

DIRECTIVE 02/15**Commission Chief Executive Directive: Relocation expenses for executives****1. Purpose:**

To provide a framework for the payment of relocation expenses to certain public service executives.

2. Effective date:

3 July 2015

3. Legislative provisions:

Sections 53(b) of the *Public Service Act 2008* (PSA)

4. Application:

This directive applies to:

- chief executives appointed under s92 of the PSA
- senior executives appointed under s110 of the PSA
- public service officers appointed under s121 of the PSA who are remunerated equivalent to or greater than senior executives.

5. Previous references:

Nil

6. Related information:

Standing Offer Arrangement – Relocation Services (0006-14 PTD)

Directive:**7. Principles**

- 7.1 A high performing public service is best supported by a diverse and highly skilled workforce, drawn from the government and non-government sectors (s25(2)(c) PSA) and from local, state, national and international labour markets.
- 7.2 A relocation package can support the attraction of high calibre employees. Approval of a relocation package is at the discretion of the decision maker.
- 7.3 A relocation package is only available where the employee is appointed to a location other than where they currently reside *and*, in the opinion of the decision maker, it would be unreasonable to require the employee to commute from their residence to the work location.
- 7.4 An approved relocation package must be recorded in writing.

8. Relocation Package Components

- 8.1 A relocation package can include any components the decision maker considers reasonable to facilitate the employee's relocation and timely commencement of duty. This may include (but is not limited to) costs associated with:
 - a) temporary accommodation while ongoing accommodation is sought – maximum value \$800 per week for up to three (3) months

- b) transfers between locations for the employee and their family.
 - i) Where transfers are via air, economy fares are to be provided.
 - ii) Where an employee relocates ahead of their family members, a maximum of three (3) return visits may be included in the relocation package
 - c) movement / storage of household belongings (e.g. furniture, cars etc.) (three (3) quotes must be provided unless the Standing Offer Arrangement on Relocation Services is used). Storage costs are limited to a maximum of six (6) months.
- 8.2 In determining what is reasonable the decision maker should consider:
- a) the duration and classification of the appointment
 - b) the employee's family and household situation
 - c) the actual costs of the components.

9. Timeframe for approval and claims

- 9.1 A relocation package must be approved prior to the commencement of duty unless otherwise agreed by the decision maker.
- 9.2 Claims for reimbursement on package components must be submitted within 12 months of the cost being incurred.
- 9.3 Claims must be supported by appropriate documentation (as determined by the decision maker).

10. Repayment obligation

- 10.1 This clause applies where an employee ceases duty with the Queensland Public Service in the following circumstances:
 - a) resignation
 - b) termination for disciplinary reasons
 - c) termination of a contract of employment with cause.
- 10.2 Where an employee ceases duty in the circumstances specified above, the employee is required to refund the **relevant proportion** of costs associated with the relocation package.

11. Relationship with other directives

- 11.1 This directive overrides any provision about entitlement to transfer and appointment expenses in the directive relating to senior executive service – employment conditions.

12. Dictionary

Unless otherwise provided, the definitions contained in the PSA apply.

Decision maker means:

For decisions about a chief executive appointed under s92 of the PSA – the Commission Chief Executive or delegate

For decisions about any other officer to which this directive applies – the Chief Executive of the employing agency or delegate.

Relevant proportion means: *For employees appointed on a contract - whichever is the earlier:*

<p>Less than:</p> <ul style="list-style-type: none"> • half of the contract term OR • one years' service 	Full cost
<p>At least:</p> <ul style="list-style-type: none"> • half but less than the full contract period OR • one years 'but less than two years' service 	Half of the cost
At least two (2) years service or the full contract period	No repayment