



# MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

**DIRECTIVE No. 16/99**  
July 1999

- 1. TITLE:** **Transfer and Appointment Expenses**
- 2. PURPOSE:** To prescribe the expenses that may be paid on behalf of an officer or employee specified in this directive when transferred from one centre to another or appointed to the Queensland Public Service.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:** This directive applies to –
- public service officers ;and
  - temporary employees engaged under section 113(2)(a) of the *Public Service Act 1996*.
- This directive does not apply to-
- general employees engaged under section 112(2)(a) of the *Public Service Act 1996*; or
  - employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedules apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 1999**.
- 7. VARIATION:** The provisions in the Schedule 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 34 and 117 of the *Public Service Act 1996* and Section 687 of the *Industrial Relations Act 1999* apply if there is conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive 9/97 "Transfer and Appointment Expenses"
- 10. PREVIOUS REFERENCES:** Sections 63 and 64 of the *Public Service Management and Employment Regulation 1988*  
Determination No. 9  
Circulars 2/93, 2/92, 6/91, 1/91  
Administrative Instruction Nos. 1 | 15, 1 | 89.

**SCHEDULE A**

**TRANSFER EXPENSES**

**GENERAL CONDITIONS**

<p><b>Entitlement</b> A public service officer or temporary employee engaged under section 113(2)(a) of the <i>Public Service Act 1996</i> (referred to as "<b>employee</b>" in this schedule) transferred from one centre to another shall be allowed transfer expenses for -</p> <ul style="list-style-type: none"> <li>the conveyance of self, family and effects to the centre to which transferred; and</li> <li>board and lodging; and</li> <li>other items of expenditure related to taking up duty; as provided in this schedule.</li> </ul> <p><b>Documentary evidence</b> Before expenses may be paid, the employee is to produce documentary evidence as required by the chief executive. This evidence includes:</p> <ul style="list-style-type: none"> <li>receipts;</li> <li>itemised statements;</li> <li>quotes;</li> <li>certification etc.</li> </ul> <p><b>Expenses not allowed</b> Except with the specific approval of the chief executive, an employee shall not be allowed expenses where the transfer -</p> <ul style="list-style-type: none"> <li>was sought by that employee on compassionate grounds; or</li> </ul>	<ul style="list-style-type: none"> <li>arose as a direct result of disciplinary action taken against that employee 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</li> <li>a mutually agreed request by two employees for an exchange of positions; or</li> <li>was requested by an employee to restore the employee's health, and no medical certificate substantiating the need for such a transfer was produced before the transfer was approved.</li> </ul> <p><b>Time limit on claim</b> Without the approval of the chief executive, a claim shall not be paid unless it is submitted within 12 months -</p> <ul style="list-style-type: none"> <li>of the date of completion of the work; or</li> <li>the incurring of the expense; or</li> <li>the conclusion of the circumstances leading to the claim.</li> </ul> <p><b>Definition</b> "spouse" has the same meaning as in the <i>Industrial Relations Act 1999</i>.</p>
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**TRANSFER EXPENSES**

CATEGORY AND CONDITIONS OF APPROVAL	ENTITLEMENTS	
	EMPLOYEE WITHOUT DEPENDANT	EMPLOYEE WITH SPOUSE OR CHILDREN
<p><b>1. TIME OFF TO COMPLETE TRANSFER ARRANGEMENTS</b> An employee 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 an employee without dependant.</p>

<b>TRANSFER EXPENSES</b>		
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>	
	<b>EMPLOYEE WITHOUT DEPENDANT</b>	<b>EMPLOYEE WITH SPOUSE OR CHILDREN</b>
<b>2. PERSONAL TRAVEL TO THE NEW CENTRE</b>		
<b>(a) Travel by rail</b> An employee shall be granted expenses for travel by rail.	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.	As for an employee without dependant.  As for an employee without dependant plus fares for spouse or children.  As for an employee without dependant plus expenses for spouse or children.
<b>(b) Travel by private motor vehicle</b> An employee may be authorised to use his or her private motor vehicle. Travel must be by the most practicable direct route.	1 working day on full salary for each 500 completed kilometres of road travel; AND an allowance of 29.2 cents per kilometre for 1 vehicle; AND an allowance of 29.2 cents per kilometre for a second vehicle.	As for an employee without dependant.
<b>(c) Air Travel</b> An employee may be authorised to travel by air where circumstances or costs make air travel more desirable than other modes of transport.	Economy class air fare.	As for an employee without dependant plus fares for spouse or children.
<b>(d) Alternate travel arrangements</b> A chief executive may determine alternative travel arrangements for departmental efficiency.	Fares or relevant costs.	As for an employee without dependant plus fares for spouse or children.
<b>(e) Overnight accommodation en route</b> An employee shall be granted expenses for accommodation necessarily incurred while travelling to the new centre.  An employee travelling by his or her 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 employee shall not qualify for an overnight stay at the new centre.	In the case of -  Hotel, Motel, Registered Lodging House or Caravan Park - • all reasonable and necessary expenses up to the number of overnight stays.  Relatives or Friends - • up to \$12.00 per overnight stay.	As for an employee without dependant plus expenses for spouse or children.  As for an employee without dependant plus allowance for - • spouse - up to \$12.00 • children- - 12 years & over - up to \$12.00; - under 12 years - up to \$6.00; per overnight stay.

<b>TRANSFER EXPENSES</b>		
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>	
	<b>EMPLOYEE WITHOUT DEPENDANT</b>	<b>EMPLOYEE WITH SPOUSE OR CHILDREN</b>
<p><b>(f) Meals en route</b> An employee shall be granted expenses for meals incurred while travelling en route.</p> <p>An employee travelling by his or her private motor vehicle shall be allowed 3 meals for each 500 completed kilometres and an additional meal for each 166 completed kilometres greater than a multiple of 500.</p>	<p>Actual and reasonable costs for meals up to the following amounts -</p> <p style="margin-left: 40px;">\$10.00 - Breakfast \$11.00 - Lunch \$21.00 - Dinner</p> <p>Actual and reasonable costs that exceed these amounts may be refunded, at the discretion of the chief executive, upon the production of receipts.</p>	<p>As for an employee without dependant plus costs for spouse or children.</p>
<p><b>(g) Advances for meals and accommodation en route</b></p>	<p>100% of the expected costs to be adjusted on completion of the journey.</p>	<p>As for an employee without dependant.</p>
<p><b>3. TEMPORARY BOARD AND LODGING</b></p>		
<p><b>(a) General conditions</b> An employee shall be granted expenses for temporary accommodation and meals necessarily incurred while waiting to -</p> <ul style="list-style-type: none"> <li>• begin the journey; or</li> <li>• secure a residence at the new centre.</li> </ul> <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> <p style="margin-left: 40px;">\$10.00 – Breakfast \$11.00 – Lunch \$21.00 – Dinner</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 employee is unable to obtain permanent accommodation within 2 months.</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 employee is unable to obtain permanent accommodation within 4 months.</p>
<p><b>(b) Type of accommodation for which expenses shall be paid -</b></p> <p>(i) Hotel, Motel, Registered Lodging House.</p>	<p>3/4 of actual reasonable expenses for accommodation and 1/2 of actual reasonable expenses for meals for the first month.</p> <p>1/2 of actual reasonable expenses for both accommodation and meals for the second month and any subsequent period approved in special circumstances.</p>	<p>3/4 of actual reasonable expenses for accommodation and 1/2 of actual reasonable expenses for meals for the first 2 months.</p> <p>1/2 of actual reasonable expenses for both accommodation and meals for the next 2 months and any subsequent period approved in special circumstances.</p>

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<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>3/4 of rental for first month.</p> <p>1/2 of rental for second month and any subsequent period approved in special circumstances.</p> <p>(Expenses for meals not allowed).</p>	<p>3/4 of rental for first 2 months.</p> <p>1/2 of rental for the next 2 months and any subsequent period approved in special circumstances.</p> <p>(Expenses for meals not allowed).</p>																
<p>(iii) Relatives or friends.</p>	<p>Refund of actual costs up to the following maximum amounts -</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>1st month</u></th> <th style="text-align: center;"><u>Next 1 month and approved extensions</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Per Day \$9.00</td> <td style="text-align: center;">Per Day \$6.00</td> </tr> </tbody> </table> <p><b>Note:</b> These amounts are inclusive of accommodation and meals.</p>	<u>1st 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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>1st 2 months</u></th> <th style="text-align: center;"><u>Next 2 months and approved extensions</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Per Day</td> <td style="text-align: center;">Per Day</td> </tr> <tr> <td>Employee \$9.00</td> <td>\$6.00</td> </tr> <tr> <td>Spouse \$9.00</td> <td>\$6.00</td> </tr> <tr> <td>Children –12 years &amp; over \$9.00</td> <td>\$6.00</td> </tr> <tr> <td>Children - Under 12 years \$4.50</td> <td>\$3.00</td> </tr> </tbody> </table> <p><b>Note:</b> These amounts are inclusive of accommodation and meals.</p>	<u>1st 2 months</u>	<u>Next 2 months and approved extensions</u>	Per Day	Per Day	Employee \$9.00	\$6.00	Spouse \$9.00	\$6.00	Children –12 years & over \$9.00	\$6.00	Children - Under 12 years \$4.50	\$3.00
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<p><b>(c) Advance for temporary board and lodging</b></p> <p>An employee may be granted an advance to assist with board and lodging expenses incurred while waiting to secure permanent accommodation.</p> <p>The employee must give an undertaking in writing to refund any portion of an advance for which the employee would not be eligible.</p>	<p>An initial advance up to 2 weeks with further 2 weekly advances up to a total period of 2 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 an employee without dependant.</p> <p>As for an employee without dependant.</p>																

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<b>4. TRANSPORT OF FURNITURE AND EFFECTS</b>		
<b>(a) General conditions</b>		
<p>An employee shall be allowed transport of furniture and effects to the new centre. The chief executive shall approve the means of transport.</p>	<p>Cost of transport of an employee'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 or medical library or equipment belonging to an employee in the case of individuals or classes determined by the chief executive.</p>	<p>As for an employee without dependant.</p>
<b>(b) Employee's undertaking own packing</b>		
<p>An employee shall be allowed time off and appropriate compensation where -</p> <ul style="list-style-type: none"> <li>• the employee elects to pack his or her furniture and effects; or</li> <li>• the employee is in a centre where arrangements for packing cannot be made and must pack his or her own furniture and effects.</li> </ul> <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 style="text-align: center;">OR</p> <p>The cost of packing materials used plus \$75 where the packing is undertaken in the employee's own time.</p> <p>The employee is also entitled to the time off provisions in 1.</p> <p>If an inclusive contract for packing and transportation is let for an employee's furniture and effects and the employee partially packs some furniture or effects, no allowance is payable.</p>	<p>As for an employee without dependant.</p>
<b>(c) Insurance during transit</b>		
<p>An employee's furniture and effects shall be insured to cover risks of damage to furniture and the effects in transit. This property shall be insured from the time it leaves the employee'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 that shall be accepted by a department is \$25,000.</p> <p>Where an employee has a continuing existing policy for contents insurance for some months prior to the date of transfer, the coverage allowed shall be for the value of the policy but not exceeding an amount of \$40,000.</p>	<p>As for an employee without dependant.</p> <p>As for an employee without dependant.</p>

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<p><b>(d) Storage of furniture and effects (including insurance)</b> An employee shall be allowed storage expenses of furniture and effects while 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, unstowage, and insurance during storage not to exceed the value allowed in transit.</p>	<p>As for an employee without dependant.</p>												
<p><b>(e) Accelerated depreciation of furniture and effects</b> An employee shall be paid an allowance for the accelerated depreciation of furniture and effects transported.</p> <p><b>Note:</b> 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 style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Insured Value</u></th> <th style="text-align: left;"><u>Percentage</u></th> <th style="text-align: left;"><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> <tr> <td></td> <td></td> <td><u>\$1,050</u></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			<u>\$1,050</u>	<p>As for an employee without dependant.</p>
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\$0 - \$25,000	3%	\$750												
\$25,001-\$40,000	2%	\$300												
		<u>\$1,050</u>												
<p><b>(f) Compensation in lieu of transport</b> Where an employee elects to dispose of furniture and effects in lieu of transport to the new centre, compensation for any loss incurred may be allowed to the employee.</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 an employee without dependant.</p>												

<b>TRANSFER EXPENSES</b>		
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<b>5. TRANSPORT OF PRIVATE MOTOR VEHICLES, ETC</b>		
<p><b>(a) Transportation Costs</b> An employee 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 chief executive shall approve the mode of transport.</p> <p><b>Note:</b> Premiums for insurance cover on private motor vehicles, etc. transported to the new centre are to be borne by the employee.</p>	<p>Requisition for full freight costs of one private motor vehicle plus three of the following -</p> <ul style="list-style-type: none"> <li>. second private motor vehicle;</li> <li>. motor cycle;</li> <li>. boat and trailer unit;</li> <li>. caravan;</li> <li>. domestic trailer.</li> </ul> <p>Where the employee'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 an employee without dependant.</p>
<p><b>(b) Other Costs</b> An employee 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; AND 29.2 cents per kilometre for the distance travelled to or from the nearest point of embarkation or disembarkation by the most practicable direct route.</p>	<p>As for an employee without dependant.</p>
<b>6. TRANSPORT OF PETS OR PLANTS</b>		
<p>An employee shall be allowed expenses for transport of domestic pets or plants in boxes or pots.</p> <p><b>Note:</b> 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 an employee without dependant.</p>



<b>TRANSFER EXPENSES</b>											
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>										
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<b>7. EXPENSES ASSOCIATED WITH SALE AND PURCHASE OF RESIDENCE OR LAND</b>											
<p>An employee who sells a principal residence at a former centre and purchases a residence to be occupied by the employee at the new centre shall be refunded expenses as shown, subject to compliance with the conditions in (i) – (iii) below.</p> <p>An employee who sells land at a former centre and purchases land at the new centre for the specific purpose of erecting a principal residence shall be refunded expenses as shown, subject to compliance with the conditions in (i) – (iii) below.</p> <p>(i) The employee must have sold a principal residence or land at a former centre, which need not be the centre where the employee 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 while the employee occupies official or rented accommodation at other centres as a result of subsequent transfers.</p>	<p><b>STAMP DUTY</b> Actual stamp duty paid on the purchase of the property.</p> <p><b>LAND TITLE FEES</b> Actual fees set by the Department of Natural Resources for -</p> <ul style="list-style-type: none"> <li>• receipt noting of and memorials under a release of mortgage (on the previous property);</li> <li>• memorandum of transfer (on the purchase of the new property);</li> <li>• receipt noting entry of and memorials required under the endorsement of mortgage (on the new property).</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p>Application fees for each transaction.</p> <p><b>CONVEYANCING FEES</b> Actual fees up to the following limits -</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Sale</u></th> <th style="text-align: center;"><u>Purchase</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Residence</td> <td style="text-align: center;">\$800</td> <td style="text-align: center;">\$1100</td> </tr> <tr> <td style="padding-left: 20px;">Land</td> <td style="text-align: center;">\$500</td> <td style="text-align: center;">\$600</td> </tr> </tbody> </table> <p>(Fees on the sale of property may be refunded to the employee 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	\$1100	Land	\$500	\$600	<p>As for an employee without dependant.</p> <p>As for an employee without dependant.</p> <p>As for an employee without dependant.</p> <p>As for an employee without dependant.</p>
	<u>Sale</u>	<u>Purchase</u>									
Residence	\$800	\$1100									
Land	\$500	\$600									

<b>TRANSFER EXPENSES</b>						
<b>CATEGORY AND CONDITIONS OF APPROVAL</b>	<b>ENTITLEMENTS</b>					
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<p>(iv) To claim expenses associated with the purchase of a residence at the new centre the employee must purchase and occupy the residence at the new centre within two years of arrival.</p>	<p><b>REAL ESTATE COMMISSION</b> Actual real estate commission paid to an agent up to the following limits -</p> <table style="margin-left: 40px;"> <tr> <td>Residence</td> <td style="text-align: right;">\$1000</td> </tr> <tr> <td>Land</td> <td style="text-align: right;">\$500</td> </tr> </table>	Residence	\$1000	Land	\$500	<p>As for an employee without dependant.</p>
Residence	\$1000					
Land	\$500					
<p>(v) To claim expenses associated with the purchase of land at the new centre the employee must sign a contract to erect a principal residence on that land within two years of arrival at that centre.</p>						
<p>(vi) The residence purchased or erected at the new centre must not be tenanted between purchase and occupancy.</p>						
<p>(vii) This does not apply to a transfer within the same city area.</p>						
<p>(vii) 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.</p>						
<p>(ix) Refunds are restricted to a property of average size and market price as determined by the chief executive.</p>						
<p><b>Note:</b> "Centre" is defined as a location to which an employee has been appointed.</p>						
<p><b>8. DISLOCATION ALLOWANCE</b> An allowance shall be paid to compensate employees for incidental personal expenses.</p>	<p style="text-align: center;">\$125</p>	<p style="text-align: center;">\$250</p>				

<b>TRANSFER EXPENSES</b>		
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<p><b>9. EDUCATION ASSISTANCE FOR DEPENDENT CHILDREN</b> An employee shall be allowed compensation for additional education costs incurred in relocating school-aged children (including pre-school aged children).</p>		<p>\$50 per child.</p>
<p><b>10. TRANSFER OF TELEPHONE</b> An employee 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>	<p>Full cost of telephone reconnection.</p>	<p>As for an employee without dependant.</p>

SUPERSEDED

## SCHEDULE B

### APPOINTMENT EXPENSES

#### GENERAL CONDITIONS

**Entitlement**

A person newly appointed as a public service officer or temporary employee under Section 113(2)(a) of the *Public Service Act 1996* (referred to as "employee" in this schedule) shall be allowed appointment expenses for -

- 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;

at the discretion of the chief executive up to the maximum amounts prescribed for transfer expenses in schedule A.

**Documentary evidence**

Before expenses may be paid the employee is to produce documentary evidence as required by the chief executive. This evidence includes:

- receipts;
- itemised statements;
- quotes;
- certification etc.

**Refund of costs**

Payment of appointment expenses shall be on the condition that should the employee tender his or her resignation from, or otherwise cease duty in the Queensland Public Service (except by reason of retirement, retrenchment, termination of the contract by the State other than by disciplinary action, death or medical unfitness) within 3 years of taking up duty, the employee is required to refund to the Queensland Government costs involved in taking up duty to the following extent -

- 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.

The chief executive has the discretion to waive this requirement in special circumstances.

**Time Limit on claim**

Without the approval of the chief executive a claim shall not be paid unless it is submitted within 12 months

- of the date of completion of the work; or
- the incurring of the expense; or
- the conclusion of the circumstances leading to the claim.