

DIRECTIVE 13/18

Supersedes: 01/09

Minister for Industrial Relations Directive: Relocation Expenses for Officers Retiring from the Service

1. Purpose:

To prescribe the relocation expenses payable to officers retiring from the service who, at the time of retirement, are stationed at centres other than those to which they were originally appointed.

2. Effective date: 11 May 2018

3. Legislative authority:

Section 54(1) of the *Public Service Act 2008*.

Sections 51 and 52 of the *Public Service Act 2008* and section 941 of the *Industrial Relations Act 2016* apply if there is a conflict with an act, regulation or industrial instrument.

4. Application:

This directive applies to public service officers who retire from the service under sections 136 or 174-179 of the *Public Service Act 2008*. These conditions extend, by policy, to the spouse of a deceased employee residing with the employee at the time of death.

This directive **does not apply** to –

- general employees engaged under section 147 of the *Public Service Act 2008*; or
- temporary employees engaged under section 148 of the *Public Service Act 2008*.

5. Previous references:

- 7/04, 16/01 and 01/09: “*Relocation Expenses for Officers Retiring from the Service*”
- Circular 8/91

DIRECTIVE

SCHEDULE A – RELOCATION EXPENSES

General Conditions

6. Entitlement

6.1 A public service officer, as defined in section 8 of the *Public Service Act 2008* (**referred to as an officer in this directive**), who applies to retire under sections 136 or 174-179 of the *Public Service Act 2008* is eligible for the following relocation expenses on the conditions prescribed in the Schedule.

7. Eligibility

7.1 Where the officer, at the time of retirement,

- is serving at a centre other than the one he or she was initially appointed to; and
- his or her service, up to the time of retirement, has been meritorious

the officer may be eligible for a refund of relocation expenses under these provisions.

7.2 The chief executive has the discretion to grant such relocation expenses to an officer who has been subject to a number of transfers during his or her career and who, at the time of retirement, is serving at the same centre to which he or she was initially appointed.

In exercising discretion in these cases the chief executive is to consider the following –

- the officer's length of service; and
- the officer's location at the time he or she retires; and
- the number of centres at which the officer has served during his or her employment; and
- any other relevant factors.

8. Conditions

8.1 The officer and his or her family are limited to relocation expenses incurred in relocating from the centre at which the officer is to retire, to a new place of residence elsewhere in Queensland outside their current centre.

8.2 If relocating to a centre outside Queensland, pro rata relocation expenses are allowed on the basis of costs incurred to the Queensland border only.

8.3 Claims for relocation expenses are to be made within twelve (12) months of retirement.

8.4 Claims are to be substantiated by appropriate documentary evidence (e.g. receipts, itemised statements, quotes and certifications etc.) as required by the chief executive.

9. Definitions

9.1 **“family”** for the purposes of this directive means the officer's spouse, dependant child or dependant children or any other dependant member of the officer's extended family residing with the employee at the time of the move.

9.2 **“spouse”** has the same meaning as in the *Industrial Relations Act 2016*. The employee's spouse must be residing with the officer at the time of the move in order to receive any of the entitlements in this directive.

9.3 **“transfer”** means transfer at level or on promotion.

SCHEDULE B – CATEGORY AND CONDITIONS OF APPROVAL

10. Personal travel to the new place of residence

10.1 Travel by rail

An officer and his or her family are to be granted expenses for travel by rail where available. This includes:

- 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.

10.2 Travel by private motor vehicle

An officer may be authorised to use his or her private motor vehicle.

Travel must be by the most practicable direct route.

An allowance per kilometre is allowed for a first and second vehicle. The allowance per kilometre is the rate prescribed in the *Motor Vehicle Allowances Directive* under the heading *Employees Who Choose to Use Their Private Motor Vehicles*.

In relation to the second vehicle, accommodation and meal allowances en route are not to exceed the maximum entitlement prescribed for one journey.

10.3 Air travel

An officer and his or her family may be authorised to travel by air, economy class, where circumstances or costs make air travel more desirable than other modes of transport.

10.4 Alternative travel arrangements

The chief executive may determine alternative travel arrangements, including fares or relevant costs, for the officer and his or her family in special circumstances.

10.5 Overnight accommodation en route

An officer is to be granted expenses for accommodation necessarily incurred while travelling en route to the new centre.

In the case of an hotel, motel, registered lodging house or caravan park – all reasonable and necessary expenses will be paid or reimbursed up to the number of overnight stays.

An officer travelling by his or her private motor vehicle is to be allowed one overnight stay for each 500 completed kilometres of road travel. Where the distance travelled is less than 500 kilometres, the officer does not qualify for an overnight stay at the new centre.

An officer and his or her family staying with relatives or friends are entitled to allowances per overnight stay.

The relevant allowances are contained in the *Transfer and Appointment Expenses Directive* under the heading *Overnight Accommodation and Meals in Transit – Accommodation – Relatives or friends*.

10.6 Meals en route

An officer and his or her family are to be granted expenses for meals incurred while travelling en route. Actual and reasonable costs for meals purchased are to be paid up to a maximum amount.

The maximum amounts are the relevant meal allowances for breakfast, lunch and dinner in the *Domestic Travelling and Relieving Expenses Directive* under the heading *Absences Extending Overnight – Private accommodation*.

An officer and his or her family travelling by the officer's private motor vehicle are to be allowed 3 meals each for each 500 completed kilometres and one meal each for each 166 completed kilometres greater than a multiple of 500.

At the discretion of the chief executive, actual and reasonable expenses that exceed these amounts may be refunded upon the production of receipts.

11. Transport of furniture and effects

11.1 General conditions

An officer is allowed the cost of transporting his or her furniture and effects to the new centre.

This includes the cost of transporting furniture and effects, including packing, by approved carrier, up to a mass not exceeding 8 tonnes or 50 cubic metres.

The mode of transport is to be approved by the chief executive. The chief executive may approve more favourable arrangements in special circumstances.

Certain officers or class of officers, as determined by the chief executive, may be granted approval to transport an additional mass not exceeding 254 kilograms or 1.15 cubic metres for the transport of the officer's professional or medical library or equipment.

11.2 Officers undertaking their own packing

Applies to –

- (a) Officers who elect to pack their own furniture and effects receive a flat amount as prescribed in the *Transfer and Appointment Expenses Directive* under the heading *Cost of Packing*; and
- (b) Officers in centres where arrangements for packing are not available and must pack their own effects in their own time are reimbursed the cost of the packing materials used.

Where an officer undertakes the packing before retiring the chief executive may grant one working day on full pay in lieu of the amount prescribed in (a) above.

Note: If an inclusive contract for packing and transportation is let and the officer partially packs some furniture or effects, no allowance is payable.

11.3 Insurance during transit

An officer's furniture and effects are to be insured to cover risks of damage in transit. The property is to be insured from the time it 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 the final destination.

The maximum liability that is to be accepted by a department is \$25,000.

Where an officer has an existing policy for contents insurance for some months before the date of retirement, and this policy continues, the coverage allowed is to be for the value of the policy but not exceeding \$60,000.

Under the policy, furniture and effects are insured from the time the insured property leaves the

officer's residence until delivery to the new place of residence or until the expiration of 90 days if stored in a carrier's depository at the final destination.

Note: If furniture and effects are not transported by an approved carrier, the special insurance during transit will not apply.

The terms of the policy are to be subject to an excess of \$50 payable on each claim.

11.4 Storage of furniture and effects

An officer is to be allowed storage expenses for furniture and effects while waiting to secure permanent accommodation. Storage expenses are for a maximum of 6 months where necessary. This includes the cost of any necessary cartage to and from storage.

11.5 Increases to limits and rates

The limits and rates provided in clauses 11.1, 11.2, 11.3 and 11.4 are to increase in line with increases to the relevant limits and rates in the *Transfer and Appointment Expenses Directive*.

12. Transport of private motor vehicles etc.

12.1 Transportation costs

An officer is allowed transportation of private motor vehicles, motor-cycles, boat and trailer units, caravans and domestic trailers to the new place of residence.

The requisition is for full freight costs of one private motor vehicle plus three of the following –

- second motor vehicle;
- motor-cycle;
- boat and trailer unit;
- caravan;
- domestic trailer.

The chief executive is to approve the mode of transport. Where the officer's private motor vehicle is used to effect the relocation, 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 residence.

Note: Premiums for insurance cover on private motor vehicles, etc transported to the new centre are to be borne by the officer.

Note: The boat and trailer unit, caravan or domestic trailer must be restricted to a trailable size.

12.2 Other costs

An officer is to be allowed handling and other costs incurred for the transportation of private motor vehicles such as –

- actual handling charges for loading and unloading of each approved unit; and
- an allowance per kilometre for the distance travelled to or from the nearest point of embarkation or disembarkation by the most practicable direct route.

The allowance per kilometre is the rate prescribed in the *Motor Vehicle Allowances Directive* under the heading *Employees Who Choose to Use Their Private Motor Vehicles*.

13. Transport of pets and/or plants

An officer is to be allowed actual and reasonable costs, up to a maximum monetary amount, for expenses incurred in the transport of domestic pets or plants in boxes or pots.

The maximum monetary amount is the relevant amount in the *Transfer and Appointment Expenses Directive* under the heading *Transport of Pets and Plants*.

Note: Expenses are inclusive of freight charges, pet accommodation en route and at the destination, and purchases of special carrying boxes etc.

WIDOWS AND WIDOWERS OF DECEASED OFFICERS

The entitlements and conditions applying to retiring officers and their families, as detailed in the Schedule above, are extended, by policy, to the spouse and family of a deceased employee residing with the employee at the time of death.