

MINISTER FOR TRANSPORT, TRADE, EMPLOYMENT AND INDUSTRIAL RELATIONS

DIRECTIVE No. 12/08
October 2008

In accordance with section 52(3) of the *Public Service Act 2008* and section 687(3) of the *Industrial Relations Act 1999*, this Directive prevails over an industrial instrument to the extent of any inconsistency except in circumstances where the industrial instrument provides for conditions in excess of this Directive. Industrial instrument means an award, certified agreement or decision of the Queensland Industrial Relations Commission. This Directive prevails over other Ministerial Directives to the extent of any inconsistency.

- 1. TITLE:** Progression Arrangements for Department of Child Safety Frontline Employees
- 2. PURPOSE:** To declare specific employment conditions for specified employees of the Department of Child Safety.
- 3. LEGISLATIVE PROVISION:** Sections 52(3) and 54(1) of the *Public Service Act 2008*.
- 4. APPLICATION:** This directive applies to public service officers and temporary employees engaged under section 148(2)(a) of the *Public Service Act 2008* as specified in Schedule A of this directive.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** This directive is effective from **1 October 2008**.
- 7. VARIATION:** This Directive can be varied by:
 - the Minister responsible for industrial relations; or
 - legislation.

SCHEDULE A

General Employment Conditions of Department of Child Safety Frontline Employees

1. Requirement

1.1 This Directive operates in conjunction with the:

- *Queensland Public Service Award - State 2003*; and the
- *State Government Departments Certified Agreement 2006*.

2. Application of this Directive

2.1 This directive only applies to employees of the Department of Child Safety with the job title of Child Safety Officer, or any other Level 2 employees employed in the professional stream identified by the chief executive of the Department of Child Safety as performing 'frontline work'.

2.2 Employees subject to this Directive are to be remunerated in accordance with Schedule B.

3. Duration of application of this Directive

3.1 This Directive is intended to apply up until such time it is repealed by the Minister responsible for industrial relations.

4. Delegation of authority

4.1 The chief executive of the Department of Child Safety may delegate the authority given to them under this Directive to any party to perform the necessary functions of this Directive, except to persons who intend to be progressed by virtue of this Directive.

5. Definitions

5.1 "**appropriate delegate**" means an employee of the Department of Child Safety who has received the delegated authority from the chief executive of the Department of Child Safety to perform the requirements of the role of the delegate as detailed in Schedule B.

5.2 "**frontline work**" means work performed in positions whose primary responsibility involves interaction with members of the public to deliver child protection services and/or adoption services.

5.3 "**professional stream**" has the same meaning accorded to it as in clause 5.3 of the *Queensland Public Service Award – State 2003* and is part of the Public Service Classification and Remuneration System.

5.4 "**progression criteria**" means the prescribed criteria for movement from Level 2 to Level 3 in the professional stream as detailed in clauses 5.11.2(a)-(d) of the *Queensland Public Service Award – State 2003*.

SCHEDULE B

CLASSIFICATION LEVEL PO2(4) – PO2(6)

PROGRESSION ARRANGEMENTS

6. Application of this Schedule

- 6.1 This Schedule applies to employees identified in clause 2 employed as at **30 September 2008** who are Level 2 employees employed in the professional stream in receipt of wages from paypoint 4 up to and including paypoint 6.
- 6.2 This Schedule also applies to existing and new employees identified in clause 2 who are Level 2 employees employed in the professional stream in receipt of wages lower than paypoint 4 and who will increment to paypoint 4 during the application of this Directive.

7. Requirements for progression

- 7.1 Employees to whom clause 6.1 applies are entitled to apply for progression to Level 3 of the professional stream.
- 7.2 Employees to whom clause 6.2 applies are entitled to apply for progression to Level 3 of the professional stream on or after the date they have incremented to paypoint 4 of Level 2 of the professional stream.
- 7.3 The progression of an employee to Level 3 is subject to the employee satisfying progression criteria, as well as fulfilling:
- Skills passport requirements; and
 - The relevant competencies of the role.
- 7.4 Employees wishing to apply for progression under this Schedule must comply with the relevant policies and procedures of the Department of Child Safety.

8. Appointment

- 8.1 An employee is to be appointed to paypoint 1 of Level 3 of the professional stream if their application for progression is successful.

9. Right to appeal

- 9.1 A promotional appeal is not available in relation to a decision on the promotion of an employee pursuant to a progression scheme.
- 9.2 If an employee's application for progression from Level 2 to Level 3 of the professional stream is unsuccessful and the employee is aggrieved they may lodge a grievance in accordance with a Directive issued by the Public Service Commission Chief Executive or departmental policy.
- 9.3 If the employee's grievance is not resolved within a timeframe as specified by the Public Service Commission Chief Executive, the employee may choose whether to accept a negotiated extension of time to resolve the matter or they may lodge a fair treatment appeal in accordance with a Directive issued by the Public Service Commission Chief Executive.