

Transfer and Appointment Expenses

- 1. PURPOSE:** To prescribe the minimum expenses payable when transferred from one centre to another or appointed to the Queensland Public Service.
- 2. APPLICATION:** This directive applies to Public Service Officers and Temporary Employees under section 113 of the *Public Service Act 1996*.
- 3. MINIMUM STANDARDS:** The prescribed amounts and entitlements set out in the Schedule(s) are the minimum standards to apply.
- 4. OPERATIVE DATE:** This Directive is to operate from 5 July 1997.
- 5. VARIATION:** The provisions in the Schedule(s) may be varied by an agreement made under Chapter 2, Part 1, of the *Workplace Relations Act 1997*.
- 6. ENHANCEMENT:** A Chief Executive may enhance an amount or entitlement prescribed in the Schedule(s) but may not extend the application of existing or enhanced entitlements to classes of employees not contained in the Application clause.
- 7. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and Section 464 of the *Workplace Relations Act 1997* apply if there is a conflict with another instrument:
 - (a) Inconsistency Between Directive And Another Act**
If there is an inconsistency between the *Public Service Act 1996* or another Act or subordinate legislation under either Act and this Directive, the Act or subordinate legislation will prevail over the Directive to the extent of the inconsistency.
 - (b) Inconsistency Between Directive And Agreement**
If there is an inconsistency between an Agreement made under Chapter 2, Part 1, of the *Workplace Relations Act 1997* and this Directive, the Agreement will prevail over the Directive to the extent of the inconsistency.
 - (c) Inconsistency Between Directive And Award Or Industrial Agreement**
If there is an inconsistency between this Directive and an Award or Industrial Agreement, the Directive will prevail over the Award or Industrial Agreement to the extent of the inconsistency.
- 8. SUPERSEDES:** ss.63, 64 *Public Service Management and Employment Regulation 1988* Determination No.9

SCHEDULE A

TRANSFER EXPENSES

GENERAL CONDITIONS	
<p>Entitlement A Public Service Officer or Temporary Employee under section 113 of the <i>Public Service Act 1996</i> (hereafter "officer") transferred from one centre to another shall be allowed transfer expenses for -</p> <ul style="list-style-type: none"> the conveyance of self, family and effects to the centre to which transferred; and board and lodging; and other items of expenditure related to taking up duty; <p>as provided in this Schedule.</p> <p>Documentary Evidence The payment of transfer expenses is subject to the officer producing documentary evidence (receipts, itemised statements, quotes, certification. etc.) as required by the Chief Executive.</p> <p>Expenses Not Allowed Except with the specific approval of the Chief Executive, an officer shall not be allowed expenses where the transfer -</p> <ul style="list-style-type: none"> was sought by that officer on compassionate grounds; or 	<ul style="list-style-type: none"> arose as a direct result of disciplinary action taken against that officer in accordance with section 88 of the <i>Public Service Act 1996</i> if the non-allowance of transfer expenses was included in the terms of the discipline imposed; or was the result of a mutual exchange of officers between two centres; or was sought on the basis that the transfer was needed to restore the officer's health and no medical certificate substantiating such basis was produced before the transfer being approved. <p>Time Limit On Claim A claim made shall not, without the approval of the Chief Executive, be considered for payment unless it is submitted within 12 months from the date of completion of the work, the incurring of the expense, or the conclusion of the circumstances in respect of which the claim is submitted.</p> <p>Definition "spouse" in the Schedule shall include a de facto spouse.</p>

TRANSFER EXPENSES		
CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT	
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN
<p>1. TIME OFF TO COMPLETE TRANSFER ARRANGEMENTS An officer shall be granted time off, where necessary, to complete transfer arrangements directly related to the transfer, including supervision of packing and unpacking of furniture and effects.</p>	<p>Up to 2 working days on full salary to complete arrangements at the previous centre;</p> <p align="center">AND</p> <p>Up to 2 working days on full salary to complete arrangements at the new centre.</p>	<p>As for single officer.</p>

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT	
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN
2. PERSONAL TRAVEL TO THE NEW CENTRE		
<p>(a) Travel By Rail An officer shall be granted expenses for travel by rail.</p>	<p>Necessary time off on full salary; AND Requisition for first class rail fare plus sleeper where necessary; AND Actual and reasonable expenses for meals purchased during the journey and accommodation where necessary.</p>	<p>As for single officer. As for single officer plus fares for spouse and/or children. As for single officer plus expenses for spouse and/or children.</p>
<p>(b) Travel By Private Motor Vehicle An officer may be authorised to use their private motor vehicle. Travel must be by the most practicable direct route.</p>	<p>1 working day on full salary for each 500 completed kilometres of road travel. (Where the distance is less than 500 kilometres and the officer intends to reside at the new centre, 1 working day on full salary shall be allowed.); AND Allowance of 29.2 cents per kilometre for 1 vehicle; AND Allowance of 29.2 cents per kilometre for a second vehicle. In relation to the second vehicle -</p> <ul style="list-style-type: none"> • no additional time off shall be allowed; and • accommodation and meal allowances en route shall not exceed the maximum entitlement prescribed for one journey. 	<p>As for single officer.</p>
<p>(c) Air Travel An officer may be authorised to travel by air when circumstances of cost make air travel more desirable than other modes of transport.</p>	<p>Economy class air fare.</p>	<p>As for single officer plus fares for spouse and/or children.</p>
<p>(d) Alternative Travel Arrangements Chief Executives may determine alternative travel arrangements for departmental efficiency.</p>	<p>Fares or relevant costs.</p>	<p>As for single officer plus fares or costs for spouse and/or children.</p>

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT	
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN
<p>(e) Overnight Accommodation En Route An officer shall be granted expenses for accommodation necessarily incurred whilst travelling to the new centre.</p> <p>An officer travelling by their private motor vehicle shall be allowed 1 overnight stay for each 500 completed kilometres of road travel. Where the distance is less than 500 kilometres, the officer shall not qualify for an overnight stay at the new centre.</p>	<p>In the case of -</p> <p>Hotel, Motel, Registered Lodging House or Caravan Park -</p> <ul style="list-style-type: none"> all reasonable and necessary expenses up to the number of overnight stays. <p>Relatives or Friends -</p> <ul style="list-style-type: none"> up to \$12.00 per overnight stay. 	<p>As for single officer plus expenses for spouse and/or children.</p> <p>As for single officer plus allowance for -</p> <ul style="list-style-type: none"> house - up to \$12.00 children - 12 years & over - up to \$12.00; under 12 years - up to \$6.00; per overnight stay.
<p>(f) Meals En Route An officer shall be granted expenses for meals incurred whilst travelling en route.</p> <p>An officer travelling by their private motor vehicle shall be allowed 3 meals for each 500 completed kilometres, provided that where the distance is less than 500 kilometres, expenses shall be on a pro-rata basis of 1 meal for each 166 completed kilometres.</p>	<p>Actual and reasonable costs for meals up to the following amounts -</p> <ul style="list-style-type: none"> \$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner <p>Actual and reasonable costs which exceed these amounts may be refunded, at the discretion of the Chief Executive, upon the production of receipts.</p>	<p>As for single officer plus costs for spouse and/or children.</p>
<p>(g) Advances For Meals and Accommodation En Route</p>	<p>100% of the anticipated costs.</p>	<p>As for single officer.</p>

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT	
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<p>3. TEMPORARY BOARD AND LODGING</p> <p>(a) General Conditions An officer shall be granted expenses for temporary accommodation and meals necessarily incurred whilst waiting -</p> <ul style="list-style-type: none"> to begin the journey; or to secure a residence at the new centre. <p>Where it is not practicable to obtain receipts for meals purchased, actual costs should only be claimed with refunds not to exceed the applicable portion of the following amounts -</p> <ul style="list-style-type: none"> \$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner <p>(b) Type of Accommodation for which expenses shall be paid -</p> <p>(i) Hotel, Motel, Registered Lodging House.</p> <p>(ii) House, Flat, Cabin or Unit with cooking facilities, Caravan or Caravan Site.</p> <p>Such accommodation must be of a temporary nature pending the securing of permanent accommodation.</p>	<p>Expenses shall not be paid for a period greater than 2 months.</p> <p>A longer period may be approved in special circumstances where an officer is unable to obtain permanent accommodation within 2 months.</p> <ul style="list-style-type: none"> 3/4 of actual reasonable expenses for accommodation and 1/2 of actual reasonable expenses for meals for the first month. 1/2 of actual reasonable expenses for both accommodation and meals for the second month and any subsequent period approved in special circumstances. 3/4 of rental for first month. 1/2 of rental for second month and any subsequent period approved in special circumstances. <p>(Expenses for meals not allowed).</p>	<p>Expenses shall not be paid for a period greater than 4 months.</p> <p>A longer period may be approved in special circumstances where an officer is unable to obtain permanent accommodation within 4 months.</p> <ul style="list-style-type: none"> 3/4 of actual reasonable expenses for accommodation and 1/2 of actual reasonable expenses for meals for the first 2 months. 1/2 of actual reasonable expenses for both accommodation and meals for the next 2 months and any subsequent period approved in special circumstances. 3/4 of rental for first 2 months. 1/2 of rental for the next 2 months and any subsequent period approved in special circumstances. <p>(Expenses for meals not allowed).</p>

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT									
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN								
(iii) Relatives or Friends.	<p>Refund of actual costs up to the following maximum amounts -</p> <table border="0"> <tr> <td><u>First month</u></td> <td><u>Next 1 month and approved extensions</u></td> </tr> <tr> <td>Per Day \$9.00</td> <td>Per Day \$6.00</td> </tr> </table> <p>(These amounts are inclusive of accommodation and meals.)</p>	<u>First month</u>	<u>Next 1 month and approved extensions</u>	Per Day \$9.00	Per Day \$6.00	<p>Refund of actual costs up to the following maximum amounts -</p> <table border="0"> <tr> <td><u>First months approved</u></td> <td><u>Next 2 months and extensions</u></td> </tr> <tr> <td>Per Day Officer \$9.00 Spouse \$9.00 Children - 12 years & over \$9.00 Children - Under 12 years \$4.50</td> <td>Per Day \$6.00 \$6.00 \$6.00 \$3.00</td> </tr> </table> <p>(These amounts are inclusive of accommodation and meals.)</p>	<u>First months approved</u>	<u>Next 2 months and extensions</u>	Per Day Officer \$9.00 Spouse \$9.00 Children - 12 years & over \$9.00 Children - Under 12 years \$4.50	Per Day \$6.00 \$6.00 \$6.00 \$3.00
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<p>(c) Advance for Temporary Board and Lodging</p> <p>An officer may be granted an advance to assist with board and lodging expenses incurred whilst waiting to secure permanent accommodation.</p> <p>The officer must give an undertaking in writing to refund any portion of an advance for which the officer would not be eligible.</p>	<p>An initial advance up to 2 weeks with further 2 weekly advances up to a total period of 6 months.</p> <p>Advance payments should not exceed the applicable refund of anticipated expenses allowed for each type of temporary accommodation referred to in 3(b).</p>	<p>As for single officer.</p> <p>As for single officer.</p>								
<p>4. TRANSPORT OF FURNITURE AND EFFECTS</p> <p>(a) General Conditions</p> <p>An officer shall be allowed transport of furniture and effects to the new centre. The mode of transport shall be approved by the Chief Executive.</p>	<p>Cost of transport of an officer's furniture and effects, including packing, by approved carrier, up to a mass not exceeding 6 tonnes or 36 cubic metres. The Chief Executive may approve beyond these limitations in special circumstances.</p> <p>An additional mass not exceeding 254 kilograms or 1.15 cubic metres may be approved for the transport of a professional/medical library or equipment belonging to an officer in the case of officers or class of officer determined by the Chief Executive.</p>	<p>As for single officer.</p>								

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<p>(b) Officers Undertaking own Packing</p> <p>An officer shall be allowed time off and appropriate compensation where -</p> <ul style="list-style-type: none"> the officer elects to pack their furniture and effects; or the officer is in a centre where arrangements for packing cannot be made and must pack their own furniture and effects. <p>The compensation is subject to the Chief Executive being satisfied that a reasonable quantity of furniture and effects is being transported.</p>	<p>1 working day on full pay, and the cost of packing materials used;</p> <p>OR</p> <p>A flat amount of \$75 where the packing is undertaken in the officer's own time, and the cost of packing materials used.</p> <p>(The officer is also entitled to the time off provisions in 1.)</p> <p>(If an inclusive contract for packing and transportation is let in respect of an officer's furniture and effects and the officer partially packs some furniture or effects, no allowance is payable).</p>	<p>As for single officer.</p>
<p>(c) Insurance During Transit</p> <p>An officer's furniture and effects shall be insured to cover risks of damage to furniture and the effects in transit from the time the insured property leaves the officer's residence until delivery to its final destination or until the expiration of 90 days if stored in a carrier's depository at final destination.</p>	<p>The maximum liability which shall be accepted by a Department is \$25,000.</p> <p>Where an officer has a continuing existing policy for contents insurance for some months prior to the date of transfer, the coverage allowed shall be in respect of the value of the policy but not exceeding an amount of \$40,000.</p>	<p>As for single officer.</p> <p>As for single officer.</p>
<p>(d) Storage of Furniture and Effects (Including Insurance)</p> <p>An officer shall be allowed storage expenses of furniture and effects whilst waiting to secure permanent accommodation.</p>	<p>Storage expenses up to a total period of 6 months, including cartage to and from store, unloading, receiving, listing, stowage, unstorage, and insurance during storage not to exceed the value allowed in transit.</p>	<p>As for single officer.</p>

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<p>(e) Accelerated Depreciation of Furniture and Effects An officer shall be paid an allowance for the accelerated depreciation of furniture and effects transported.</p> <p>(Departments should ensure that the amount of insurance cover claimed for accelerated depreciation represents a realistic value of the furniture and effects transported).</p>	<p>The allowance shall be based upon the insured value of furniture and effects transported, and calculated as follows-</p> <table border="1"> <thead> <tr> <th><u>Insured Value</u></th> <th><u>Percentage</u></th> <th><u>Maximum Allowance</u></th> </tr> </thead> <tbody> <tr> <td>\$0 - \$25,000</td> <td>3%</td> <td>\$750</td> </tr> <tr> <td>\$25,001-\$40,000</td> <td>2%</td> <td>\$300</td> </tr> </tbody> </table>	<u>Insured Value</u>	<u>Percentage</u>	<u>Maximum Allowance</u>	\$0 - \$25,000	3%	\$750	\$25,001-\$40,000	2%	\$300	<p>As for single officer.</p>
<u>Insured Value</u>	<u>Percentage</u>	<u>Maximum Allowance</u>									
\$0 - \$25,000	3%	\$750									
\$25,001-\$40,000	2%	\$300									
<p>(f) Compensation in lieu of Transport Where an officer elects to dispose of furniture and effects in lieu of transport to the new centre, any compensation for loss incurred may be allowed to the officer.</p>	<p>An amount considered fair and reasonable providing it does not exceed the amount which would have been payable had the furniture and effects been transported.</p>	<p>As for single officer.</p>									
<p>5. TRANSPORT OF PRIVATE MOTOR VEHICLES, ETC</p>											
<p>(a) Transportation Costs An officer shall be allowed transportation of private motor vehicles, motor cycles, boat and trailer units, caravans and domestic trailers to the new centre.</p> <p>The mode of transport shall be approved by the Chief Executive.</p> <p>(Premiums for insurance cover on private motor vehicles, etc. transported to the new centre are to be borne by the officer).</p>	<p>Requisition for full freight costs of one private motor vehicle plus three of the following -</p> <ul style="list-style-type: none"> . second private motor vehicle; . motor cycle; . boat and trailer unit; . caravan; . domestic trailer. <p>(The boat and trailer unit, caravan or domestic trailer must be restricted to a trailable size.)</p> <p>(Where the officer's private vehicle is used to effect the transfer, the entitlement is restricted to freight costs for only three units from the above list, or two units if the second private motor vehicle is driven to the new centre).</p>	<p>As for single officer.</p>									

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT	
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<p>(b) Other Costs An officer shall be allowed handling and other costs incurred for the transportation of private motor vehicles, etc.</p>	<p>Actual handling charges for loading and unloading of each approved unit;</p> <p style="text-align: center;">AND</p> <p>29.2 cents per kilometre for the distance travelled to and/or from the nearest point of embarkation or disembarkation by the most practicable direct route.</p>	<p>As for single officer.</p>
<p>6. TRANSPORT OF PETS AND/OR PLANTS An officer shall be allowed expenses for transport of domestic pets and/or plants in boxes or pots.</p> <p>(Expenses are inclusive of freight charges, pet accommodation en route and at the destination, and purchases of special carrying boxes etc.)</p>	<p>Actual and reasonable costs up to an amount not exceeding \$150.</p>	<p>As for single officer.</p>

SUPERSEDED

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT										
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN									
<p>7. EXPENSES ASSOCIATED WITH SALE AND PURCHASE OF RESIDENCE OR LAND</p> <p>An officer who sells a principal residence or land at a former centre and purchases at a new centre -</p> <ul style="list-style-type: none"> • a residence to be occupied by the officer; or • land for the specific purpose of erecting a principal residence <p>shall be refunded expenses as shown, subject to compliance with the following conditions -</p> <p>(i) The officer must have sold a principle residence or land at a former centre, which need not be the centre where the officer was located immediately prior to the transfer to the new centre where expenses have been claimed.</p> <p>(ii) The principal residence or land owned at the former centre may be sold at any time subsequent to the transfer from that centre but must be sold within 2 years of arrival at the new centre where expenses have been claimed.</p> <p>(iii) The principal residence at the former centre may be tenanted whilst the officer occupies official or rented accommodation at other centres as a result of subsequent transfers.</p>	<p>STAMP DUTY Actual stamp duty paid on the purchase of the property.</p> <p>LAND TITLE FEES Actual fees set by the Department of Natural Resources for -</p> <ul style="list-style-type: none"> • receipt noting of and memorials under a release of mortgage (on the previous property); • memorandum of transfer (on the purchase of the new property); • receipt noting entry of and memorials required under the endorsement of mortgage (on the new property). <p>AND Application fees for each transaction.</p> <p>CONVEYANCING FEES Actual fees up to the following limits -</p> <table> <thead> <tr> <th></th> <th><u>Sale</u></th> <th><u>Purchase</u></th> </tr> </thead> <tbody> <tr> <td>Residence</td> <td>\$800</td> <td>\$100</td> </tr> <tr> <td>Land</td> <td>\$500</td> <td>\$600</td> </tr> </tbody> </table> <p>(Fees on the sale of property may be refunded to the officer at the time of sale. The refund should not be withheld until property is purchased at a new centre.)</p>		<u>Sale</u>	<u>Purchase</u>	Residence	\$800	\$100	Land	\$500	\$600	<p>As for single officer.</p> <p>As for single officer.</p> <p>As for single officer.</p> <p>As for single officer.</p>
	<u>Sale</u>	<u>Purchase</u>									
Residence	\$800	\$100									
Land	\$500	\$600									

CATEGORY AND CONDITIONS OF APPROVAL	AMOUNT					
	SINGLE OFFICER	OFFICER WITH SPOUSE AND/OR CHILDREN				
<p>(iv) The officer must -</p> <ul style="list-style-type: none"> • purchase and occupy the residence at the new centre; or • in the case of land, purchase at the new centre and sign a contract to erect a principal residence on that land; <p>within two years of arrival at that centre.</p>	<p>REAL ESTATE COMMISSION</p> <p>Actual real estate commission paid to an agent up to the following limits -</p> <table> <tr> <td>Residence</td> <td>\$1000</td> </tr> <tr> <td>Land</td> <td>\$500</td> </tr> </table>	Residence	\$1000	Land	\$500	As for single officer.
Residence	\$1000					
Land	\$500					
<p>(v) The residence purchased or erected at the new centre must not be tenanted between purchase and occupancy.</p>						
<p>(vi) The transfer must not be one within the same city area.</p>						
<p>(vii) An officer 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 prior to the date of the current transfer.</p>						
<p>(viii) Refunds are restricted to a property of average size and market price as determined by the Chief Executive.</p>						
<p>("Centre" is defined as a location to which an officer has been appointed).</p>						
<p>8. DISLOCATION ALLOWANCE An allowance shall be paid to compensate officers for incidental personal expenses.</p>	\$125	\$250				
<p>9. EDUCATION ASSISTANCE FOR DEPENDENT CHILDREN An officer shall be allowed compensation for additional education costs incurred in relocating school-aged children (including pre-school aged children).</p>		\$50 per child.				
<p>10. TRANSFER OF TELEPHONE An officer who had a telephone installed at personal expense at their previous centre shall be refunded the cost of one telephone reconnection at the new centre.</p>	Full cost of telephone reconnection.	As for single officer.				

SCHEDULE B

APPOINTMENT EXPENSES

GENERAL CONDITIONS	
<p>Entitlement A person newly appointed as a Public Service Officer or Temporary Employee under Section 113 of the <i>Public Service Act 1996</i> (hereafter "officer") shall be allowed appointment expenses for -</p> <ul style="list-style-type: none"> • the conveyance of self, family and effects to the centre to which appointed; and • board and lodging; and • other items of expenditure related to taking up duty; <p>at the discretion of the Chief Executive up to the maximum amounts prescribed for transfer expenses in Schedule A.</p> <p>Documentary Evidence The payment of appointment expenses is subject to the officer producing documentary evidence (receipts, itemised statements, quotes, certification, etc.) as required by the Chief Executive.</p> <p>Refund Of Costs Payment of appointment expenses shall be on the condition that should the officer tender their resignation from, or otherwise cease duty in the Queensland Public</p>	<p>Service (except by reason of retirement, retrenchment, contract termination by the Crown other than by disciplinary action, death or medical unfitness) within 3 years of taking up duty, the officer is required to refund to the Queensland Government costs involved in taking up duty to the following extent -</p> <ul style="list-style-type: none"> • Under 1 years' service - Full cost • 1 year after taking up duty before completing 2 years' service - Two-thirds cost • 2 years after taking up duty before completing 3 years' service - One-third cost <p>The Chief Executive has the discretion to waive this requirement in special circumstances.</p> <p>Time Limit On Claim A claim made shall not, without the approval of the Chief Executive, be considered for payment unless it is submitted within 12 months from the date of completion of the work, the incurring of the expense, or the conclusion of the circumstances in respect of which the claim is submitted.</p>