# PUBLIC SERVICE

### **Table of Contents**

	Page
Principal	
Public Service Act 2016	
Table of Provisions	3
Table of Amendments	9
Public Service Act 2016	11
Subsidiary	
Public Service (Additional Hours of Attendance) (Immigration Officers) Regulations 2017	
Table of Provisions	61
Table of Amendments	63
Public Service (Additional Hours of Attendance) (Immigration Officers) Regulations 2017	65
Public Service (Government Vehicles) Regulations 2017	
Table of Provisions	69
Table of Amendments	71
Public Service (Government Vehicles) Regulations 2017	73
Public Service (Disciplinary) Regulations 2020	
Table of Provisions	81
Table of Amendments	83
Public Service (Disciplinary) Regulations 2020	85
Public Service (Appeals) Regulations 2020	
Table of Provisions	119
Table of Amendments	121
Public Service (Appeals) Regulations 2020	123

1 Service 0

Service 0 2

## Public Service Act 2016

#### TABLE OF PROVISIONS

Section	Title
	PART 1 — PRELIMINARY
1	Short title
2	Commencement
3	Application of Act
	PART 2 — INTERPRETATION
4	Definitions
5	Meaning of 'absent without leave'
6	Meaning of 'continuous period of service'
	PART 3 — PUBLIC SERVICE VALUES AND CODE OF CONDUCT
7	Public Service values
8	Code of Conduct
9	Outside employment
	PART 4 — STRUCTURE OF PUBLIC SERVICE
	DIVISION 1 — GENERAL PRINCIPLES
10	Composition of Public Service
11	Departments
11A	Sections within departments
12	Role of Chief Secretary
	DIVISION 2 — HEADS OF DEPARTMENTS
13	Secretary
14	Appointment of Acting Secretary
15	General responsibility of a Secretary
	DIVISION 3 — PUBLIC SERVICE POSITIONS
16	Creation, abolition, classification and eligibility requirements of position
17	Public service position may be held, occupied or vacant
18	Reduction in salary following reclassification
19	Increase in salary following reclassification
20	Imposition or change of eligibility requirements
	3 Service 0

Section	PART 5 — SELECTION AND APPOINTMENT OF PUBLIC SERVICE EMPLOYEES
	DIVISION 1 — PRINCIPLES APPLICABLE TO ALL APPOINTMENTS
21 22 23	Merit principle Advertising vacant position Eligibility for appointment
	DIVISION 2 — APPOINTMENT OF PUBLIC SERVICE EMPLOYEES
24 25 26 27	Basis of appointment – permanent or fixed term Basis of appointment – Head of Department Publication of notice of appointment Probationary period
	DIVISION 2A — VACANCIES, PROMOTION AND TRANSFER
27A 27B 27C	Vacancies Power of Chief Secretary to transfer after 3 years Declining promotion or transfer
	DIVISION 3 — TEMPORARY EMPLOYEES
28 29 30 31	Employment of temporary employees Review of status and leave entitlements of temporary employee Temporary employee – application of Code of Conduct Temporary employees – application of Public Service (Disciplinary Regulations 2020
	DIVISION 4 — CONTRACT EMPLOYEES
32 33 34 35 36 37	Contract positions Contract position held by a public service employee Employment of contract employees Misconduct by contract employees Managing the work performance of a contract employee Termination of employment – contract employee
	PART 6 — TERMS AND CONDITIONS OF PUBLIC SERVICE EMPLOYMENT
	DIVISION 1 — REMUNERATION
38 39	Determination of salary – public service positions Determination of allowances
	DIVISION 2 — HOURS OF ATTENDANCE
40 41 42 43 44	Determination of base hours of attendance Base hours of attendance – standard Base hours of attendance – non-standard Hours of attendance – Teachers Failure to comply with required hours of attendance
Service 0	4

#### PUBLIC SERVICE ACT 2016

Section	Title
45	Additional hours of attendance
46	Record of attendance
	DIVISION 3 — LEAVE
17	
47	Definition of employee
	Subdivision 1 — Recreation leave
48	Purpose of recreation leave
49	Entitlement to recreation leave
50	Accumulation of recreation leave – maximum
51	Taking recreation leave
52	Public holiday during recreation leave
53	Recreation leave – Teachers
	Subdivision 2 — Medical leave
54	Purpose of medical leave
55	Entitlement to medical leave
56	Taking medical leave – evidence
57	Taking medical leave – amount
58	Public holiday during medical leave
	Subdivision 3 — Maternity leave
59	Purpose of maternity leave
60	Entitlement to maternity leave
61	Taking maternity leave
62	Returning to duty after maternity leave
63	Restriction on termination
	Subdivision 4 — Paternity Leave
<i>C</i> 4	•
64	Purpose of paternity leave
65	Entitlement to paternity leave
66	Taking paternity leave
	Subdivision 5 — Adoption Leave
67	Purpose of adoption leave
68	Entitlement to adoption leave
69	Taking adoption leave
	Subdivision 6 — Special Leave
70	Purpose of special leave
71	Entitlement to special leave
72	Application for special leave
	Subdivision 7 — Official leave
73	Purpose of official leave
74	Application for official leave
75	Allowances for official leave
	- · · · · · · · · · · · · · · · · · · ·

5 Service 0