

# Queensland Courts Service

## Role Description – Principal Information Officer

|                        |  |                             |  |                         |  |
|------------------------|--|-----------------------------|--|-------------------------|--|
| <b>Branch</b>          | Queensland Courts Service  | <b>Division</b>             | Justice Services Division                                      | <b>Unit</b>             | Supreme District and Land Courts Service Directorate |
| <b>Location</b>        | Brisbane   | <b>Closing date</b>         | Tuesday 17 May 2016  | <b>Vacancy Ref</b>      | QLD/210960/16  |
| <b>Classification</b>  | AO7  | <b>Salary per fortnight</b> | \$3,763.40 - \$4,035.50  | <b>Salary per annum</b> | \$98,184 - \$105,283                                 |
| <b>Type of vacancy</b> | Temporary Fulltime for 12 months with possible extension<br>Hours will be negotiated with the successful applicant (Refer to <i>Applicant Information Package</i> ). |                             |  |                         |  |
| <b>Contact Name</b>    | Julie Steel  | <b>Title</b>                | Executive Director<br>Supreme District and Land Courts Service | <b>Telephone</b>        | (07) 3239 6297                                       |

### The Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal and Torres Strait Islander people across all occupational streams.

### About the Business Unit

The Supreme, District and Magistrates Courts sit within the Justice Services Division of the Department and provide administrative support and registry services to court users and the judiciary within Brisbane and regional centres.

Services are delivered through registries within the Supreme Court (including the Court of Appeal), the District Court (including the Planning and Environment Court, and the Children's Court of Queensland), and the Magistrates Court.

### About the Role

The Principal Information Officer will work closely with senior managers and judicial officers to play a vital role in supporting the development and publication of products that will improve the overall communications activities of the Supreme, District and Magistrates Courts.

### Key Responsibilities

- Receive and manage media inquiries which are made to a judicial officer's chambers or the registry;



Queensland  
Government

- Assist in producing specific guidelines and directions for court staff to refer to when dealing with inquiries from the media;
- Develop and promote guidelines for journalists to ensure that appropriate court protocols are followed;
- Develop guidelines for judicial officers for the management of requests to record and/or broadcast proceedings or part of them;
- Prepare proactive and reactive media releases for both traditional and social media, and manage the timely resolution of media enquiries;
- Assist with the management and promotion (where relevant) of events and conferences arranged by judicial officers;
- Proactively provide the media and the public with access to information about current cases and important decisions which are likely to attract public and media interest;
- Develop and maintain a media contact database ensuring effective and influential relationships are maintained.
- Liaise with media outlets to ensure the accuracy of reports about court proceedings and processes;
- Facilitate the modernisation and simplification of processes and services within the courts that involve access to information by the media and the community; and
- Improve community understanding of the courts and their operation.

### **How you will be assessed**

The ideal applicant for this role will be someone who can demonstrate the following key attributes as they apply to the key responsibilities of the role.

#### **1. Supports strategic direction –**

Demonstrated capacity in developing and evaluating media and public relations strategies that support and promote the strategic direction of the courts.

#### **2. Achieves results –**

Demonstrated knowledge of current media practices and the components of effective communication, as well as an ability to develop an understanding of the judicial and legal systems.

#### **3. Supports productive working relationships –**

Highly developed ability to proactively nurture and facilitate cooperative partnerships with a wide range of stakeholders, as well as the ability to anticipate and respond to stakeholder needs.

#### **4. Displays personal drive and integrity –**

Ability to use initiative and work independently, making informed decisions about priorities and taking personal responsibility for achieving objectives.

#### **5. Communicates with influence –**

Strong written and oral communication skills with an ability to understand the audience and present messages in a clear, concise and articulate manner, and the ability to write for online publications.

\* These attributes are based on the Queensland Public Service (QPS) Capability and Leadership Framework and have been tailored for this department.

## Career Development

The Supreme District and Land Courts Directorate is staffed by four people including the Executive Director at the Senior Executive Services level, an AO7 Executive Officer and an AO3 Executive Assistant. The AO7 Principal Information Officer reports to the Executive Director.

## Mandatory Qualifications, Conditions and Requirements

A degree level qualification in a relevant area such as communication, creative industries, journalism, public relations or media would be highly regarded.

## Interested in applying?

Applicants are encouraged to read the **Applicant Information Package** as it contains information to assist with understanding the department's recruitment and selection process.

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A completed Application for Advertised Vacancy form (not required if applying on Smartjobs)
- An application Cover Sheet or covering letter
- A statement (2 pages maximum), including examples, outlining your suitability for the role by addressing the key attributes under 'How you will be assessed'.
- The statement must be in Arial Font size 11. Please Note: Your statement may be considered as an example of your written communication skills.
- Your current resume

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

---

## How to submit an application

Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Applications Processing Team on the numbers above to arrange this.

Hand delivered applications will not be accepted.

---

### **Additional Information**

Applications to remain current for 12 months.

The incumbent may be required to work hours outside the normal work hours.

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package.

Further information about the department is available from our [website](#).

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

---

### **Employee Union Information**

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.

You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Refer to the Applicant Information Package for further information about which union covers the Department of Justice and Attorney-General.

## Karen Baines

---

**From:** Justice Services Correspondence  
**Sent:** Thursday, 17 March 2016 11:59 AM  
**To:** Julie Steel  
**Subject:** FW: JS - Principal Information Officer Queensland Courts Service SIGNED  
**Attachments:** JAG-3189196.PDF.DRF

Hi Julie,

Please see attached signed brief for your records.

Thanks  
Chantelle

Kind regards

Chantelle Murphy  
A/Executive Assistant  
Office of the Deputy Director-General  
Justice Services  
Department of Justice and Attorney-General  
E: [chantelle.murphy@justice.qld.gov.au](mailto:chantelle.murphy@justice.qld.gov.au)  
P: 323 96614

---

**From:** Executive Services  
**Sent:** Wednesday, 16 March 2016 2:44 PM  
**To:** Justice Services Correspondence <[JusticeServices.Correspondence@justice.qld.gov.au](mailto:JusticeServices.Correspondence@justice.qld.gov.au)>  
**Cc:** Executive Services <[Executive.Services@justice.qld.gov.au](mailto:Executive.Services@justice.qld.gov.au)>  
**Subject:** JS - Principal Information Officer Queensland Courts Service SIGNED

Signed copy for your records



Hayley Bessell  
A/Team Leader, Correspondence  
Executive Services Unit  
Department of Justice and Attorney-General

---

P: 07 323 90313 | E: [Hayley.Bessell@justice.qld.gov.au](mailto:Hayley.Bessell@justice.qld.gov.au) |  
Level 18 | State Law Building | 50 Ann Street | Brisbane QLD 4000  
PO Box 149 | Brisbane QLD 4001

Inspiring minds. Creating opportunities. Shaping Queensland's future.  
Please consider the environment before printing this email.

# DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL

## DIRECTOR-GENERAL MEMORANDUM



**TO:** David Mackie, Director-General

**FROM:** Julie Steel, Executive Director, Supreme District and Land Courts Service

**THROUGH:** Jennifer Lang, Acting Deputy Director-General, Justice Services

**THROUGH:** Peter Cook, Assistant Director-General, Corporate Services

**THROUGH:** Garry Davis, Executive Director, Financial Services

**SUBJECT:** Principal Information Officer, Queensland Courts Service

**DATE:** 14 March 2016

### PURPOSE

To seek your **approval** to create and fill the role of Principal Information Officer, Queensland Courts Service (QCS).

### BACKGROUND

During the Supreme Court's Electronic Publication of Court Proceedings Committee meeting on 11 November 2015, the Honourable Justice Applegarth sourced information on roles in other jurisdictions that deal directly with the media and provide information proactively on behalf of the courts.

Many interstate jurisdictions, including the Supreme Courts of Victoria, New South Wales and the Australian Capital Territory, have a Principal Information Officer (or similar title) that manages the diverse range of inquiries from media outlets and other court stakeholders and proactively provides information from the courts.

The Department of Justice and Attorney-General's Communications Services Branch (CSB) deals with media inquiries of a court related nature on behalf of the courts. In discussions, Mr Adam Golebiowski, Acting Director, CSB advised that the demand on his officers for courts' related information fluctuates very considerably. During the high profile trials that occur approximately once or twice per year, a full A07 FTE can be occupied for several weeks. At other times, it may be less than one day per week comprised of scattered enquiries that are often referred directly to the relevant registry.

The Chief Justice has recently raised this issue with you and with the Acting Deputy Director-General at a meeting in the week of 8 February 2016.

### ISSUES

Judges' chambers are often contacted directly by the media and the public and invest considerable effort in clarifying issues before being able to refer them to the CSB. Courts' registry staff also frequently receive inquiries directly from the media. As there is no dedicated court resource to manage these inquiries, judges and court staff can

Briefing Officer Julie Steel  
Executive Director, SDLCS  
Telephone 323 96297

Approved by Jennifer Lang  
Acting Deputy Director-General  
Date 04/03/2016

be taken away from their core duties for lengthy periods of time when dealing with media inquiries.

While a job evaluation for the role of Principal Information Officer has not yet been completed, it is likely that such a position would be evaluated at the AO7 level (i.e. approximately \$120,000 per annum including all on-costs). The funds for the role would need to be allocated from the Director-General's reserve.

It is proposed that a temporary role reporting to the Executive Director, Supreme District and Land Courts Service be created for 12 months and then evaluated as to how effective it has been in supporting the judiciary and other stakeholders.

#### Role of a Principal Information Officer

There is currently a permanent Communications Officer role at the AO5 level within the structure of Reform and Support Services, QCS who is responsible for maintaining and publishing documents to the court's website. As the website consists of over 550 pages that cover each jurisdiction of QCS, the workload of that role is already considerable. These 'business as usual' tasks mean that the role does not have capacity to be proactive or strategic in any way and the classification of the role reflects that expectation.

A Principal Information Officer would undertake a range of duties for the Supreme, District and Magistrates' Courts that include:

- receiving and managing media inquiries which otherwise would be made to a judge's chambers or the registry including those that are presently managed by the CSB;
- assisting to produce specific guidelines and directions for court staff to refer to when dealing with inquiries from the media;
- developing and promoting guidelines for journalists to ensure that appropriate court protocols are followed;
- developing guidelines for judges and judicial officers for the management of requests to record and/or broadcast proceedings or part of them. The Honourable Justice Atkinson noted in her reasons for declining such a request in *R v Cowan [2014] QSC 41* that the absence of both relevant procedures and a public information officer contributed significantly to her decision as it was extremely difficult for a judge to make suitable orders to facilitate such access on an ad hoc basis;
- assisting with the management and promotion (where relevant) of events and conferences presently arranged by judges or other judicial officers;
- proactively providing the media and the public with access to information about current cases including, under supervision of the relevant judge, preparing a case summary of important decisions which are likely to attract public and media interest;
- liaising with media outlets to ensure the accuracy of reports about court proceedings and processes;
- facilitating the modernisation and simplification of processes and services within the courts that involve access to information by the media and the community;

Briefing Officer Julie Steel  
Executive Director, SDLCS  
Telephone 323 96297

Approved by Jennifer Lang  
Acting Deputy Director-General  
Date 04/03/2016



- developing and implementing communications plans relating to high priority or changed court processes or cases;
- improving community understanding of the courts and their operation; and
- providing content for the courts' website which the current Communications Officer can publish.

#### Attributes of a Principal Information Officer

In order to be effective, a Principal Information Officer would require:

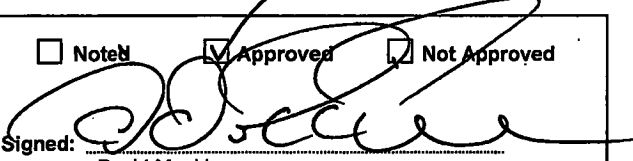
- excellent interpersonal skills and the ability to build positive working relationships with a wide range of stakeholders;
- a good knowledge of current media practices;
- an understanding of the judicial and legal systems or the ability to quickly develop such;
- initiative and the ability to work independently;
- multi-skilling capabilities;
- sound organisational skills and good attention to detail;
- the ability to make informed decisions about priorities on a day-to-day basis;
- high level and effective written and oral communication skills, including the ability to write for online publications; and
- an understanding of the components of effective communication.

#### **RECOMMENDATION**

That you **approve**:

1. the creation of a temporary role of Principal Information Officer, QCS;
2. the recruitment and appointment of a Principal Information Officer for a period of 12 months; and
3. the allocation of \$120,000 from the Director-General's reserve to fund the position.

---

|   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Note   | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |
|  |  |                                       |
| Signed: _____   |  |                                       |
| David Mackie<br>Director-General  |  |                                       |
| Date: 15/3/16   |  |                                       |

---



Briefing Officer Julie Steel  
Executive Director, SDLCS  
Telephone 323 96297

Approved by Jennifer Lang  
Acting Deputy Director-General  
Date 04/03/2016



**Director-General Correspondence Cover Sheet**  
**ESB Correspondence Completions Process**

|         |           |                        |  |
|---------|-----------|------------------------|--|
| Edocs # | 3126106   | Surname/Briefing Topic | Principal Information Officer - Courts |
|         | 521901/3. |                        |  |

| PROOFED BY EXECUTIVE SERVICES AND DIRECTOR-GENERAL'S OFFICE |   |                    |
|---|---|--------------------|
| ESB: Print on letterhead and envelope                       | HB  | 14 MAR 2016        |
| ESB: Track to ODG on eDOCS                                  | HB  | 14 MAR 2016        |
| SIGNED BY DIRECTOR-GENERAL                                  |   |                    |
| Scan signed copy  | .....  ..... | 15 MAR 2016        |
| Post and finalise in eDOCS                                  | .....  ..... | 15 MAR 2016<br>/ / |

Retention schedule ESB use only

|         |           |       |
|---------|-----------|-------|
| 7 years | Permanent | Other |
|         |           |       |

Division:

DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL  
DEPUTY DIRECTOR-GENERAL MEMORANDUM



**TO:** Jennifer Lang, Deputy Director-General, Justice Services  
**FROM:** Julie Steel, Executive Director, SDLCS  
**THROUGH:** Garry Davis, Executive Director, Financial Services  
**SUBJECT:** Extend temporary positions within Supreme District and Land Courts Service  
**DATE:** 27 July 2018

**PURPOSE**

That you **approve** the extension of the roles and appointments of Principal Information Officer and Resolution Registrar, Supreme District and Land Courts Service (SDLCS) to 30 June 2019.

**BACKGROUND**

In March 2017, Director-General approval was granted to establish and fill the two positions on a temporary basis to 30 June 2018 (**Attachments 1 and 2**).

**ISSUES**

Both roles have proven to be crucial to the efficient operations of the Supreme and District Courts and the increased level of support provided to the judges.


Director-General approval has been granted through the 2018-19 Deferrals process (Round 1) for two Full Time Equivalents (FTE) and \$301,000 to be allocated to these roles within the SDLCS for twelve months to 30 June 2019.

The Executive Director, Financial Services supports this request – funding and FTEs have been allocated for these roles until 30 June 2019.

This request is in accordance with section 14.4(a) of the DJAG Human Resources Management Delegations.

**RECOMMENDATION**

That you **approve** the temporary extension of the Principal Information Officer and Resolution Registrar roles and appointments to 30 June 2019.

|   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Noted  | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |
| Signed: <br>Jennifer Lang<br>Deputy Director-General |  |                                       |
| Date: 7.8.18  |  |                                       |

**DEPARTMENT OF JUSTICE AND ATTORNEY-GENERAL  
DIRECTOR-GENERAL MEMORANDUM**



**TO:** David Mackie, Director-General  
**FROM:** Julie Steel, Acting Deputy Director-General, Justice Services  
**SUBJECT:** Extend Principal Information Officer role  
**DATE:** 31 August 2017

---

**PURPOSE**

That you confirm the date to which the role of Principal Information Officer (PIO), Queensland Courts Service is to be extended.

**BACKGROUND**

You have previously given approval for the PIO role to be created and funded on a temporary basis (Attachment 1).

**ISSUES**


However, there is some uncertainty about the date the role should be extended until.

The "Purpose" and "Issues" component of the previous memorandum indicates the role is to be extended until 30 June 2018. However, the "Recommendation" component indicates the role is to be extended until 31 October 2017.

**RECOMMENDATION**

That you confirm the role is to be extended until 30 June 2018 and that funding for the role from the Director-General's reserve is approved until that time.

---

|   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Noted  | <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Not Approved |
|  |  |                                       |
| Signed: _____<br>David Mackie<br>Director-General                                   |  |                                       |
| Date: 31/9/17   |  |                                       |

---

Briefing Officer Julie Steel,  
Executive Director, SDLCS  
Telephone 3239 6297

Approved by Julie Steel  
A/Deputy Director-General  
Date 29 August 2017

**Director-General Correspondence Cover Sheet**  
**ESB Correspondence Completions Process**

|                |         |                               |
|----------------|---------|-------------------------------|
| <b>Edocs #</b> | 3872338 | <b>Surname/Briefing Topic</b> |
|                |         | Extension date PIO role       |
|                |         |                               |

| PROOFED BY EXECUTIVE SERVICES AND DIRECTOR-GENERAL'S OFFICE |            |             |
|---|------------|-------------|
| ESB: Print on letterhead and envelope                       | <i>9.7</i> | 31 AUG 2017 |
| ESB: Track to ODG on eDOCS                                  | <i>9.7</i> | 31 AUG 2017 |
| SIGNED BY DIRECTOR-GENERAL                                  |            |             |
| Scan signed copy  | <i>9.7</i> | 05 SEP 2017 |
| Post and finalise in eDOCS                                  | <i>9.7</i> | 05 SEP 2017 |

Division: *JS*

**Karen Baines**

---

**From:** Ken Wells  
**Sent:** Friday, 20 May 2016 4:39 PM  
**To:** Julie Steel  
**Subject:** Directive - Transfer & appointment expenses  
**Attachments:** 2011-11-transfer-appointment-expenses.pdf

Julie, here is the directive regarding transfer & appointment expenses that is on the PSC website.

I reckon it would definitely apply in this instance – see under s.2 (Purpose) “the engagement in employment in the Queensland Public Service of a temporary employee”.

Under s.4 (Application), the directive refers to S.148(2)(a) of the Public Service Act – that section prescribes “(2) The employment may be (a) on a temporary basis and full-time or part-time”.

I think the only possible 'downside' is s.5 in schedule B (p.9):

**“5. Engagement of temporary employees**

Chief executives should keep in mind that temporary engagements are by their nature of limited duration. When considering the engagement of a temporary employee for assignment to another location, a chief executive should be satisfied that it is not practicable to engage a suitable employee locally at the assigned location”.

Other than that, and provided the claim is within the parameters of what's allowed, I can't see an issue.

**Ken Wells**  
Executive Officer  
Supreme District and Land Courts Service  
Queensland Courts Service  
P: (07) 3247 4300  
E: [ken.wells@justice.qld.gov.au](mailto:ken.wells@justice.qld.gov.au)

# MINISTER FOR EDUCATION AND INDUSTRIAL RELATIONS

**DIRECTIVE No. 11/11**  
September 2011

- 1. TITLE:** **Transfer and Appointment Expenses**
- 2. PURPOSE:** To assist with the payment or reimbursement of expenses and other matters associated with:
  - the transfer, redeployment and promotion of an officer from one centre to another;
  - the appointment of an officer to the Queensland Public Service;
  - the engagement in employment in the Queensland Public Service of a temporary employee.
- 3. LEGISLATIVE PROVISION:** Section 54(1) of the *Public Service Act 2008*.
- 4. APPLICATION:** The directive applies to:
  - public service officers; and
  - temporary employees engaged under section 148(2)(a) of the *Public Service Act 2008*.

The directive does not apply to:

  - general employees engaged under section 147(2)(a) of the *Public Service Act 2008*; or
  - employees engaged on a casual basis under sections 147(2)(b) and 148(2)(b) of the *Public Service Act 2008*.
- 5. STANDARD:** The conditions and entitlements prescribed in the schedules apply.
- 6. EFFECTIVE DATE:** This directive is effective from **1 September 2011**.
- 7. VARIATION:** The provisions in the schedules may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 51 and 52 of the *Public Service Act 2008* and Section 687 of the *Industrial Relations Act 1999* apply if this directive conflicts with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive No. 17/10 "*Transfer and Appointment Expenses*"
- 10. PREVIOUS REFERENCES:** Directive No. 11/09 "*Transfer and Appointment Expenses*"  
Directive No. 11/08 "*Transfer and Appointment Expenses*"  
Directive No. 9/07 "*Transfer and Appointment Expenses*"  
Directive No. 12/06 "*Transfer and Appointment Expenses*"  
Directive No. 12/05 "*Transfer and Appointment Expenses*"  
Directive No. 8/00, 16/99, 9/97 "*Transfer and Appointment Expenses*"  
Sections 63 and 64 of the *Public Service Management and Employment Regulation 1988* as in force on 24 February 1995  
Determination No. 9  
Circulars 2/93, 2/92, 6/91, 1/91  
Administrative Instruction Nos. 1 | 15, 1 | 89.

## SCHEDULE A

### TRANSFER EXPENSES

#### 1. Principal Objective

The principal objective of this directive is to ensure that an employee covered by the directive who is approved by his or her department to transfer, to be redeployed or to be promoted from one centre to another to carry out his or her duties is assisted with costs necessarily incurred by the employee because of the transfer.

#### 2. Definitions

In this schedule:

“centre” means a location to which an employee has been appointed, transferred, redeployed or promoted.

“employee” means a person to whom this directive applies according to the application clause.

“family” means a spouse, a dependent child or other dependent member of the employee’s family residing with the employee at the time of transfer.

“former centre” in relation to paragraphs 28, 29 and 30 may be any former centre, not necessarily the centre from which the most recent transfer has taken place.

“spouse” has the same meaning as in the *Industrial Relations Act 1999*. An employee’s spouse must be residing with the employee at the time of the transfer for the employee to receive any of the entitlements within this directive that relate to a spouse.

#### 3. Eligibility

An employee is eligible for the benefits provided in this directive when all of the following conditions have been met:

- the employee has been transferred, redeployed or promoted from one position to another other than in circumstances covered by the directive dealing with travelling and relieving allowances;
- because of the transfer, redeployment or promotion the employee has been obliged to transfer to a work place in a different location;
- the change of location is such as to satisfy the employee’s chief executive that it would be impractical for the employee to continue to reside at the former location and unreasonable to require him or her to do so.

A transfer within the same city or town area does not attract an entitlement in this directive.

#### 4. Entitlement

An employee transferred from one centre to another is to be allowed reasonable transfer expenses as provided in this schedule for the following purposes:

- to convey the employee and the employee’s family and effects to the centre to which the employee is transferred;
- to obtain temporary board and lodging; and
- to meet other items of expenditure related to taking up duty.

It is the responsibility of the employee in determining any taxation implications relating to payment of any allowances provided for in this directive.

Transfer expenses, for a registered deployee who is deployed and relocates as part of the deployment process, will be met by the deployee’s releasing department. Transfer expenses for a registered redeployee who is subsequently deployed into a position at their substantive level will be met by the appointing department.

#### 5. Documentary Evidence

An employee must provide documentary evidence of an expense before reimbursement of an expense or payment of an allowance may be authorised. Such evidence might include (but is not limited to) receipts, invoices, including tax invoices, itemised statements, quotes, declarations or certification. The documentary evidence must be such as to satisfy the chief executive of the validity of the employee’s claim.



## 6. Expenses Not Allowed

Except with the approval of the chief executive, an employee is not entitled to expenses in the following circumstances:

- the transfer has been sought by the employee on compassionate grounds;
- the transfer has arisen as a direct result of disciplinary action taken against the employee in accordance with section 188 of the *Public Service Act 2008*, if the non-allowance of transfer expenses was included in the terms of the discipline imposed;
- the transfer is the result of a request by two employees who have agreed to an exchange of positions; or
- the employee has requested the transfer on health grounds, but has not provided a supporting medical certificate before approval of the transfer.

## 7. Time Limit on Claim

Unless the chief executive is satisfied that the circumstances warrant otherwise, a claim may be paid only if it is submitted within 12 months of the later of the following occurrences:

- the incurring of the expense;
- the conclusion of the events leading to the claim.

## 8. Paid Time Off Work

An employee may be granted paid time off work necessary to attend to matters associated with the transfer as follows:

| Purpose of time off  | Paid time off  |
|--|--|
| To complete arrangements at the former centre  | Up to 2 working days   |
| To complete arrangements at the new centre   | Up to 2 working days   |
| To travel from one centre to the other by rail   | Time necessary for the journey   |
| To travel from one centre to the other by private motor vehicle by the most direct practicable route                           | 1 working day for each 500 km of road travel or part thereof (eg, a journey of 700 km would attract 2 days; a journey of 300 km would attract 1 day) |
| Where employee packs his or her own household and personal effects (see under <i>Transport of Furniture and Effects</i> below) | 1 working day  |

## 9. Travel Expenses

An employee is entitled to fares or reimbursement of the cost of travel as follows:

| Mode of travel            | Conditions  |
|---------------------------|---|
| Rail                      | First class fare for employee and family, including sleeper where necessary   |
| Private motor vehicle     | An allowance per kilometre for each of up to two vehicles using the most direct practicable route, the allowance being the rate prescribed from time to time in the directive dealing with motor vehicle allowances under the heading <i>Employees Who Choose to Use Their Private Motor Vehicles</i> |
| Air                       | Economy class airfares for employee and family, where circumstances or costs make air travel more desirable than other forms of transport   |
| Other travel arrangements | Where a chief executive determines that an alternative travel arrangement provides greater efficiency, the fares or relevant costs in respect of employee and family  |

## 10. Overnight Accommodation and Meals in Transit

An employee is entitled to payment for accommodation and meals that might be necessary while in transit from one centre to the other. If travelling by private motor vehicle, one overnight stay for each completed 500 km or part thereof is considered reasonable. A motor vehicle trip of less than 500 km would not attract any entitlement for accommodation at the new centre (meals and accommodation at a new centre are treated under the provisions for temporary board and lodging). Payment or reimbursement would be on the following basis:

### Accommodation

| Type of accommodation  | Conditions   |
|--|--|
| Hotel, motel, registered hostel, boarding house, bed and breakfast or other commercial provider of board and lodging or caravan park | All reasonable and necessary expenses for the employee and family  |
| Relatives or friends   | Up to \$22.60 a night for the employee and for each accompanying member of the employee's family 12 years of age or more; up to \$11.30 a night for each member of the employee's family under 12 years of age |

### Meals

| Circumstances  | Conditions  |
|--|---|
| General rule   | <ul style="list-style-type: none"><li>Actual and reasonable expenses for employee and each accompanying family member up to a maximum for each person of the meal allowances for "other country centres" contained from time to time in the directive dealing with travelling and relieving expenses for 3 meals a day</li><li>Meals at a new centre are treated under the provisions for temporary board and lodging</li></ul> |
| Employee travelling by private motor vehicle         | <ul style="list-style-type: none"><li>As in the general rule above - expenses for meals on the basis of one meal for each 166 kilometres of completed travel to a maximum of three meals a day</li></ul>  |
| Employee staying overnight with relatives or friends | No separate meal allowance payable while staying with relatives or friends – meals with relatives and friends included in accommodation component. However, while actually travelling the general rule above applies.   |

## 11. Multiple Journeys in Private Motor Vehicles

An employee is entitled to payment or reimbursement of the cost of accommodation and meals for a single journey from the former centre to the new centre by each member of the employee's family. Where an employee chooses to drive (or to have driven by a family member) 2 private motor vehicles (see below), the employee is not entitled to payment of expenses for more than one journey for each family member (including the employee), even where the arrangement might necessitate more than one journey by the employee or family member.

## 12. Temporary Board and Lodging

An employee is entitled to relief for the cost of temporary accommodation, and for meals while in such accommodation, in the following circumstances:

- While waiting to begin the journey from one centre to the other;
- While waiting to secure permanent accommodation at the new centre.

The entitlement is limited to a period of 2 months for an employee without dependants and to 4 months for an employee accompanied by family. The chief executive may extend these periods where an employee taking all reasonable steps is unable to secure permanent accommodation within these times.

The entitlement is limited to reasonable and actual expenses with the following conditions:

| Type of accommodation   | Accommodation expenses  | Extra for meal expenses   |
|---|---|---|
| Hotel, motel or registered hostel, boarding house, bed and breakfast or other commercial provider of board and lodging  | <b>Employee accompanied by family</b> <ul style="list-style-type: none"> <li>For the first 2 months - ¾ of reasonable actual expenses</li> <li>For the second 2 months (and any subsequent period approved in special circumstances) - ½ of reasonable actual expenses</li> </ul>   | ½ of the actual reasonable expenses during the approved period (see note below) |
| Hotel, motel or registered hostel, boarding house, bed and breakfast or other commercial provider of board and lodging  | <b>Employee unaccompanied by family</b> <ul style="list-style-type: none"> <li>For the first month - ¾ of reasonable actual expenses</li> <li>For the second month (and any subsequent period approved in special circumstances) - ½ of reasonable actual expenses</li> </ul>   | ½ of the actual reasonable expenses during the approved period (see note below) |
| <p><i>Note: The entitlement for meals provided at hotels, motels or registered hostels, boarding houses, bed and breakfasts or other commercial providers of board and lodging is to be limited to actual and reasonable costs. Refunds should not exceed the applicable portion for each person of the meal allowances for "other country centres" contained from time to time in the directive dealing with travelling and relieving expenses. Where the necessary and properly incurred costs of the purchase of meals exceed these amounts an employee may apply to the chief executive as a special case for reimbursement of the greater amounts.</i></p> |   |   |
| House, flat, cabin or unit with cooking facilities, caravan or caravan site   | <b>Employee accompanied by family</b> <ul style="list-style-type: none"> <li>For first 2 months - ¾ of rental.</li> <li>For the next 2 months (and any subsequent period approved in special circumstances) - ½ of rental</li> </ul><br><b>Employee unaccompanied by family</b> <ul style="list-style-type: none"> <li>For first month - ¾ of rental.</li> <li>For second month (and any subsequent period approved in special circumstances) - ½ of rental</li> </ul>  | Nil   |
| Relatives or friends  | Refund of actual costs with maximum as follows:<br><b>Employee accompanied by family</b> <ul style="list-style-type: none"> <li>For first 2 months - \$16.90 a night for the employee and for each accompanying member of the employee's family 12 years of age or more; \$8.45 for each member of the employee's family under 12 years of age</li> <li>For the next 2 months (and any subsequent period approved in special circumstances) - \$11.30 a night for the employee and for each accompanying member of the employee's family 12 years of age or more; \$5.65 a night for each member of the employee's family under 12 years of age</li> </ul><br><b>Employee unaccompanied by family</b> <ul style="list-style-type: none"> <li>For first month - \$16.90 a night</li> <li>For the second month (and any subsequent period approved in special circumstances) - \$11.30 a night</li> </ul> | Nil   |

### 13. Special Circumstances

Chief executives may modify the arrangements for the refund of expenses associated with travel, accommodation and meals in transit and temporary board and lodging at a new centre where circumstances make this desirable. For example, an employee with school age children, who is transferred mid-year, might choose to leave the children with his or her spouse or under another arrangement at the former centre until the close of the school year. In such a situation, it would be reasonable for the chief executive and the employee to negotiate suitable modifications to the arrangements.

### 14. Cash Advances

- **Meals and accommodation in transit**  
The chief executive may authorise a cash advance to an employee for the whole of the expected cost of accommodation and meals in transit for the employee and family.
- **Temporary board and lodging at new centre**  
An employee may be granted an advance to assist with board and lodging expenses incurred while waiting to secure permanent accommodation. Advances should be made on a fortnightly basis up to the allowable period of temporary accommodation. They should not exceed the estimated entitlement of the employee.
- **General Requirements**  
Before receiving an advance an employee must give an undertaking in writing to refund any portion of an advance for which the employee would not be eligible. An advance is to be acquitted and adjusted on completion of the journey.

### 15. Transport of Furniture and Effects

An employee is entitled to payment of the cost of removal of household and personal effects from one centre to another by means of transport authorised by the chief executive.

### 16. Limit on Quantity of Effects

Generally, this entitlement is limited to 8 tonnes or 50 cubic metres per employee. However, where the chief executive considers that special circumstances warrant the chief executive may authorise the removal of a greater quantity, as he or she considers reasonable.

### 17. Professional Library and Equipment

In addition to the general entitlement, where a chief executive determines it appropriate for an employee or class of employees to which the employee belongs, the employee is entitled to the removal of up to 254 kg or 1.15 cubic metres for the purpose of removing a professional library or professional equipment.

### 18. Cost of Packing

The entitlement includes the cost of packing by an approved carrier. Where an employee chooses to pack his or her own effects or is compelled to do so because professional packers are not available, the following conditions apply:

| Circumstances   | Entitlement   |
|---|---|
| Employee does the packing during normal working hours | <ul style="list-style-type: none"><li>• Time off in accordance with section 8 above and</li><li>• The cost of packing materials</li></ul> |
| Employee does the packing in his or her own time      | <ul style="list-style-type: none"><li>• An allowance of \$141 and</li><li>• The cost of packing materials</li></ul>                       |

No allowance is payable where a contract is let for the packing and removal, even if the employee does some of the packing.

### 19. Household and Personal Effects Insurance

Household and personal effects must be insured to cover loss or damage in transit or storage. Insurance coverage is to be effective from the time they leave the employee's residence until they are delivered to their destination at the new centre. This provision does not apply to motor vehicles and other items covered in Section 23 below.

## 20. Storage of Effects

An employee is entitled to the cost of storage of effects while securing permanent accommodation for up to 6 months. This includes the cost of any necessary cartage to and from store, unloading, receiving, listing, stowage, unstowage and insurance. The amount of insurance coverage paid for is not to exceed the coverage obtained during transit.

## 21. Maximum Insurance Liability

An agency transferring an employee is to meet the cost of insuring household and personal effects up to the following amounts:

| Circumstances   | Limit   |
|---|---|
| Where an employee's effects are not already covered by a householder's insurance policy | The actual value of the goods not exceeding \$25,000 in total |
| Where an employee's effects are already covered by a householder's insurance policy     | To the value stated in the policy, with a maximum of \$60,000 |

The employee is responsible for ensuring appropriate insurance coverage and payment of any additional premium if these amounts provide insufficient coverage.

## 22. Accelerated Depreciation of Furniture and Effects

An employee is to be paid accelerated depreciation for household and personal effects removed on transfer. The amount is to be based on a realistic valuation of the effects removed. As a general rule, this would be the insured value of the effects. Accelerated depreciation is calculated as follows:

| Value of Effects                      | Rate of Allowance  | Maximum Allowance |
|---------------------------------------|--|-------------------|
| Up to \$25,000                        | 3% of declared value   | \$750             |
| More than \$25,000 and up to \$40,000 | 3% on the first \$25,000; 2% on the balance                            | \$1,050           |
| More than \$40,000 and up to \$60,000 | 3% on the first \$25,000; 2% on the next \$15,000; 1.5% on the balance | \$1,350           |

## 23. Compensation instead of Removal

An employee may choose to sell or otherwise dispose of his or her furniture and effects instead of having them removed to the new centre. In such cases the employee may be paid an amount. Where an employee does this, he or she may be compensated for any loss considered by the chief executive to be fair and reasonable, provided it does not exceed the amount that would have been payable for removal and associated expenses described above.

## 24. Transport of Private Motor Vehicles, etc

To qualify under this provision, a motor vehicle or other item must be in lawfully functional condition and, unless not required by law (eg, some smaller motorcycles and boats), must be registered at the time of transfer. This requirement may be relaxed if a chief executive is satisfied that where an employee's private motor vehicle is not in lawfully functional condition the employee nonetheless has good reason to take the motor vehicle to the new centre (eg, where an employee is in the process of making roadworthy or restoring an unregistered car).

Employees are entitled to be paid the cost of removing private motor vehicles, boats, etc to a new centre (whether owned by the employee or a transferring member of the employees family). This includes all necessary handling costs for loading and unloading each approved item and, with respect to a private motor vehicle, a vehicle allowance under Section 9 to the nearest loading or unloading point by the most direct practicable route.

The entitlement covers one private motor vehicle and any three of the following:

- second private motor vehicle
- motor cycles

- boat and trailer units
- caravans
- domestic trailers

## **25. Motor Vehicle Insurance**

Premiums for insurance cover of motor vehicles etc in transit are to be borne by the employee.

## **26. Vehicles Driven to the New Centre**

Where the employee or a member of the employee's family drives the employee's vehicle to the new centre (with reimbursement of a vehicle allowance under Section 9), the entitlement is limited to three other items from the list. Where the employee or members of the employee's family drive two of the employee's vehicles to the new centre (with reimbursement of a vehicle allowance under Section 9) the entitlement is limited to two other items from the list.

## **27. Transport of Pets and Plants**

An employee is entitled to be paid for the expense of relocating domestic pets or plants in pots or boxes. The entitlement includes actual and reasonable freight charges, cost of pet accommodation in transit and at the destination and cost of special carrying boxes etc. The maximum amount payable for each employee with respect to a single transfer is \$281

## **28. Expenses Associated with Sale and Purchase of Home or Land**

An employee is entitled to the payment of expenses associated with the sale or purchase of residence or land on transfer from one centre to another under the conditions specified below. The conditions cover four possible alternative situations, namely:

- The employee sells a principal residence at a former centre and buys a residence to occupy at a new centre;
- The employee sells land at a former centre and buys land at a new centre with the intention of building a principal residence on it;
- The employee sells land at a former centre and buys a residence to occupy at a new centre;
- The employee sells a principal residence at a former centre and buys land at a new centre with the intention of building a principal residence on it.

## **29. Conditions to Qualify for Payment**

- (a) The employee must have sold his or her principal residence or land at a former centre after the notification of the transfer from that centre but within two years of arriving at a new centre where a house or land is purchased.
- (b) The employee must have purchased and occupied the residence at the new centre within two years of arrival.
- (c) The employee must have signed a contract to erect a principal residence on that land within two years of arrival at that centre.
- (d) Where the employee can satisfy the chief executive that in spite of having taken all reasonable steps to do so, he or she has been unable to sell the residence or land at a former centre as specified in (a), (b) or (c), the chief executive may extend the 2-year limit.
- (e) An employee transferred back to a former centre may be refunded expenses for the sale and purchase of a residence or land at that centre, provided the sale of the residence or land took place before the date of the current transfer.
- (f) The principal residence at a former centre may be tenanted while the employee occupies official or rented accommodation as a result of subsequent transfers. In such cases, the two-year rule specified in (a), (b) or (c) may be relaxed to accommodate the circumstances.
- (g) The residence purchased or erected at the new centre must not have been tenanted between purchase and occupancy.
- (h) A sale of residence/land between officer and spouse will not qualify for payment.



### 30. Expenses to be paid

| Item   | Conditions of Payment   |
|--|---|
| Duties on transactions   | <ul style="list-style-type: none"><li>• Transfer duty paid to the Office of State Revenue on a transfer for the purchase of the property</li><li>• Mortgage duty paid to the Office of State Revenue for new mortgage of the new property</li></ul>   |
| Land Registry fees (regulated fees)  | Lodgement fees paid to the Queensland Resource Registry (Titles Office) for: <ul style="list-style-type: none"><li>• release of mortgage on the sale of a property</li><li>• transfer for the purchase of a property</li><li>• new mortgage on the purchase of a property</li></ul>                           |
| <i>Note: The amounts of duties on transactions or Land Registry fees should not exceed what would be payable for a property of average size and market price as determined by the chief executive. Where the property is acquired outside Queensland, any refund is limited to the amount that would have been paid in respect of a property of the same type and value in Queensland at the time, subject also to the limitations of average size and market price.</i> |   |
| Conveyancing fees – sale   | Actual fees up to the following amounts: <ul style="list-style-type: none"><li>• Residence - \$880</li><li>• Land - \$550</li></ul> Fees on the sale of property may be refunded to the employee at the time of sale. The refund should not be withheld until the employee buys a property at the new centre. |
| Conveyancing fees – purchase   | Actual fees up to the following amounts: <ul style="list-style-type: none"><li>• Residence - \$1,210</li><li>• Land - \$660</li></ul> Legal costs for assistance with the establishment of a financing facility or a mortgage are not regarded as "conveyancing fees" for this purpose.                       |
| Real estate agent's commission   | Actual real estate agent's commission up to the following amounts: <ul style="list-style-type: none"><li>• Residence - \$3,300</li><li>• Land - \$1,650</li></ul>   |

### 31. Other Allowances

Other allowances for expenses associated with a transfer are payable as follows:

| Purpose  | Allowance  |
|--|--|
| <i>Dislocation allowance</i> – for incidental personal expenses  | <ul style="list-style-type: none"><li>• Employee with family - \$471.</li><li>• Employee without family - \$236.</li></ul> |
| <i>Education assistance</i> – compensation for additional cost of relocating pre-school and school age children  | \$94 for each child  |
| <i>Transfer of telephone and internet connection</i> – for employees who had a private telephone and internet connection installed at their own expense at the previous centre | Full cost of connecting or reconnecting one telephone and internet connection at the new centre                            |



## SCHEDULE B

### APPOINTMENT EXPENSES

#### 1. Entitlement

A chief executive may authorise payment for the following to an employee on the employee's appointment or engagement:

- cost of conveyance of the employee and the employee's family and effects to the centre to which the employee is appointed;
- cost of temporary board and lodging;
- cost of other items of expenditure related to taking up duty.

Subject to this schedule, the conditions of such payment should be settled at the time of engagement or appointment. The conditions and amounts of any such payments are at the discretion of the chief executive but may not exceed the corresponding entitlement in Schedule A. The conditions relating to the sale or purchase of a home or land contained in Schedule A do not apply in the case of appointments from outside the Queensland Public Service unless the chief executive considers it to be in the operational interests of the department. It is the responsibility of the employee in determining any taxation implications relating to payment of any allowances provided for in this directive.

#### 2. Documentary Evidence

An employee must provide documentary evidence of an expense before reimbursement of an expense or payment of an allowance may be authorised. Such evidence might include (but is not limited to) receipts, invoices, including tax invoices, itemised statements, quotes, declarations or certification.

#### 3. Time limit on claim

Unless the chief executive considers that there are special circumstances, a claim is not to be paid unless it is submitted within 12 months of the latest of the following occurrences:  
the incurring of the expense;  
the conclusion of the circumstances leading to the claim.

#### 4. Refund of costs on termination

Payment of appointment expenses is on the condition that if the employee resigns or otherwise ceases duty in the Queensland Public Service prematurely (except for retirement, retrenchment, death, medical unfitness or termination of the contract by the State other than by disciplinary action), the employee is required to refund to the Queensland Government costs involved in taking up duty to the following extent:

*(a) Permanent officer:*

- ceases duty after less than a year's service – full cost;
- ceases duty after a year from taking up duty, but before completing 2 years' service – two-thirds of the cost;
- ceases duty after 2 years from taking up duty, but before completing 3 years' service – one-third of the cost

*(b) Officer on contract or temporary employee:*

- in accordance with the terms of the officer's employee's contract of employment
- where this is not expressly covered by the contract of employment, the same as for a permanent officer, provided that where the period of employment in the contract or as agreed between a temporary employee and the chief executive is less than 3 years, the determining periods instead of 1 or 2 years are one third or two thirds of the contracted term of employment.

#### 5. Engagement of temporary employees

Chief executives should keep in mind that temporary engagements are by their nature of limited duration. When considering the engagement of a temporary employee for assignment to another location, a chief executive should be satisfied that it is not practicable to engage a suitable employee locally at the assigned location.

#### 6. Definitions

In Schedule B "*employee*", "*family*" and "*spouse*" have the same meanings as in Schedule A.

# Judge wants online reports removed

The Australian

Australian Edition

**Publish Date:** 15 Apr 2019 22:00

**Section:** MEDIA, p.23

**Length:** 394 words

News reports that have been available online for years would need to be removed from media websites if publishers agree to a request they received on Friday from the NSW Supreme Court.

The request, from judge Elizabeth Fullerton, would have the effect of imposing significant costs on the media and is aimed at ensuring past news reports do not adversely affect a high-profile criminal trial that is due to start next month.

That trial is already affected by a suppression order that the judge issued on April 3 that prevents publication of "any information concerning the evidence" in that case. The judge went further last week and asked the NSW Director of Public Prosecutions to write to media outlets after one of the parties asked her last month to issue a stay order that would prevent the trial going ahead until certain material had been taken down from media websites.

Instead of issuing take-down orders, the judge has issued a "request" to the media for the removal of "any historical references" to the circumstances in which one of the parties came to be charged. The request is outlined in a letter signed by Huw Baker SC, the acting Deputy Director of Public Prosecutions, that says Justice Fullerton has also indicated lawyers for the media "are welcome to attend before her in relation to the above request if they wished to do so".

His letter says Justice Fullerton had indicated that the purpose of the request was to ensure that pre-trial publicity does not adversely affect the rights of one of the parties at trial.

Last month, after the judge revealed she had been asked to issue a take-down order, media lawyer Peter Bartlett said the media should not be required to bear the cost of complying with such an order when there had been no suggestion that the reporting had been unfair or inaccurate.

In a 2010 case involving gangland figure Tony Mokbel, Victoria's Court of Appeal removed a trial judge's take-down order after noting that a Google search using the words "Mokbel" and "Tony Mokbel" had resulted in 522,000 hits. "A feature of the publication of an article on an internet website is that it is available to be copied and posted on other websites outside Victoria. This means that, like the spoken word, it cannot be unsaid," said the joint judgment of former chief justice Marilyn Warren and former deputy chief justice David Byrne.

CHRIS MERRITT

Copyright 2019 Nationwide News Pty Limited All Rights Reserved

Thank you for your application. You have been short-listed for an interview for the position of Principal Information Officer.

The position is presently temporary, being only for 12 months. The Courts want it to become permanent, but must convince funders that the role is essential.

If you are appointed as Principal Information Officer (with the title "Courts Information Officer") what will you do to establish the role's importance?

Please provide a short plan outlining what you would do in the 12 months following your appointment, and why and how you would do those things. The plan should not exceed 6 pages and be sent by return email no later than 4pm. Tuesday, 14 June 2016.

Interviews will be conducted on the afternoon of Friday, 17 June 2016 and you will be contacted shortly to arrange a specific time for your interview.

## Queensland Courts Service

### Role Description – Principal Information Officer

|                 |   |                      |  |                  |  |
|-----------------|---|----------------------|--|------------------|--|
| Branch          | Queensland Courts Service   | Division             | Justice Services Division                                      | Unit             | Supreme District and Land Courts Service Directorate |
| Location        | Brisbane  | Closing date         | Day / date / month / 2016                                      | Vacancy Ref      | QLD/#####16  |
| Classification  | AO7 (TBC)   | Salary per fortnight | \$0,000 - \$0,000  | Salary per annum | \$00,000.00 - \$00,000.00                            |
| Type of vacancy | Temporary for 12 months<br>Hours will be negotiated with the successful applicant (Refer to <i>Applicant Information Package</i> ). |                      |  |                  |  |
| Contact Name    | Julie Steel   | Title                | Executive Director<br>Supreme District and Land Courts Service | Telephone        | 3239 6297  |

#### The Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal and Torres Strait Islander people across all occupational streams.

#### About the Business Unit

The Supreme, District and Magistrates Courts sit within the Justice Services Division of the Department and provide administrative support and registry services to court users and the judiciary within Brisbane and regional centres.

Services are delivered through registries within the Supreme Court (including the Court of Appeal), the District Court (including the Planning and Environment Court, and the Children's Court of Queensland), and the Magistrates Court.

#### About the Role

The Principal Information Officer will work closely with senior managers and judicial officers to play a vital role in supporting the development and publication of products that will improve the overall communications activities of the Supreme, District and Magistrates Courts.

#### Key Responsibilities

- Receive and manage media inquiries which are made to a judicial officer's chambers or the registry;



Queensland  
Government

- Assist in producing specific guidelines and directions for court staff to refer to when dealing with inquiries from the media;
- Develop and promote guidelines for journalists to ensure that appropriate court protocols are followed;
- Develop guidelines for judicial officers for the management of requests to record and/or broadcast proceedings or part of them;
- Prepare proactive and reactive media releases for both traditional and social media, and manage the timely resolution of media enquiries;
- Assist with the management and promotion (where relevant) of events and conferences arranged by judicial officers;
- Proactively provide the media and the public with access to information about current cases and important decisions which are likely to attract public and media interest;
- Develop and maintain a media contact database ensuring effective and influential relationships are maintained.
- Liaise with media outlets to ensure the accuracy of reports about court proceedings and processes;
- Facilitate the modernisation and simplification of processes and services within the courts that involve access to information by the media and the community; and
- Improve community understanding of the courts and their operation.

#### **How you will be assessed**

The ideal applicant for this role will be someone who can demonstrate the following key attributes as they apply to the key responsibilities of the role.

##### **1. Supports strategic direction –**

Demonstrated capacity in developing and evaluating media and public relations strategies that support and promote the strategic direction of the courts.

##### **2. Achieves results –**

Demonstrated knowledge of current media practices and the components of effective communication, as well as an ability to develop an understanding of the judicial and legal systems.

##### **3. Supports productive working relationships –**

Highly developed ability to proactively nurture and facilitate cooperative partnerships with a wide range of stakeholders, as well as the ability to anticipate and respond to stakeholder needs.

##### **4. Displays personal drive and integrity –**

Ability to use initiative and work independently, making informed decisions about priorities and taking personal responsibility for achieving objectives.

##### **5. Communicates with influence –**

Strong written and oral communication skills with an ability to understand the audience and present messages in a clear, concise and articulate manner, and the ability to write for online publications.

\* These attributes are based on the Queensland Public Service (QPS) Capability and Leadership Framework and have been tailored for this department.

## Career Development

The Supreme District and Land Courts Directorate is staffed by four people including the Executive Director at the Senior Executive Services level, an AO7 Executive Officer and an AO3 Executive Assistant. The AO7 Principal Information Officer reports to the Executive Director.

## Mandatory Qualifications, Conditions and Requirements

A degree level qualification in a relevant area such as communication, creative industries, journalism, public relations or media would be highly regarded.

Commented [SL1]: Not sure whether you require this type of qualification?

## Interested in applying?

Applicants are encouraged to read the **Applicant Information Package** as it contains information to assist with understanding the department's recruitment and selection process.

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A completed Application for Advertised Vacancy form (not required if applying on Smartjobs)
- An application Cover Sheet or covering letter
- A statement (2 pages maximum), including examples, outlining your suitability for the role by addressing the key attributes under 'How you will be assessed'.
- The statement must be in Arial Font size 11. Please Note: Your statement may be considered as an example of your written communication skills.
- Your current resume

People from diverse backgrounds including non-English speaking backgrounds, people with a disability, women, Aboriginal people and Torres Strait Islander people are encouraged to apply.

## How to submit an application

Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.

If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.

If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.

Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the Applications Processing Team on the numbers above to arrange this.

Hand delivered applications will not be accepted.

---

#### Additional Information

Applications to remain current for 12 months.

The incumbent may be required to work hours outside the normal work hours.

~~(remove if not required) A criminal history check will be undertaken for this position on any recommended applicant due to the nature of the work involved.~~

Commented [JS2]: Delete this

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package.

Further information about the department is available from our [website](#).

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

---

#### Employee Union Information

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.

You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

Refer to the Applicant Information Package for further information about which union covers the Department of Justice and Attorney-General.