

Transfer and Appointment Expenses

Policy Number: D4 (QH-POL-245)

Publication date: October 2014

Purpose: To outline the entitlements for transfer and appointment expenses for the nominated Queensland Health employees.

Application: This policy applies to the following employees (including new appointments):

- District Health Services Employees' Award employees
- Queensland Public Service Award employees
- District Senior Officers (DSOs)
- Senior medical officers (SMOs)
- Resident medical officers (RMOs)
- Queensland Health bonded scholarship holders
- Directors of nursing – Nurse Grade 10 and above
- Nurses and midwives appointed or relocated to rural and remote areas listed in Schedule One
- Nurses and midwives engaged under Section B Public Hospitals of the Queensland Health Nurses and Midwives Award – State 2012

working for:

- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Delegation: The 'delegate' is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:

- *Public Service Act 2008*
- Public Service Regulation 2008
- *Hospital and Health Boards Act 2011*
- District Health Services Employees' Award – State 2012
- Queensland Public Service Award – State 2012
- District Health Services – Senior Medical Officers' and Resident Medical Officers' Award – State 2012
- Queensland Health Nurses and Midwives Award – State 2012
- Nurses and Midwives (Queensland Health) Certified Agreement (EB8) 2012

- Whole-of-Government standing offer arrangement (SOA) QGCPO 555: Relocation of household items – broker services
- Procurement and Logistics – Use of Contract and Supply Arrangements Health Service Directive (QH-HSD-009)

Related policy or documents:

- Allowances HR Policy C15 (QH-POL-099)
- Travelling, relieving and living expenses HR Policy D2 (QH-POL-157)
- Medical Scholarships, Allied Health Area of Priority Scholarships, Rural Nursing Scholarships and any other Queensland Health bonded Scholarship programs
- GST Business Procedure – Allowances and Reimbursements (QH-PCD-267-2-3)
- PAYG Business Procedure No. 1 – Allowances – Relocation/Transfer and Appointment Expenses (QH-PCD-267-1-1)
- General Tax Business Procedure No. 8 – Scholarships (QH-PCD-267-1-8)
- FBT Business Procedure – Payments/reimbursements made in relation to Relocation/Transfer & Appointment Expenses (QH-PCD-267-3-6)
- FBT Fact Sheet – Temporary Accommodation – Relocation, Transfer and Appointment

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SCHEDULE ONE Accommodation Assistance Sites

1 Application of PSC Directive – Transfer and Appointment Expenses to specific employees

The provisions outlined in PSC Directive 11/11 – Transfer and Appointment Expenses apply to public servants, and are extended to the following health service employees (including new appointments) via section 9C of the Public Service Regulation 2008:

- District Health Services Employees' Award employees
- Senior medical officers (SMOs)
- Queensland Health bonded scholarship holders
- Directors of nursing – Nurse Grade 10 and above
- Nurses and midwives appointed or relocated to rural and remote areas listed in Schedule One.

Any replacement directives issued dealing with substantially the same subject matter are to be applied to employees covered by this policy. When a replacement directive is issued it is applicable to all relevant Queensland Health employees from the date of effect of the directive.

Transfer and appointment expenses for eligible employees must be approved by the delegate in accordance with the PSC Directive 11/11 – Transfer and Appointment Expenses.

Expenses occurred in relation to the relocation of household items and personal effects (that are to be paid directly by Queensland Health to a broker) are to be made in accordance with the relevant Queensland Government standing offer arrangement (SOA) (extended to Hospital and Health Services via Procurement and Logistics – Use of Contract and Supply Arrangements Health Service Directive # QH-HSD-009). For further information, refer to the SOA QGCPO 555: Relocation of household items – broker services.

2 Entitlements for nursing and midwifery employees engaged under Section B of the Queensland Health Nurses and Midwives Award – State 2012

An employee appointed to a Hospital and Health Service must be reimbursed the equivalent of railway, coach, aeroplane or boat fares and reasonable out-of-pocket expenses incurred by the employee in reaching the position, refunded after six months continuous service in the hospital.

Where an employee has been engaged for a definite period of time (including an employee relieving another employee on recreation or sick leave) and has completed the term of engagement the employer must reimburse the employee the equivalent of return fares and in addition reasonable out-of-pocket expenses to and from the employee's place of engagement.

By mutual agreement, in lieu of a refund of fares, where travel is by the employee's own vehicle, the employer will pay:

- the motor vehicle allowance prescribed in the Allowances HR Policy C15
- an amount not exceeding the reasonable and necessary expenses which the employee would have been entitled to under this clause had the employee travelled by railway.

Payment, in lieu of fares, will be made:

- after six months continuous service in the hospital
or
- in the case of an employee who has completed a definite period of engagement, at the termination of the employee's engagement.

3 District Senior Officers

A District Senior Officer (DSO) may be provided with benefits under PSC Directive 11/11 – Transfer and Appointment Expenses, or in the alternative, transfer and appointment expenses may be paid in accordance with a proposal approved by the delegate and supported by a certificate that the total quantum for expenses under the proposal will be no greater than the reimbursement that would have been payable under the directive.

4 Resident Medical Officers

4.1 Appointment expenses

Appointment expenses for resident medical officers (RMOs) are covered by clauses 8.2.1 and 8.2.2 of the District Health Services – Senior Medical Officers' and Resident Medical Officers' Award – State 2012 (the award). The award states that all 'reasonable costs' incurred on secondment and appointment shall be paid. All reasonable costs have been interpreted to mean a refund of a reasonable amount to cover the cost of petrol and oil for the journey and reasonable removal expenses for furniture and effects.

To provide a consistent approach to the refund of appointment expenses for RMOs the following provisions are to apply.

These provisions do not apply to RMOs on secondment or rotation. Arrangements for RMOs on secondment or rotation are outlined in the Resident medical officers on secondment or rotation HR Policy.

4.2 Current employees within Queensland Health

Payment of appointment expenses including removal costs and personal travel for current employees appointed to a HHS shall be at the discretion of the Health Service Chief Executive, subject to the minimum entitlements outlined in this policy.

4.3 Use of private motor vehicles

Where an employee is authorised to use their private motor vehicle, travel must be by the most practicable direct route. A refund is to be made for the cost of petrol and oil for the journey on production of receipts. An employee must be advised of the requirement for receipts when approval to use a private motor vehicle is given.

Employees travelling by private motor vehicle shall be allowed reasonable and necessary expenses for one overnight stay, including accommodation, for each 500 completed kilometres of travel. A refund of expenses for actual and reasonable costs for meals incurred (up to a maximum for each person of the meal allowances outlined in Travelling and Relieving Expenses HR Policy D2) is to be made.

Where an RMO is required to take an appointment urgently, airfares in accordance with the guidelines outlined under section 4.4 below should be used. In these cases, transport of the motor vehicle is to be in accordance with section 4.7 below.

4.4 Air travel

For distances in excess of 700 kilometres, an employee may be authorised to travel by air where circumstances or cost make air travel more desirable than other modes of transport.

Under these circumstances, economy class airfare/s for the employee, and their partner and dependents where necessary, is to be provided.

4.5 Board and lodgings

Clause 10.2 of the award outlines the charges to apply in respect of accommodation for single employees. Where "family" accommodation is supplied, charges shall be fixed by the HHS and shall be related to local commercial accommodation/rental charges as applicable to that standard of accommodation within the local environment (refer to clause 10.2.6).

4.6 Transport of furniture and effects

Where furnished accommodation is not provided, an employee shall be allowed transport of furniture and effects to the new centre. The mode of transport shall be approved by the Health Service Chief Executive.

Subject to submitting at least two quotes, the employee is entitled to a refund of the cost of transport of furniture and effects, including packing, by approved carrier, up to a maximum not exceeding 6 tonnes or 36 cubic metres.

The Health Service Chief Executive may approve beyond these limitations in special circumstances.

The employee is also entitled to an additional mass not exceeding 254 kilograms or 1.15 cubic metres for the transport of a professional/medical library/equipment belonging to the RMO.

Furniture and effects shall be insured to cover risks of damage in transit from the time the insured property leaves the employees residence until delivery to its final destination.

Where furnished accommodation is provided, storage expenses shall be allowed up to a total of twelve months, where necessary, including cartage to and from store, unloading, receiving, listing stowage, unstowage and insurance during storage. The cost of storage is not to exceed the total value allowed for removal expenses. These expenses will not apply in cases where the employee maintains a separate principal residence.

In addition, the HHS may grant concessions in order to supplement to a limited extent the furniture etc already provided in the furnished accommodation.

4.7 Transport of private motor vehicles

An RMO shall be allowed transportation of a motor vehicle and a second vehicle for a spouse (if applicable) by a mode of transport approved by the delegate.

4.8 Other expenses

Any other expenses in addition to those listed above are negotiable between the employee and the delegate.

4.9 Refund of expenses

Payment of appointment expenses shall be on the condition that should the employee tender their resignation from, or otherwise cease duty in Queensland Health (except by reason of retirement, death or medical unfitness) within twelve months of taking up duty, the employee is required to refund costs in taking up duty to the following extent:

- | | |
|---|------------------|
| • under 6 months service | Full cost |
| • 6 months after taking up duty before completing 9 months service | Two thirds costs |
| • 9 months after taking up duty before completing 12 months service | One third cost |

The Health Service Chief Executive has the discretion to waive the requirement to refund removal expenses in special circumstances.

4.10 Appointees from outside Queensland Health

For those employees appointed from outside Queensland Health (interstate, intrastate and overseas), all entitlements are fully negotiable. Payment of appointment expenses shall be on the condition that should the employee tender their resignation from or otherwise cease duty in Queensland Health (except by reason of retirement, death or medical unfitness) within twelve months of taking up duty, the employee is required to refund costs in accordance with the refund of expenses section above.

Provided that where appointees are recruited through a campaign recruitment process, any arrangements stipulated during that process in relation to refund of expenses must be met.

4.11 Scholarship holders

Scholarship holders are assigned to rural and remote health care facilities under the provisions of the *Assisted Students (Enforcement of Obligations) Act 1951*. The delegate directs scholarship holders to complete bonded service. Due to the compulsory nature of appointments/transfers, all scholarship holders are entitled to the conditions outlined in this policy for the complete duration of scholarship service.

Definitions:

Dependent child	<p>A child who:</p> <ul style="list-style-type: none"> • is aged under 18 years • resides with the officer for at least 50% of the year, excluding that time spent in attendance at boarding school or another educational institution • receives remuneration less than the Queensland minimum wage percentage equivalent for persons aged 18 years (\$424.96 per week for award employees as at 1 July 2013). <p>In exceptional and deserving cases, for the purposes of this policy, the delegate may deem a person under the age of 21 who satisfies the above criteria to be a dependent child.</p>
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History:

October 2014	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy Simplification project. • Policy amended to: <ul style="list-style-type: none"> – update references and naming conventions – apply Directive 11/11 to District Senior Officers
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	<ul style="list-style-type: none"> – reference the Queensland Government standing offer arrangement (SOA) for the relocation of household items – include the entitlement for nurses and midwives engaged under section B Public Hospitals of the Queensland Health Nurses and Midwives Award – State 2012 to transfer and appointment expenses – incorporate provisions from IRM 2.7-32 Appointment Expenses – Resident Medical Officers (including Board and Lodging).
September 2011	<ul style="list-style-type: none"> • Amended to reflect new Directive 11/11 – Transfer and Appointment Expenses and update minimum wage amount under section 8 definition.
November 2010	<ul style="list-style-type: none"> • Amended to reflect new Directive 17/10 – Transfer and Appointment Expenses and update minimum wage under section 8 definition.
September 2009	<ul style="list-style-type: none"> • Amended to reflect new Directive 11/09 – Transfer and Appointment Expenses.
July 2009	<ul style="list-style-type: none"> • Amended to supersede IRM 2.3-2 Fares and Travel Expenses – Award Provisions for Nursing.
June 2009	<ul style="list-style-type: none"> • Amended to include a definition for dependant child.
May 2009	<ul style="list-style-type: none"> • Amended to include reference to FBT Fact Sheet regarding temporary accommodation.
April 2009	<p>Amended application of policy to include (by s.28 determination):</p> <ul style="list-style-type: none"> • District directors of nursing • Queensland Health bonded scholarship holders • Senior medical officers.
October 2008	<ul style="list-style-type: none"> • Amended attachment one to include additional assistance sites.
September 2008	<ul style="list-style-type: none"> • Amended to reflect Directive 11/08 – Transfer and Appointment Expenses.
August 2008	<ul style="list-style-type: none"> • Developed as a result of the HR policy consolidation project.
Previous	<ul style="list-style-type: none"> • IRM 2.3-2 Fares and Travel Expenses – Award Provisions for Nursing • IRM 2.3-4 Appointment and Transfer Expenses – Employees of District Health Services Subject to the District Health Services Award – State • IRM 2.3-7 Appointment and Transfer Expenses for Queensland Health Rural Scholarship Holders • IRM 2.3-8 Appointment and Relocation Expenses for Nurses – Rural and Remote Location • Circular ER 68/07 –Travel Directives Operative From 1 September 2007 -

Transfer and Appointment Expenses – Schedule One Accommodation Assistance Sites

Alpha Hospital	Doomadgee Hospital	Mt Garnet
Aramac Hospital	Duaun Island Clinic	Mungindi Hospital
Augathella Hospital	Flying Surgeon Service (Longreach)	Murray Island Primary Health Centre
Aurukun Community Hospital	Forsyth Community Hospital	Muttaborra Primary Health Centre
Badu Island Health Centre	Gemfields	Napranum
Bamaga Community Health Centre	Georgetown Community Hosp	Normanton Aboriginal & Islander Health
Bamaga Hospital	Gunpowder	Normanton Hospital
Barcaldine Hospital	Hopevale Community Hospital	Ogmore Outpatients
Bedourie Clinic	Horn Island Health Centre	Palm Island Aboriginal Health
Blackall Hospital	Hughenden Aboriginal Health	Palm Island Hospital
Boigu Island Health Centre	Hughenden Hospital	Pormpuraaw Community Hospital
Bollon (Bush Nurse)	Injinoo Community Health	Quilpie Hospital
Boulia Primary Health Centre	Injune Hospital	Richmond Child Health
Burketown Aboriginal Health	Isisford Primary Health Centre	Richmond Hospital
Burketown Hospital	Julia Creek Hospital	Sabai Island Primary Health Centre
Camooweal Aboriginal Health	Jundah Primary Health Centre	Seisia Community Health Centre
Camooweal Home & Community Care	Karumba Hospital (Outpatients)	St George Community Health
Camooweal Hospital (Outpatients)	Kowanyama Community Hospital	St George Hospital
Capella	Kubin Community Health Centre	St Pauls Health Centre
Charleville Community Health	Laura Community Health Centre	Stephen Island Primary Health Centre
Charleville Hospital	Lockhart River Community Hospital	Surat Hospital
Charleville Hostel	Longreach Community Health Clinic	Tambo Primary Health Centre
Cherbourg Aboriginal Health Programs	Longreach Hospital	Taroom Hospital
Cherbourg Hospital	Mabuig Clinic	Texas Community Health Services
Chillagoe Clinic	Mabulag Island Health Centre	Texas Hospital
Cloncurry Aboriginal & Islander Health	Malakoola Primary Health Care Centre (Napranum)	Thargomindah Hospital
Cloncurry Dental Health Clinic	Mapoon Community Health	Thursday Island Community Health
Cloncurry Hospital	Meandarra	Thursday Island Hospital Umagico Community Health
Coconut Island Health Centre	Mitchell Hospital	Wallumbilla
Coen	Moonie	Wandoan Hospital
Cooktown Community Health	Mornington Island Aboriginal Health	Waroona Nursing Home – Charleville
Cooktown Hospital	Mornington Island Hospital	Warraber Island Primary Health Centre
Cow Bay Community Health Centre (Dirwan)	Morven Hospital	Weipa Community Health Centre
Cracow Outpatients Clinic	Mount Isa Aboriginal Health	Weipa Hospital
Croydon Hospital	Mount Isa Aged Care Assessment Team	Windorah Clinic
Cunnamulla Community Health	Mount Isa AIDS	Winton Hospital
Cunnamulla Hospital	Mount Isa Alcohol & Drug	Woorabinda Hospital
Dajarra Aboriginal Health	Mount Isa Base Hospital	Wujal Wujal Community Health Centre
Dajarra Hospital (Outpatients)	Mount Isa Child Health	Yam Island Primary Health Centre
Darnley Island Health Centre	Mount Isa Community Medicine Services	Yaraka Clinic
Dimbulah	Mount Isa Community Mental Health	Yarrabah Community Health Centre
Dirranbandi Hospital	Mount Isa Dental Health Clinic	Yarrabah Hospital
Doomadgee Aboriginal & Islander Health	Mount Isa Home & Community Care	Yorke Island Primary Health Centre