCES	Industrial Relations Act 1999 , section 9 and section 10 Hours of Work Arrangements Directive No. 15/05 - Attendance - Recording, Reporting and Public Holidays Directive No. 5/05 - Hours and Overtime Public Service Award 2003 – Part 6
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Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors	Directors	Directors	Directors
	Managers with staff responsibility	Managers with staff responsibility	Managers with staff responsibility	Managers with staff responsibility

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Directors Managers Supervisors group 1	Directors Managers Supervisors group 1	Directors Managers Supervisors group 1	Directors Managers Supervisors group 1	Directors Managers Supervisors group 1	Directors Managers Supervisors group 1	Commissioner

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers Supervisors Group 1	Directors Managers Supervisors Group 1	Directors Managers Supervisors Group 1	Director

Increments

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve the payment or <u>withholding</u> of salary increment for officers up to AO8 or equivalent.
REFERENCES	Directive No. 18/97 - Performance Management

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors Managers with staff responsibility	PSIR Directors Regional Managers Managers with staff Responsibility	PSIER Directors Managers with staff responsibility may approve increment Directors and Managers with staff responsibility in consultation with Executive Director may approve withholding of an increment	WHSQ Directors Managers with staff responsibility
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Directors Managers Supervisor group 1	Crown Law ED Crown Law and Crown Solicitor can approve up to SO1 Directors Managers Supervisor group 1	Supreme and District Courts Directors Managers Supervisor group 1	Magistrates Courts Directors Managers Supervisor group 1	Community Justice Services Directors Managers Supervisor group 1	QCAT Directors Managers	Land Court Manager Supervisor group 1	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors Managers Supervisor group 1	Corporate Services Directors Managers Supervisor group 1	Office of the Director-General Directors Managers Supervisor group 1	Internal Audit Director
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Jury service / court attendance

ED, ASSISTANT D-G & CROWN SOLICITOR	Make application to the Sheriff's office on behalf of an employee for release from jury service due to work commitments
REFERENCES	Directive No. 4/05 - Court Attendance and Jury Service

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Managers with staff responsibility	Directors Regional Managers Managers with staff responsibility	Directors	Directors Managers with staff responsibility

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	Land Court	BC&CM
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Manager Supervisor group 1	Commissioner

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Director

Leave	
ED, ASSISTANT D-G & CROWN SOLICITOR	Approve Recreation, Sick, Long Service, Parental, Bereavement, Emergent, Study and <u>Unpaid</u> Special Leave for employees up to the Senior Officer or equivalent classification.
REFERENCES	Directive No. 05/07 - Long Service Leave Directive No. 18/05 - Parental Leave Directive No. 6/06 - Leave Without Salary Credited as Service Directive No. 20/05 - Recreation Leave Directive No. 19/05 - Sick Leave Directive No. 05/06 - Bereavement Leave Directive No. 5/04 - Leave and Travel Concessions - Isolated Centres Departmental Extra Leave for Proportionate Salary Policy

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Managers with staff responsibility (for up to AO8 or equivalent)	Directors Regional Managers Managers with staff responsibility (for up to AO8 or equivalent)	Directors Managers with staff responsibility (for up to AO8 or equivalent)	Directors Managers with staff responsibility (for up to AO8 or equivalent)

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Directors Managers	Directors Managers	Directors Managers	Directors Managers	Directors Managers	Directors Managers Supervisors Group 1	Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers	Directors Managers	Directors Managers	Director (up to AO8 only)

Leave (paid special)

ED, ASSISTANT D-G & CROWN SOLICITOR

Approve paid special leave for employees up to and including the AO8 or equivalent classification

REFERENCES

Directive No. [08/06](#) - Special Leave

Office of Fair and Safe Work Queensland

SUB-DELEGATION

ESO

-

PSIR

-

PSIER

Directors

WHSQ

Directors

Justice Services

SUB-DELEGATION

Office of the Director of Public Prosecutions

Directors
Managers

Crown Law

Directors
Managers

Supreme and District Courts

Directors
Managers

Magistrates Courts

Directors
Managers

Community Justice Services

Directors
Managers

QCAT

Directors
Managers

Land Court

Manager

BC&CM

Commissioner

Corporate Divisions

SUB-DELEGATION

Strategic Policy, Legal & Executive Services

Director of Public Prosecutions

Assistant Directors of Public Prosecutions

Business Manager

Corporate Services

Directors
Managers

Office of the Director-General

Directors
Managers

Internal Audit

Director

Novated lease	
ED, ASSISTANT D-G & CROWN SOLICITOR	Enter into a deed of novation with a finance company for the purposes of transferring the novated lease between an employee and the finance company to the department under a valid salary sacrificing arrangement'.
REFERENCES	

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	-	-	-	-	-	-	Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	Manager, Human Resource & Governance	-	Director

Overtime	
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ED, ASSISTANT D-G & CROWN SOLICITOR	Approve overtime and relevant overtime meal allowances for staff within their area of control (Salary limitation AO5-4)
REFERENCES	Industrial Relations Act 1999 , section 9 and section 10 Hours of Work Arrangements Directive No. 15/05 - Attendance - Recording, Reporting and Public Holidays Directive No. 5/05 - Hours and Overtime Directive No. 01/06 - Overtime Meal Allowances

Office of Fair and Safe Work Queensland				
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SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Managers with staff responsibility	Directors Regional Managers Managers with staff Responsibility	Directors	Directors Managers with staff responsibility.

Justice Services								
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SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	Land Court	BC&CM
	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Directors Managers Supervisors Group 1	Manager Supervisors Group 1	Commissioner

Corporate Divisions				
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SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Directors Managers Supervisor group 1	Directors Managers Supervisor group 1	Director

Part time work	
ED, ASSISTANT D-G & CROWN SOLICITOR	Determine jobs to be open to <u>part-time</u> up to AO8 or equivalent classification.
REFERENCES	Guidelines on Flexible Work Policy Hours of Work Arrangements Public Service Award 2003, Part 4.3

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO Directors	PSIR Directors	PSIER Directors	WHSQ Directors

Justice Services								
SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law Directors Managers	Supreme and District Courts Directors Managers Operations Manager Reporting (Brisbane), State Reporting Bureau Operations Manager Reporting (Regions), State Reporting Bureau	Magistrates Courts Directors Managers	Community Justice Services Directors Managers	QCAT Directors Managers	Land Court Manager	BC&CM Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors Managers	Corporate Services Directors Managers	Office of the Director-General Directors Managers	Internal Audit Director

Performance management

ED, ASSISTANT D-G & CROWN SOLICITOR	Manage the performance of employees AO8 or equivalent classification and below
REFERENCES	Code of Conduct Directive No. 18/97 - Performance Management Industrial Agreements and Conditions of Employment Industrial Relations Act 1999 Public Service Act 2008 section 187-192 Public Service Regulation 1997

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors Managers with staff responsibility	Directors Regional Manager Managers with staff responsibility	Directors Managers with staff responsibility	Directors Managers with staff responsibility

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	Land Court	BC&CM
	Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Directors Managers	Directors Managers	Directors Managers	Directors Managers	Directors Managers	Manager	Commissioner

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers	Directors Managers	Directors Managers	Director

Probation	
ED, ASSISTANT D-G & CROWN SOLICITOR	Confirm, waive or extend probationary period of 3 months.
REFERENCES	Public Service Act, section 126

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Crown Solicitor Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	-	-	Directors, Managers Supervisors group 1	-	-	Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	-	-	Director

Records management

ED, ASSISTANT D-G & CROWN SOLICITOR	Destruction/archival of personnel records <u>strictly</u> in accordance with Retention and Disposal Schedule approved by the State Archivist
REFERENCES	<u>Administrative Instruction No.20- Records Management Practices</u> <u>Departmental Record Keeping Policy and Principles</u> <u>Public Records Act 2002</u>

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	-	-	-	-	-	-	-

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
		Executive Director, HR & Governance Assistant Director-General, Corporate Services	-	-

Redesignation of branches and units

ED, ASSISTANT D-G & CROWN SOLICITOR	Approval to redesignate branches and units within a division
REFERENCES	Public Service Act 2008, section 98

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Crown Solicitor		-	-	-	-	Commissioner
	Director of Public Prosecutions						
	Assistant Directors of Public Prosecutions						
	Business Manager						

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Assistant Director - General	Assistant Director - General	-	Director-General

Redesignation of positions

ED, ASSISTANT D-G & CROWN SOLICITOR	Approval to determine and alter job titles
REFERENCES	Public Service Act 2008

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Crown Solicitor		-	-	-	-	Commissioner
	Director of Public Prosecutions						
	Assistant Directors of Public Prosecutions						
	Business Manager						

Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
		Assistant Director - General	-	Director-General

Resignations

ED, ASSISTANT D-G & CROWN SOLICITOR	Determine the salary to be forfeited where notice of resignation is less than 2 weeks for employees up to AO8 or equivalent classification.
REFERENCES	Public Service Act 2008, section 135 Public Service Regulation 1997, section 9

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors Managers with staff responsibility	PSIR -	PSIER -	WHSQ Directors
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law Directors	Supreme and District Courts Directors	Magistrates Courts Directors	Community Justice Services Directors	QCAT Directors	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors	Corporate Services Directors	Office of the Director-General Directors	Internal Audit Director
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Role descriptions	
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ED, ASSISTANT D-G & CROWN SOLICITOR	Approve role descriptions up to AO8 or equivalent classification.
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REFERENCES	Public Service Act 2008 section 98
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Office of Fair and Safe Work Queensland				
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SUB-DELEGATION	ESO Directors	PSIR Directors	PSIER -	WHSQ Directors
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Justice Services								
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SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law Directors	Supreme and District Courts Directors	Magistrates Courts Directors	Community Justice Services Directors	QCAT Directors	Land Court Manager	BC&CM Commissioner
	Director of Public Prosecutions	Managers	Managers	Managers	Managers			
	Assistant Directors of Public Prosecutions							
	Business Manager							

Corporate Divisions				
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SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors Managers	Corporate Services Director, HR & Governance Directors Managers	Office of the Director-General Directors Managers	Internal Audit Director
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Role evaluations	
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ED, ASSISTANT D-G & CROWN SOLICITOR	Approve role evaluation up to AO8 or equivalent classification.
REFERENCES	Public Service Act 2008 section 98 Directive No. 3/09 Recruitment & Selection, section 7.1 Queensland Public Sector Job Evaluation Management System (JEMS)

Office of Fair and Safe Work Queensland				
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SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services							
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SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Business Manager	-	-	-	-	-	Commissioner

Corporate Divisions				
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SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	-	-	Director-General

Secondment, staff interchange, transfer and transfer expenses

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve secondment, staff interchange, transfer and relevant expenses up to SO or equivalent classification.
REFERENCES	Directive No. <u>07/07</u> Domestic Travelling and Relieving Expenses Directive No. <u>17/05</u> - Information to be conveyed when employees move between departments Directive No. <u>24/99</u> - Transfer within and between Classification Levels and Systems Public Service Act 2008 section 120, 133, 184 Public Service Commission Secondment Policy

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors	PSIR Directors	PSIER Directors	WHSQ Senior Director Directors
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law For position at SO1 and SO2 level: Senior Deputy Crown Solicitor Directors Managers	Supreme and District Courts Directors Managers	Magistrates Courts Directors Managers	Community Justice Services Directors Managers	QCAT Directors Managers	Land Court Registrar	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors Managers	Corporate Services Directors Managers	Office of the Director-General Directors Managers	Internal Audit Director
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Study and research assistance scheme (SARAS)

ED, ASSISTANT D-G & CROWN SOLICITOR	Approve SARAS application including approval for part-time study, residential school attendance and reimbursement of fees/expenses
REFERENCES	Directive No. 12/99 - Study and Examination Leave Directive No. 08/06 - Special Leave Departmental Study and Research Assistance Policy

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors	PSIR -	PSIER -	WHSQ Directors
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Crown Law Directors Managers	Supreme and District Courts Directors Managers	Magistrates Courts Directors Managers	Community Justice Services Directors Managers	QCAT Directors	Land Court Manager	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors Managers	Corporate Services Directors Managers	Office of the Director-General Directors Managers	Internal Audit Director
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Telecommuting	
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ED, ASSISTANT D-G & CROWN SOLICITOR	Approve staff participating in telecommuting or work-from-home arrangements
REFERENCES	Telecommuting Resource Kit <i>NB: Proposed arrangements should be discussed with Director-Corporate Strategy prior to approval.</i>

Office of Fair and Safe Work Queensland				
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SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors	Directors	<u>In consultation with Executive Director:</u> Directors Managers with staff responsibility	Senior Director (in consultation with the Executive Director)

Justice Services								
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SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	Land Court	BC&CM
	Directors Managers Director of Public Prosecutions Assistant Directors of Public Prosecutions Business Manager	Directors Managers	Directors Managers	Directors Managers	Directors Managers	Directors	Manager	Commissioner

Corporate Divisions				
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SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors Managers	Directors Managers	Directors Managers	Director

Timesheet exemption

ED, ASSISTANT D-G & CROWN SOLICITOR	Exempt employees from completing attendance records for employees up to the AO8 or equivalent classification.
REFERENCES	Industrial Relations Act 1999 , section 9 and section 10 Hours of Work Arrangements Directive No. 15/05 - Attendance - Recording, Reporting and Public Holidays

Office of Fair and Safe Work Queensland

SUB-DELEGATION	ESO Directors Managers with staff responsibility	PSIR Directors	PSIER Directors	WHSQ Directors
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Justice Services

SUB-DELEGATION	Office of the Director of Public Prosecutions Director of Public Prosecutions	Crown Law Directors	Supreme and District Courts Directors	Magistrates Courts Directors	Community Justice Services Directors	QCAT Directors	BC&CM Commissioner
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Corporate Divisions

SUB-DELEGATION	Strategic Policy, Legal & Executive Services Directors	Corporate Services Directors	Office of the Director-General Directors	Internal Audit Director
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Time limit for claims	
ED, ASSISTANT D-G & CROWN SOLICITOR	Approve the waiving or extension of the 12 month time limit for claims for payment by employees
REFERENCES	Refer to conditions governing time limit in relevant Directives

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	Directors	-	-	Directors

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Director of Public Prosecutions	Directors	Directors	Directors	Directors	-	Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	Directors	Directors	Directors	Director

Waiving one-third rule

ED, ASSISTANT D-G & CROWN SOLICITOR	Waiving the one-third rule for jobs up to AO8 or equivalent classification
REFERENCES	Queensland Public Sector Job Evaluation Management System (JEMS)

Office of Fair and Safe Work Queensland				
SUB-DELEGATION	ESO	PSIR	PSIER	WHSQ
	-	-	-	-

Justice Services							
SUB-DELEGATION	Office of the Director of Public Prosecutions	Crown Law	Supreme and District Courts	Magistrates Courts	Community Justice Services	QCAT	BC&CM
	Business Manager	-	-	-	-	-	Commissioner

Corporate Divisions				
SUB-DELEGATION	Strategic Policy, Legal & Executive Services	Corporate Services	Office of the Director-General	Internal Audit
	-	-	-	-

Definitions of Delegate Titles

Office of the Fair and Safe Work Queensland

For the purposes of the JAG Delegation Manual 2009, Director in FWSQ shall include the following:

Directors	
Branch	Delegate Title
ESO	Director - Electrical Compliance Director - Electrical Safety Policy Director - Equipment Safety Director - Strategic Planning & Systems
PSIER	Director - Industrial and Employee Relations Services and Director - Workplace Consulting Qld Senior Negotiators Team Leaders (unless specifically excluded)
PSIR	Director - Industrial Relations Services and Chief Inspector Director - Industrial Relations Policy
WHSQ	Director, Office of the Executive Director Director, Legal and Prosecution Services Director, WHS Policy Director, Workers Compensation Policy Director, Information and Evaluation Director, State Wide Services Chief Medical Officer & Director of Health Strategy Branch Director, Regional Services Director, Programs Chief Safety Engineer Manager, Musculoskeletal Injury Taskforce

	Director, Hazardous Industries and Chemicals Branch Director, Licensing Regional Directors
In all areas, “Managers with staff responsibility” refers to all staff who carry out supervision as part of their normal duties.	

Justice Services and Corporate Divisions

The tables under the headings of Directors, Managers, Supervisors Group 1 and Supervisors Group 2 describe the position titles which have been included in the meaning of each of these generic titles for Justice Services and other corporate divisions.

Directors		
Division	Branch/Unit	Delegate Title
Corporate Services		
	Financial Services	Director Assistant Director
	Information Technology Services	Director Assistant Director
	Property Services	Director
	Communication Services	Director
	Human Resource & Governance	Director, Corporate Governance Manager, Human Resource
Justice Services		
	Body Corporate and Community Management	Commissioner
	Commercial and Consumer Tribunal	Director
	Courts Innovation Programs	Director
	Justice Services Support	Director
	Magistrates Court	Executive Manager
	Office of the State Coroner	Registrar
	QCAT	Principal Registrar
	Regional Operations	Regional Manager

	Supreme and District Courts	Director of Operations Director, State Reporting Bureau and Courts Corporate Services Director, Courts Information Services Branch Deputy Director, Technology Services, Courts Information Services Branch
	State Penalties Enforcement Registry	Director
	Victims Assist Queensland	Director, Victims Assist Director, Service Coordination
	Tribunals Review Project	Director
	Crown Law	Senior Deputy Crown Solicitors(s) Crown Counsel Deputy Crown Solicitor
	Integrated Justice Information Strategy	Director, Implementation Director, Vision and Planning
	Office of the Director of Public Prosecutions	Director of Public Prosecutions
	Registry of Births, Deaths and Marriages	Registrar-General
Office of the Director-General		
		Director
Strategic Policy Legal & Executive Services		
	Right to Information and Privacy	Director
	Corporate Governance	Director
	Executive Services	Director
	Strategic Policy	Director
	Child Safety	Director
	Legal Services Coordination Unit	Director
	Legal Services Commissioner	Legal Services Commissioner

Managers

Division	Branch/Unit	Delegate Title
Corporate Services		
	Financial Services	Manager, Corporate Management
	Accounting	Manager, Finance & Asset Management

		Manager, Client Services
	Information Technology Services	Manager, Infrastructure Management Manager, Service Management Manager, Application Management Manager, Strategy and Program Office Manager, Information Management
	Property Services	Manager, Justice Facilities
	Communication Services	Manager, Marketing Services Manager, Media Relations Manager, Online Services Manager, Corporate Communication and Design
	Corporate Governance	Executive Manager Principal Advisor
Justice Services		
		Executive Officer, Office of the DDG
	Community Visitor Program	Manager
	Criminal Injury Compensation	Manager
	Courts Innovation Programs	Manager, Drug Court Manager, Murri Court Manager, Court Drug and Diversion Strategy Manager, Homeless Person Court Manager, Queensland Indigenous Alcohol Diversion Program Manager, Indigenous Justice Program Court Liaison Officer
	Crown Law	Assistant Crown Counsel Assistant Crown Solicitor Manager, Marketing and Communication Manager, Organisational Development Manager, Finance and Business Systems Manager, Legal Applications and Precedent Development Manager, Information and Knowledge Management Principal Business Systems Analyst Manager, Crown

		Law Library
	Statistical Analysis	Statistical Consultant
	Dispute Resolution Branch	Executive Manager
	Future Courts Program	Project Manager
	Guardianship and Administration Tribunal	Registrar
	Justice of the Peace Branch	Manager/Registrar
	Magistrates Court Branch	Principal Registrar Manager, Courts Capability Development Unit Regional Senior Finance Officer, Regional Operations Directorate Manager, Business Services Unit
	QCAT	Registrar, Civil Disputes, Administrative and Disciplinary Deputy Registrar, Civil Disputes, Administrative and Disciplinary Registrar, Human Rights Deputy Registrar, Human Rights Manager, Operations Support Manager, Intake Manager, Alternative Dispute Resolution
	Registry of Births, Deaths and Marriages	Deputy Registrar-General
	Retail Shop Leases	Registrar
	Supreme and District Courts	Executive Officer, Directorate, Courts Division Manager, Judicial and Client Support Executive Manager, Reporting Operations, State Reporting Bureau Manager, Business Development

		Registrar (Planning and Environment, Alternative Dispute Resolution) Sheriff Team Leader AV Services Manager, Courts Information Services Branch Systems Development Manager, Courts Information Services Branch Operations Manager, Courts Information Services Branch Communications Manager, Courts Information Services Branch Quality Manager QSI Manager, Courts Information Services Branch Administration Coordinator, Courts Information Services Branch Manager, Finance and Administration Executive Manager , Registry Operations
	Tribunals Review Project	Assistant Director
	Tribunals	Principal Registrar, Tribunals Registrar, Children Services Tribunal Registrar, Guardianship and Administration Tribunal Registrar, Land Court and Tribunals Registry Office Manager, Land Court and Tribunals Registry
	Office of the Director of Public Prosecutions	Assistant Director of Public Prosecutions Business Manager
	Office of the Public Advocate	Public Advocate
	Victims Assist Queensland	Victim Services Coordinator
Office of the Director-General		
	Internal Audit	Director
Strategic Policy Legal & Executive Services		
	Executive Services Branch	Manager
	Right to Information & Privacy	Manager, Right to Information Manager, Privacy

	Office of the Queensland Law Reform Commission	Director
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Supervisors - Group 1

A range of functions may be delegated to positions defined as Supervisor although not all functions need to be delegated to all supervisors. Each delegate should ensure he or she is familiar with the specific functions delegated to his or her position.

Supervisors - Group 1

The positions listed below have been defined as supervisors with the authority to approve the following Human Resource Management functions:

- verify and sign attendance sheets;
- authorise any core leave taken by staff pursuant to the provisions of the *Hours of Work Arrangements – Queensland Government Departments Industrial Agreement*;
- determine the hours of duty of public service employees subject to the application of industrial awards and any industrial agreements; and approve:
 - Recreation leave except Half Pay recreation Leave (Directive 20/05 *Recreation Leave*);
 - Sick leave (Directive 19/05 *Sick Leave*);
 - Leave for officers subpoenaed or called as a witness by the State or Commonwealth or other circumstances (*Directive 5/01 Court Attendance and Jury Service*);
 - Bereavement leave (Directive 13/05 *Bereavement Leave*);
 - Special responsibility leave (*Family Leave (Queensland Public Sector) Award – State 2004*);
 - Long Service Leave except Long Service Leave Half Pay (Directive 21/05 *Long Service Leave*);
 - Time Off In Lieu (TOIL);
 - Overtime and meal allowance for overtime (*Directive 5/05 Hours and Overtime and Directive 20/01 Overtime Meal Allowances*);
 - Higher duties up to AO4 classification level; and
 - Payment of increment subject to work performance being assessed as satisfactory.

Supervisors – Group 1

Branch	Unit	Delegate Title
Corporate Services		
	Financial Services	Principal Management Accountant
	Information Technology Services	Corporate Support Officer Service Desk Coordinator, Service Management
	Human Resource & Governance	Principal Capability Consultant
Justice Services		
	Body Corporate & Community Management	Manager Conciliation Service Principal Information Officer Principal Case Manager
	Children Services Tribunal	Manager, Office of Child Protection Conferencing
	Crown Law	Senior Principal Lawyer
	Dispute Resolution Branch	Administration Manager Practice Manager
	Guardianship and Administration Tribunal	Manager Principal Inquiry Officer
	Integrated Justice Information Strategy	Program Office Manager
	Justice of the Peace Branch	Supervisor Systems Supervisor General
	Justice Support Services	Systems Manager Development Manager
	Land Court	Office Manager
	Magistrates Court Branch	Registrars User Support Manager Assistant Manager, Capability Development and Training Regional Services Officers Manager, Indigenous Justice Programs FNQ
	Office of the State Coroner	Office Manager

		Executive Officer
	QCAT	Senior HR Officer Senior Finance Officer Team Leader, Intake Team Leader, Hearing Support Team Leader, Scheduling Manager, Financial Assessment Principal Case Manager Manager, Reviews/Appeals
	Regional Operations	Regional Co-ordinator
	Registry of Births Deaths and Marriages	Business Services Manager Manager, Registration Services Manager, Client Services Manager, Planning and Development
	State Penalties Enforcement Registry	Manager, Case Management Manager, Business Improvement Manager, Customer Response Manager, Call Centre Operations
	Supreme and District Courts Administration	Chief Bailiff Deputy Registrar Registrar, Townsville Registrar, Rockhampton Registrar, Cairns Service Desk Coordinator, Courts Information Services Branch' Business Services Co-ordinator (Administration), State Reporting Bureau Manager (Technology), State Reporting Bureau Operations Manager, Brisbane Reporting, State Reporting Bureau Operations Manager, Regional Reporting, State Reporting Bureau Service Desk Coordinator, Courts Information Services Branch

		Group Co-ordinators & Centre Co-ordinators, State Reporting Bureau
	Office of the Director of Public Prosecutions	Deputy Director Consultant Crown Prosecutor (for leave only) Principal Crown Prosecutor (for leave only) Solicitor Advocate / Practice Manager (for leave only) Manager, Finance and Corporate Support Manager, Document and Records Services Manager, Confiscations (for leave only) Project Director, Case Management Project Team
	Victims Assist Queensland	Team Leader
Strategic Policy Legal & Executive Services		
	Strategic Policy	Assistant Directors
	Office of the Queensland Law Reform Commission	Secretary
	Office of General Counsel	Principal Lawyer
	Office of ADG	Executive Officer

Supervisors -Group 2

The positions listed below have been defined as supervisors with the authority to approve the following Human Resource Management functions:

- verify and sign attendance sheets;
- authorise accrued time off.

Supervisors – Group 2		
Branch	Unit	Delegate Title
Corporate Services		
		Executive Officer
	Property Services Branch	Principal Project Officer (Major Projects), Property Services Principal Project Officer (Capital Works), Property Services Financial Services
	Information Technology Services	Hardware/Software Coordinator, Service Management Systems Architect, Application Management, Solutions Architect, Applications Management Senior Web Support Officer, Applications Management
Justice Services		
	Community Visitor Program	Senior Administration Officer
	Crown Law	Service Coordinator (Document Production) Senior Finance Officer Senior Organisational Development Officer (s) Records Officer Principal Marketing Officer Principal OD Officer Principal Project Officer Principal Executive Officer Senior Communications Officer Executive Officer Executive Administration Officer

	Magistrates Court	Client Services Co-ordinator Data Entry Co-ordinator Deputy Registrars Administration Officers Courts Co-ordinator Executive Support Officer
	Registry of Births, Deaths and Marriages	Registry Team Leader Registry Officer (Data Entry Section) Registry Officer (Telephone and Special Projects Section)
	State Penalties Enforcement Registry	Team Leader Enforcement Supervisor Resource Officer Call Centre Supervisor
	Supreme and District Courts Administration	Executive Assistant to the Senior Judge Administrator
	Victims Assist Queensland	Link Up Team Leader Supervisor Group 2 Assessor/Case Management Supervisor