



# Procedure

TCHHS-WFE-HR-PRO-0061

## Relocation, transfer and appointment expenses

To the extent an act or decision under this document may engage human rights under the *Human Rights Act 2019*, regard will be had to the Act in undertaking the act or making the decision. For further information on the *Human rights Act 2019* see:

<http://www.forgov.qld.gov.au/humanrights>

### 1. Purpose

In recognition of the unique challenges faced by Queensland Health professionals working in rural and remote areas of Queensland, Torres and Cape Hospital and Health Service (TCHHS) offers a range of recruitment and retention incentives and entitlements.

This procedure outlines the entitlements and process for the relocation, transfer and appointment of new and existing employees of TCHHS.

### 2. Scope

Applies to all:

- TCHHS permanent and temporary employees, other than casuals.

### 3. Process

This procedure is based on the provisions of [Directive 11/11 – Transfer and Appointment Expenses](#), Queensland Health HR [Policy D4 – Transfer and Appointment Expenses](#), and HR [Policy C2 – Remote Area Nursing Incentive Package \(RANIP\)](#).

It is the responsibility of the employee to determine any taxation implications (including FBT) relating to payment of any allowances provided for in this procedure. We encourage employees to seek independent financial advice.

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## 3.1 Eligibility

### 3.1.1. Transfer/Redeployment/Promotion within Queensland Health

- An employee is eligible for the benefits provided in Schedule A of the [Directive 11/11 – Transfer and Appointment Expenses](#) when all of following conditions are met:
  - The employee has been transferred, redeployed or promoted from one position to another within Queensland Health 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 workplace in a different location within Queensland Health;
  - The change of location is such as to satisfy the delegate that it would be impractical for the employee to continue to reside at the former location and unreasonable to require the employee to do so.
- A transfer within the same city or community area does not attract an entitlement in this procedure.

### 3.1.2. Relocation between facilities within the Hospital and Health Service

- If an employee initiates a permanent transfer or relocation to another facility within TCHHS, it is the employees' responsibility to negotiate the cost of their relocation with the relevant delegate prior to the relocation occurring.
- The following transfer expenses are not allowed unless approval has been given by the Health Service Chief Executive:
  - 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 a transfer expenses were included in the terms of the discipline imposed;
  - The transfer is a 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.

### 3.1.3. Appointment of Employee External to Queensland Health

- An employee appointed from external to Queensland Health is eligible for the benefits provided in Schedule B of the [Directive 11/11 – Transfer and Appointment Expenses](#).
- The delegate may authorise payment of a relocation package to an employee on the employee's appointment or engagement that may include the following:
  - Cost of removal of employee's effects to the centre to which the employee is appointed;
  - Reasonable cost of other items of expenditure related to taking up duty.
  - Travel costs associated with relocating an employee and their family to the centre to which the employee is appointed is not included in the \$5,000 (exclusive of GST) maximum allowance.
- Subject to this procedure, the conditions of such payment must be negotiated and settled prior to engagement or appointment. The conditions and amounts of any such payments are listed within this procedure and at the discretion of the delegate.

- No approval of quotes or uplift is to occur until the Relocation, Transfer and Appointment Expenses Agreement has been signed by the employee and the appropriate delegate.

#### 3.1.4. Resident Medical Officers

- Relocation expenses and entitlements relating to Resident Medical Officers (RMOs) are detailed in [Medical Officers \(Queensland Health\) Award – State 2015](#) section 7(29).

#### 3.1.5. Engagement of temporary employees

- In negotiating the conditions for the employees' commencement, managers should keep in mind that temporary engagements are by their nature of limited duration. Relocations for temporary employees is at the discretion of the appropriate delegate. Consideration should be given to the length of the temporary engagement and the requirement under 3.3 Reimbursement of Expenses section of this policy.

### 3.2 General Entitlements

- **Note:** The conditions and amounts of any such payments are at the discretion of the Health Service Chief Executive but may not exceed the entitlements outlined in [Directive 11/11 – Transfer and Appointment Expenses](#).

#### 3.2.1. TCHHS Accommodation

- Employees moving into TCHHS accommodation in all locations other than Cairns will be provided with furnished housing in accordance with the [TCHHS Housing Allocation policy](#). As such, it is expected that the volume of the load being moved will be less than the maximum outlined in the Directive.

#### 3.2.2. Relocation Entitlements

- TCHHS provides a maximum allowance of \$5,000 (exclusive of GST) to help cover the costs associated with relocating.
- This allowance includes the following expenses:
  - Relocation of household and personal effects;
  - Transport of private motor vehicle; boats and/or trailers;
  - Transport of pets where approved;
  - Mileage allowance where relevant.
- Where approved, the cost of relocating pet is \$281 maximum per employee. Employee must negotiate this prior to relocating with the relevant manager and Executive Director as not all TCHHS accommodation allows for pets.
- Where the relocation expenses exceed \$5,000 (exclusive of GST) the employee will be required to pay the cost over the maximum cap of \$5,000. If utilising Kent Relocation Services, the employee will be invoiced directly by Kent for all costs above the approved amount.
- Employees are not entitled to monetary assistance for costs incurred for relocation upon separation from TCHHS.
- Under exceptional circumstances, employees can apply to the Health Service Chief Executive (HSCE) for additional items or expenses that are outside the limits of this procedure. These applications are to be thoroughly documented and may only be approved at the discretion of the HSCE.
- Flights for the employee, their partner and children (if applicable) are not included in the \$5,000 allowance.

### 3.2.3. Above Award Entitlements

- Under no circumstances should TCHHS managers give assurances to potential staff regarding above award entitlements without the approval of the authorised delegate. Where exceptional circumstances exist, the Director General may approve above award entitlements in the following circumstances:
  - The HSCE has no concerns recommending the above award entitlement; and
  - A comprehensive brief is submitted to the Director General by the relevant Executive Director (via the HSCE) requesting approval a minimum of two weeks prior to the appointment date.

### 3.3 Reimbursement of Expenses

- Employees who cease to be employed with TCHHS will be responsible for reimbursement of those expenses at the following rates (except for cases of retirement, retrenchment, death, medical unfitness or termination of contract by the TCHHS other than by disciplinary action):

Permanent Employees (exc. Remote Area Nursing)	Temporary Employees (exc. Remote Area Nursing)	Remote Area Nursing and Midwifery
Less than one year of commencement – 100%	Less than one third of contract – 100%	Under six months of service – 100%
More than one year from commencement, but less than two years – 66%	More than one third of contract, but less than two thirds of contract – 66%	Six months after taking up duty, but before completing one-year service – 66%
More than two years from commencement, but less than three years – 33%	More than two thirds of contract – 33%	One year after taking up duty, but before completing 18 months service – 33%
More than three years – 0%	After successfully completing full temporary contract – 0%	After completing 18 months of service – 0%

- Employees may apply to the HSCE in exceptional circumstances to have the reimbursement of expenses waived or reduced.
- If an employee ceases to be employed with TCHHS during this period of time, it is the responsibility of the line manager to raise an invoice with the TCHHS Revenue team to recover the required funds. The documentation required to raise an invoice can be obtained by contacting the Revenue team directly.

## 3.4 Process

### 3.4.1. Relocation Process

- The Hiring Manager should inform candidates of the general relocation assistance that TCHHS offers employees during the interview process to ensure potential candidates understand the maximum assistance available.
- The delegate approves the appointment of the successful candidate based on the selection report provided by the panel or Hiring Manager. Upon approval the hiring manager is to contact the candidate as soon as possible and provide them with the **Relocation, Transfer and Appointment Expenses Agreement**. This document contains important information about relocation entitlements and also allows the employee to select an option for their relocation.
- The Hiring Manager is to inform the employee that relocation is not guaranteed until the Relocation, Transfer and Appointment Expenses Agreement is signed by the appropriate Executive Director.
- Once the agreement has been signed by the employee, the Hiring Manager is to send to the relevant Executive Director for approval. The Hiring Manager must ensure that appointment expenses are approved by the delegate in accordance with the current [TCHHS HR Delegations Manual](#) and the [TCHHS Financial Delegations Manual](#). Executive Directors are able to approve relocation costs up to the value of \$5,000 (exclusive of GST).
- The Hiring Manager is responsible for obtaining the signed (employee and delegate) and approved Relocation, Transfer and Appointment Expenses Agreement prior to the uplift occurring. A copy of this agreement is to be maintained by the Hiring Manager in the employee's personnel file. A copy should be sent to [TCHHS-HR-SUPPORT@health.qld.gov.au](mailto:TCHHS-HR-SUPPORT@health.qld.gov.au), for record keeping as well.
- Any relocation agreements that exceed the maximum \$5,000 entitlement (exclusive of GST) must be approved by the HSCE. The Hiring Manager is to include a statement justifying the excess payment. If approved, this statement is required to accompany all paperwork to Finance for processing.
- Questions or clarification regarding how to process invoices for relocation expenses should be directed to TCHHS Finance or the relevant Manager of Corporate Services.
- Appendix 2 provides a flowchart of the approval process.

### 3.4.2. Travel and Accommodation

- The Hiring Manager is also responsible for arranging the successful candidates travel and accommodation (if applicable) through the relevant corporate services team.

### 3.4.3. Relocation Options

- Two options are available, see Appendix 3 for Option 1 – Employee Sources Quotes and Appendix 4 for Option 2- Engage Kent Relocations, flowcharts.

## 4. Responsibilities

Position	Responsibility
Executive Director	Oversight of compliance with this procedure. Final approval of relocation agreements and providing justification of expenses approved above the maximum cap outlined in this procedure.
Executive Support Officer	When Kent option is selected, responsible for liaising with Recruiting Manager to obtain required information and documents, communication with Kent regarding approval of quotes for uplift, and generating processing invoice for payment with supporting documents and forwarding to TCHHS Finance for processing.
Hiring Manager	Compliance with this procedure, ensuring that employees are entitled to relocation expenses before the initial conversation occurs. Responsible for initiating negotiations with employee regarding relocation expenses after their appointment has been approved by the Executive Director. Provide employee with Relocation Agreement then liaise with either the ESO or employee (dependent on which removal option is used) regarding required paperwork.
Line Manager	Responsible for raising an invoice to recoup relocation costs paid for an employee that leaves TCHHS prior to the minimum period of time required under section 3.3 of this procedure.
Human Resources	Maintenance and update of procedure to ensure compliance with relevant policies and industrial instruments.
Employee	Adherence to the procedure, ensuring that all relevant documentation is provided to either Finance or the Recruiting Manager (dependent on which removal option is used).

## 5. Supporting documents

### 5.1 Forms and Templates

- Relocation, Transfer and Appointment Expenses Agreement
- Request to Raise an Invoice Form

## 6. Related documents

- Department of Health (DoH) HR Policy [D4 – Transfer and Appointment Expenses](#)
- DoH HR Policy [C2 – Remote Area Nursing Incentive Package \(RANIP\)](#)
- [Directive 11/11 – Transfer and Appointment Expenses](#)
- [Medical Officers \(Queensland Health\) Award – State 2015](#)

## 7. Definition of terms

Term	Definition / Explanation / Details	Source
Delegate	The delegate referred to in this procedure is the delegate with approved authority as per the TCHHS HR Delegations Manual and TCHHS Finance Manual.	
Redeployed	Permanent appointment of an employee, with their consent, to a lower classification level than the employee's substantive classification level.	<a href="#">DoH HR Policy B36 – Employees Requiring Placement</a>
Promotion	Employment of a public service officer at a higher level, other than temporarily (as per schedule 4 of the <i>Public Service Act 2008</i> ).	<a href="#">DoH HR Policy B1 – Recruitment and Selection</a>
Transfer	Employment of a public service officer at the same classification level, on different duties or at a different location, other than temporarily.	<a href="#">Public Service Act 2008 Schedule 4</a>

## 8. Consultation

- Human Resources Department
- Finance
- Health Service Consultative Forum
- Unions: Queensland Nurses', Together and The Australian Workers
- All TCHHS Staff
- Executive Management Team

## 9. Approval Governance Pathway

### 9.1 Policy Officer / Document author

The following Officer is the author of this procedure:

- Senior Human Resources Advisor

### 9.2 Document Custodian

The following Officer will have responsibility for implementation of this procedure:

- Executive Director of Workforce and Engagement

### 9.3 Endorsing Committee

The following Committee will have responsibility for implementation of this procedure:

- Work Health Safety and Wellbeing Governance Committee

## 9.4 Approving Officer

The following Officer has approved this document:

- Executive Director of Workforce and Engagement

Signed: 07/02/2022

## 10. Effective Dates

Schedule	Dates
Approval date	07/02/2022
Effective from	07/02/2022
Next date of review	07/02/2027
Superseded procedure	V 3.0

## 11. Version Control

Version	Date	Prepared by	Comments
3.0	14/07/2020		Approved
3.2	02/02/2022		Author reviewed
4.0	07/02/2022		Approved by EDWFE

## 12. Evaluation Strategy

Strategy	Evaluation
Risk	Overall risk rating Medium
Evaluation strategy	<ul style="list-style-type: none"> <li>• DSS Reports</li> </ul>
Frequency	Quarterly
Evaluation responsibility	Human Resources, Executive Director of Workforce and Engagement.

## 13. Appendices

Appendix 1 – Rural and remote sites entitled to relocation expenses

Appendix 2 – Transfer and appointment expenses flowchart

Appendix 3 – Option 1: Employee Sources quotes

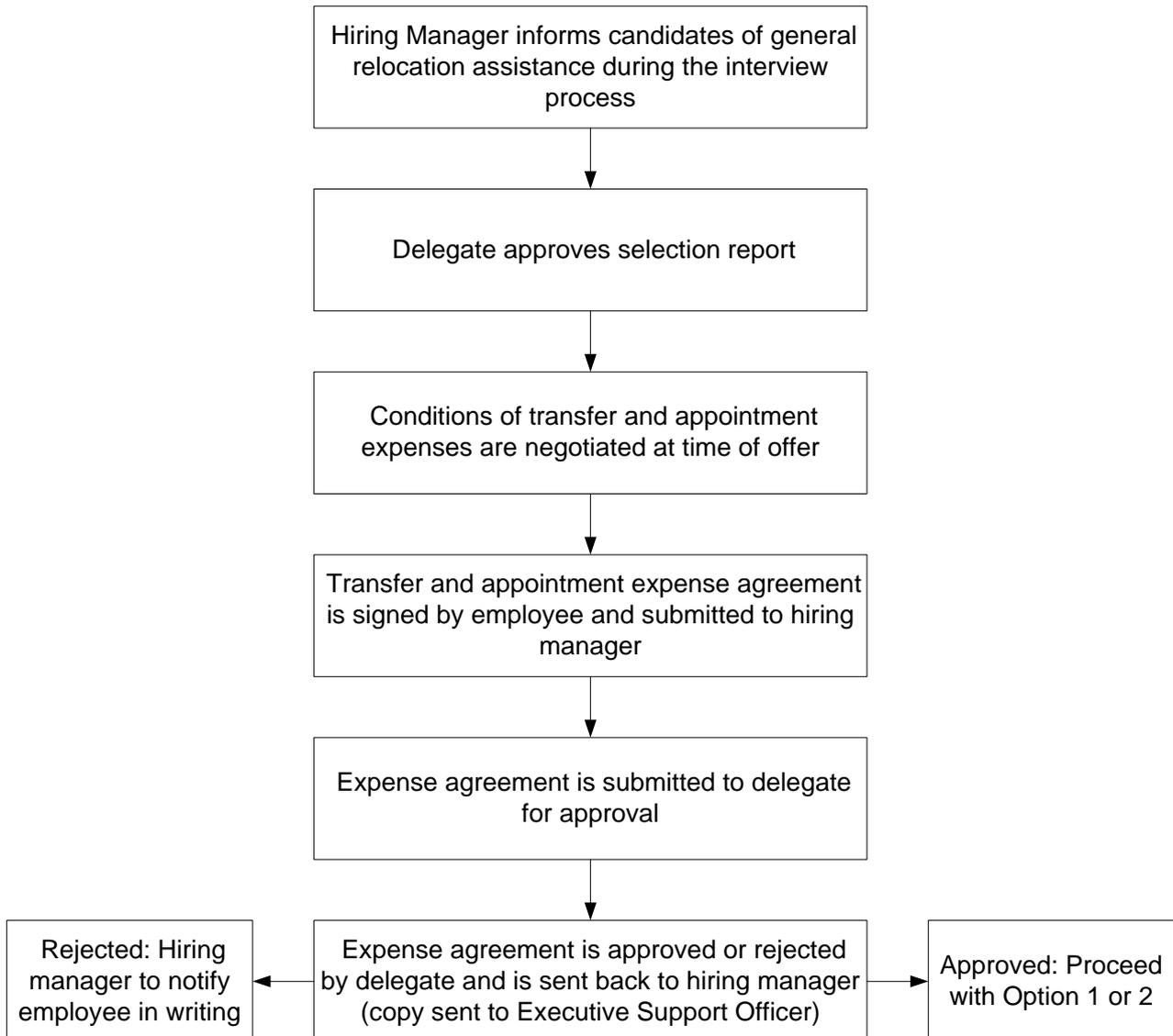
Appendix 4 – Option 2: Engage Kent Relocations

## Appendix 1: Rural and remote sites entitled to relocation expenses

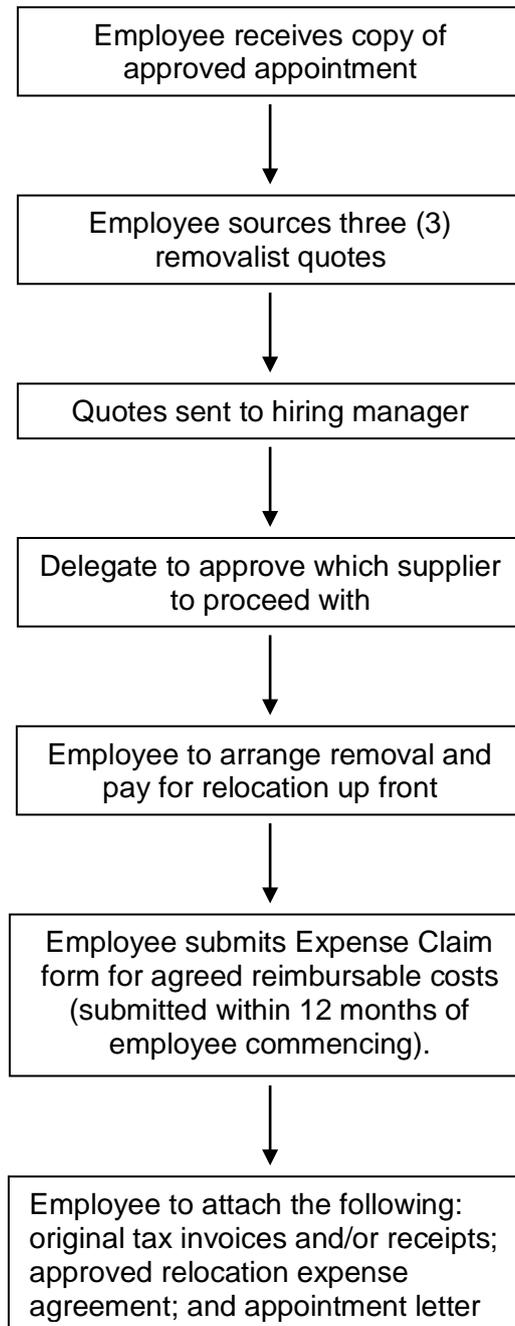
Northern Sector	Western Sector	Eastern Sector
Badu Island	Aurukun	Coen
Bamaga	Kowanyama	Cooktown
Boigu Island	Malakoola (Napranum)	Hopevale
Coconut Island	Mapoon	Laura
Darnley Island	Pormpuraaw	Lockhart River
Dauan Island	Weipa	Wujal Wujal
Horn Island		
Injinoo		
Kubin		
Mabuiag		
Murray Island		
New Mapoon		
Saibai Island		
Seisia		
St Pauls		
Stephen Island		
Thursday Island		
Umagico		
Warraber Island		
Yam Island		
Yorke Island		

## Appendix 2: Transfer and appointment expenses flowchart

### Prior to removal of effects



## Appendix 3: Option 1: Employee Sources quotes



\*claims must be submitted within 12 months of employee commencing

## Appendix 4: Option 2: Engage Kent Relocations

