



## New South Wales Government

# **P**ersonnel **H**andbook

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Premier's Department  
**Public Employment Office**

Updated September 2005

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*[www.dpc.nsw.gov.au](http://www.dpc.nsw.gov.au)*

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- (2) New South Wales – Officials and employees – Selection and appointment – Handbooks, manuals, etc. I. Title.

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## Foreword

The *Personnel Handbook* is compiled from legislation, awards, agreements, determinations and policy guidelines relating to conditions of employment in the NSW Public Service. The *Handbook* does not seek to replace these documents, but to draw their principal provisions together into a single reference source.

This edition reflects the implementation of the *Public Sector Employment and Management Act 2002* that commenced on 9 September 2002 and changes to the provisions relating to maternity and paternity leave, extended and military leave that took effect from January 1 2005.

### **PUBLIC EMPLOYMENT OFFICE**

The Public Employment Office is the division of the Premier's Department responsible for matters relating to NSW Government employment.

Current contact details are available from: [http://www.dpc.nsw.gov.au/contact\\_us](http://www.dpc.nsw.gov.au/contact_us)

### **PUBLIC SERVICE ASSOCIATION OF NEW SOUTH WALES**

The Public Employment Office acknowledges the cooperation and assistance provided by the Public Service Association in developing the Handbook.

### **DISCLAIMER**

The *Personnel Handbook* is intended to be a helpful guide to human resources directors and managers, personnel officers and employees. It is not written for jurists or lawyers and it has no legal status. In all matters subject to dispute, reference must be made to source documents such as legislation and industrial instruments. These references are generally included at the head of each section and may be hyperlinked in electronic editions.

### **DEFINITIONS**

In this *Handbook*

THE PSEM ACT 2002 means the *Public Sector Employment and Management Act 2002*. THE REGULATION means the *Public Sector Employment and Management (General) Regulation 1996*.

THE AWARD means the *Crown Employees (Public Service Conditions of Employment ) Award 2002*

THIS ACT or THIS REGULATION or THIS AWARD means the *Act, Regulation or Award* (other than those mentioned above) which is specified as having relevance to the particular section.

PUBLIC SERVANT has the same meaning as member of staff in section 3 of the *Act*, namely an officer, a temporary employee, or a casual employee and, unless otherwise stated, includes both full time and part time employees.

EMPLOYEE is the term generally used rather than public servant unless it is necessary to distinguish between public servants employed under the *Public Sector Employment and Management Act 2002* and employees of public sector agencies.

PUBLIC SECTOR AGENCY has the same meaning as public sector service in section 3 of the *PSEM Act 2002*.

### **CHIEF AND SENIOR EXECUTIVE SERVICE**

This *Handbook* does not apply to chief or senior executive positions, guidelines for which may be accessed at: [http://www.dpc.nsw.gov.au/public\\_employment/senior\\_executive\\_service](http://www.dpc.nsw.gov.au/public_employment/senior_executive_service)

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The Public Employment Office produces the *Personnel Handbook* to help you in your day to day work.

It is not meant to be difficult or legalistic. But because it covers matters that are complicated and written in legal language, some parts are less helpful than others.

This Handbook is currently under review.

Please tell us how we can make the next edition better still.

When you find a problem, call 9228 4444 and let us know.

Or send an e-mail message to [psw@dpc.nsw.gov.au](mailto:psw@dpc.nsw.gov.au)