



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

DIRECTIVE No. 8/00
December 2000

- 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 6 December 2000
- 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 16/99: “*Transfer and Appointment Expenses*”
- 10. PREVIOUS REFERENCES:** Directive 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

GENERAL CONDITIONS

Entitlement

A public service officer or temporary employee engaged under section 113(2)(a) of the *Public Service Act 1996* (referred to as "employee" in this schedule) transferred from one centre to another is to be allowed transfer expenses for -

- the conveyance of self, family and effects to the centre to which the employee is transferred; and
 - board and lodging; and
 - other items of expenditure related to taking up duty;
- as provided in this schedule.

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.

Expenses not allowed

Except with the specific approval of the chief executive, an employee is not allowed expenses where the transfer –

- was sought by the employee on compassionate grounds; or
- arose as a direct result of disciplinary action taken against the employee in accordance with section 88 of the *Public Service Act 1996*, if the non-allowance of transfer expenses was included in the terms of the discipline imposed; or
- a mutually agreed request by two employees for an exchange of positions; or
- 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.

Time limit on claim

Without the approval of the chief executive, a claim is not to 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.

Definition

"spouse" has the same meaning as in the *Industrial Relations Act 1999*.

The employee's spouse must be residing with the employee at the time of the transfer in order to receive any of the entitlements below.

"family" for the purposes of this directive is a spouse or a dependent child or dependent children or other dependant member of the employee's immediate family residing with the employee at the time of transfer.

"transfer" means transfer at level or on promotion.

TRANSFER EXPENSES

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
|---|--|--|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <p>1. TIME OFF TO COMPLETE TRANSFER ARRANGEMENTS An employee is to be granted time off, where necessary, to complete 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; AND Up to 2 working days on full salary to complete arrangements at the new centre.</p> | <p>As for an employee without any dependants.</p> |
| <p>2. PERSONAL TRAVEL TO THE NEW CENTRE</p> <p>(a) Travel by rail An employee is to 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 an employee without any dependants. As for an employee without any dependants plus fares for family members (see definition). As for an employee without dependants plus expenses for fares for family members (see definition).</p> |
| <p>(b) Travel by private motor vehicle An employee may be authorised to use his or her 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; 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.</p> | <p>As for an employee without dependants.</p> |
| <p>(c) Air Travel An employee may be authorised to travel by air where circumstances or costs make air travel more desirable than other modes of transport.</p> | <p>Economy class air fare.</p> | <p>As for an employee without dependants plus fares for family members (see definition).</p> |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
|--|--|---|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <p>(d) Alternate travel arrangements In order to increase departmental efficiency a chief executive may determine alternative travel arrangements.</p> | Fares or relevant costs | As for an employee without dependants plus fares for family members (see definition). |
| <p>(e) Overnight accommodation en route An employee is to be granted expenses for accommodation necessarily incurred while travelling to the new centre.</p> <p>An employee travelling by his or her private motor vehicle is to be allowed 1 overnight stay for each 500 completed kilometres of road travel. A distance of less than 500 kilometres, does not qualify the employee 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 an employee without any dependants plus expenses for family members (see definition).</p> <p>As for an employee without dependants plus allowance for -</p> <ul style="list-style-type: none"> spouse - up to \$12.00 child or children- - 12 years & over - up to \$12.00; - under 12 years - up to \$6.00; per overnight stay. |
| <p>(f) Meals en route An employee is to be granted expenses for meals incurred while travelling en route.</p> <p>An employee travelling by his or her private motor vehicle is to 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>\$14.30 - Breakfast \$16.40 - Lunch \$28.25 - Dinner</p> <p>At the discretion of the chief executive actual and reasonable costs that exceed these amounts may be refunded upon the production of receipts.</p> | As for an employee without dependants plus costs for family members (see definition). |
| <p>(g) Advances for meals and accommodation en route</p> | 100% of the expected costs to be adjusted on completion of the journey. | As for an employee without any dependants. |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
|---|---|---|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <p>3. TEMPORARY BOARD AND LODGING</p> <p>(a) General conditions An employee is to be granted expenses for temporary accommodation and meals necessarily incurred while waiting to -</p> <ul style="list-style-type: none"> • begin the journey; or • secure a residence at the new centre. <p>Where it is not practicable to obtain receipts for meals purchased, actual costs only are to be claimed. Refunds are not to exceed the applicable portion of the following amounts - \$14.30 – Breakfast \$16.40 – Lunch \$28.25 – Dinner</p> | <p>Expenses are not to 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 are not to 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) 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>3/4 of the actual reasonable expenses for accommodation and 1/2 of the actual reasonable expenses for meals for the first month.</p> <p>1/2 of the 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 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 the actual reasonable expenses for accommodation and 1/2 of the actual reasonable expenses for meals for the first 2 months.</p> <p>1/2 of the actual reasonable expenses for both accommodation and meals for the next 2 months and any subsequent period approved in special circumstances.</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> |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | | | | | | | | | |
|--|---|---|---|---------------------|---------------------|---|---------------------|--|--|---|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY | | | | | | | | |
| (iii) Relatives or friends. | <p>Refund of actual costs up to the following maximum amounts -</p> <table border="0"> <tr> <td><u>1st month</u></td> <td><u>Next 1 month and approved extensions</u></td> </tr> <tr> <td>Overnight \$9.00</td> <td>Overnight \$6.00</td> </tr> </table> <p>Note: These amounts are inclusive of accommodation and meals.</p> | <u>1st month</u> | <u>Next 1 month and approved extensions</u> | Overnight \$9.00 | Overnight \$6.00 | <p>Refund of actual costs up to the following maximum amounts -</p> <table border="0"> <tr> <td><u>1st 2 months</u></td> <td><u>Next 2 months and approved extensions</u></td> </tr> <tr> <td>Overnight Employee \$9.00 Spouse \$9.00 Children – 12 years & over \$9.00 Children - Under 12 years \$4.50</td> <td>Overnight \$6.00 \$6.00 \$6.00 \$3.00</td> </tr> </table> <p>Note: These amounts are inclusive of accommodation and meals.</p> | <u>1st 2 months</u> | <u>Next 2 months and approved extensions</u> | Overnight Employee \$9.00 Spouse \$9.00 Children – 12 years & over \$9.00 Children - Under 12 years \$4.50 | Overnight \$6.00 \$6.00 \$6.00 \$3.00 |
| <u>1st month</u> | <u>Next 1 month and approved extensions</u> | | | | | | | | | |
| Overnight \$9.00 | Overnight \$6.00 | | | | | | | | | |
| <u>1st 2 months</u> | <u>Next 2 months and approved extensions</u> | | | | | | | | | |
| Overnight Employee \$9.00 Spouse \$9.00 Children – 12 years & over \$9.00 Children - Under 12 years \$4.50 | Overnight \$6.00 \$6.00 \$6.00 \$3.00 | | | | | | | | | |
| <p>(c) Advance for temporary board and lodging</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 any dependants.</p> <p>As for an employee without any dependants.</p> | | | | | | | | |
| <p>4. TRANSPORT OF FURNITURE AND EFFECTS</p> <p>(a) General conditions</p> <p>An employee is to be allowed the cost of transporting furniture and effects to the new centre. The chief executive shall approve the means of transport.</p> | <p>Cost of transporting an employee's furniture and effects, including packing, by an 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 any dependants.</p> | | | | | | | | |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
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| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <p>(b) Employee's undertaking own packing</p> <p>An employee is to be allowed time off and appropriate compensation where -</p> <ul style="list-style-type: none"> the employee elects to pack his or her furniture and effects; or the employee is in a centre where arrangements for packing cannot be made and must pack his or her 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 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 any dependants.</p> |
| <p>(c) Insurance during transit</p> <p>An employee's furniture and effects are to be insured to cover risks of damage to the furniture and the effects in transit. This property is to 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 before 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 any dependants.</p> <p>As for an employee without any dependants</p> |
| <p>(d) Storage of furniture and effects including insurance)</p> <p>An employee is to be allowed storage expenses of furniture and effects while waiting to secure permanent accommodation.</p> | <p>Storage expenses for a total period of up to and including 6 months, including cartage to and from store, unloading, receiving, listing, stowage, unstowage, and insurance during storage is not to exceed the value allowed in transit.</p> | <p>As for an employee without any dependants.</p> |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | | | | | | | | | | |
|---|--|---|-------------------|--------------------------|----------------|----|-------|-----------------------|----|--------------------------------|---|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY | | | | | | | | | |
| <p>(e) Accelerated depreciation of furniture and effects An employee is to be paid an allowance for the accelerated depreciation of furniture and effects transported.</p> <p>Note: Departments are to 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 is to 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><u>\$300</u> <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% | <u>\$300</u> <u>\$1,050</u> | <p>As for an employee without any dependants.</p> |
| <u>Insured Value</u> | <u>Percentage</u> | <u>Maximum Allowance</u> | | | | | | | | | |
| \$0 - \$25,000 | 3% | \$750 | | | | | | | | | |
| \$25,001- \$40,000 | 2% | <u>\$300</u> <u>\$1,050</u> | | | | | | | | | |
| <p>(f) Compensation in lieu of transport 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 that would have been payable had the furniture and effects been transported.</p> | <p>As for an employee without any dependants.</p> | | | | | | | | | |
| <p>5. TRANSPORT OF PRIVATE MOTOR VEHICLES, ETC</p> <p>(a) Transportation Costs An employee is to 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 is to approve the mode of transport.</p> <p>Note: 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"> . second private motor vehicle; . motor cycle; . boat and trailer unit; . caravan; . domestic trailer. <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 any dependants.</p> | | | | | | | | | |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
|--|--|---|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <p>(b) Other Costs An employee is to 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 or from the nearest point of embarkation or disembarkation by the most practicable direct route.</p> | <p>As for an employee without any dependants.</p> |
| <p>6. TRANSPORT OF PETS OR PLANTS An employee is to be allowed expenses for transport of domestic pets or plants in boxes or pots.</p> <p>Note: 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 \$165. This rate is to apply from 1 July 2000.</p> | <p>As for an employee without any dependants.</p> |
| <p>7. EXPENSES ASSOCIATED WITH SALE AND PURCHASE OF RESIDENCE OR LAND</p> <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 is to 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 is to 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 a residence to be occupied by the employee at the new centre is to be refunded expenses as shown subject to compliance with conditions in (i) – (iii) below.</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 style="text-align: center;">AND</p> <p>Application fees for each transaction.</p> | <p>As for an employee without any dependants.</p> <p>As for an employee without any dependants.</p> <p>As for an employee without any dependants.</p> |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | | | | | | | | | | |
|--|--|-------------------------|-------------|-----------------|-----------|--|--------|------|-------|-------|--|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY | | | | | | | | | |
| (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 before transferring to the new centre where expenses have been claimed. | <p>CONVEYANCING FEES Actual fees up to the following limits -</p> <table border="0"> <thead> <tr> <th></th> <th><u>Sale</u></th> <th><u>Purchase</u></th> </tr> </thead> <tbody> <tr> <td>Residence</td> <td>\$880</td> <td>\$1210</td> </tr> <tr> <td>Land</td> <td>\$550</td> <td>\$660</td> </tr> </tbody> </table> <p>These rates are to apply from 1 July 2000. (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 | \$880 | \$1210 | Land | \$550 | \$660 | As for an employee without any dependants. |
| | <u>Sale</u> | <u>Purchase</u> | | | | | | | | | |
| Residence | \$880 | \$1210 | | | | | | | | | |
| Land | \$550 | \$660 | | | | | | | | | |
| (ii) The principal residence or land owned at the former centre may be sold at any time subsequent to the transfer from that centre. A two-year limit is to be applied on the sale after the employee arrives at the new centre where expenses have been claimed. However where the employee can provide evidence to the chief executive that every effort has been made to sell the property, but the employee has not been able to do so because of a depressed market, the chief executive may exercise discretion in the matter. | | | | | | | | | | | |
| (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. | | | | | | | | | | | |
| (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>REAL ESTATE COMMISSION Actual real estate commission paid to an agent up to the following limits -</p> <table border="0"> <tbody> <tr> <td>Residence</td> <td>\$1100</td> </tr> <tr> <td>Land</td> <td>\$550</td> </tr> </tbody> </table> <p>These rates are to apply from 1 July 2000.</p> | Residence | \$1100 | Land | \$550 | As for an employee without any dependants. | | | | | |
| Residence | \$1100 | | | | | | | | | | |
| Land | \$550 | | | | | | | | | | |

| CATEGORY AND CONDITIONS OF APPROVAL | ENTITLEMENTS | |
|---|--------------------------------------|---------------------------------------|
| | EMPLOYEE WITHOUT ANY DEPENDANTS | EMPLOYEE WITH FAMILY |
| <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>(viii) 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>Note: "Centre" is defined as a location to which an employee has been appointed.</p> | | |
| <p>8. DISLOCATION ALLOWANCE An allowance is to be paid to compensate employees for incidental personal expenses.</p> | \$125 | \$250 |
| <p>9. EDUCATION ASSISTANCE FOR DEPENDENT CHILDREN An employee is to be allowed compensation for additional education costs incurred in relocating pre-school and school-aged children.</p> | | \$50 per child. |
| <p>10. TRANSFER OF TELEPHONE An employee, who had a telephone installed at personal expense at their previous centre, is to be refunded the cost of one telephone reconnection at the new centre.</p> | Full cost of telephone reconnection. | As for an employee without dependant. |

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), is to 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 is to 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 is not to 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.