

Transfer and Appointment Expenses

Human Resources Policy

Effective Date: September 2011

1 PURPOSE

To outline the entitlements for transfer and appointment expenses for the nominated Queensland Health employees.

2 APPLICATION

This policy applies to the following Queensland Health employees:

- District Health Services Employees' Award employees
- Queensland Public Service Award employees
- Senior medical officers (SMOs)
- Queensland Health bonded scholarship holders
- District directors of nursing
- Nursing employees appointed or relocated to rural and remote areas (refer attachment one).

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- *Public Service Act 2008*
- *Health Services Act 1991*
- District Health Services Employees' Award – State 2003
- Queensland Public Service Award – State 2003
- District Health Services – Senior Medical Officers' and Resident Medical Officers' Award - State 2003
- Population Health Scholarships, Medical Scholarships, Allied Health Area of Priority Scholarships, and any other Queensland Health bonded Scholarship
- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009
- Directive 11/11 – Transfer and Appointment Expenses
- GST Business Procedure on Allowances and Reimbursements
- PAYG Business Procedure No. 1 – Allowances – Relocation/Transfer and Appointment Expenses
- PAYG Business Procedure No. 2 – Taxation Implications for Relocation/Transfer and Appointment Expenses

- FBT Fact Sheet – Temporary Accommodation – Relocation, Transfer and Appointment

6 SUPERSEDES

- IRM 2.3-2 Fares and Travel Expenses – Award Provisions for Nursing
- IRM 2.3-4 Appointment and Transfer Expenses – Employees of District Health Services Subject to the District Health Services Award – State
- IRM 2.3-7 Appointment and Transfer Expenses for Queensland Health Rural Scholarship Holders
- IRM 2.3-8 Appointment and Relocation Expenses for Nurses – Rural and Remote Location
- Circular ER 68/07 –Travel Directives Operative From 1 September 2007

7 POLICY

7.1 Director-General determination

The Director-General determined under section 28(2) of the *Health Services Act 1991* that the provisions, conditions and entitlements contained in the following directive applies to nominated Queensland Health employees from 1 September 2011.

- Directive 11/11 – Transfer and Appointment Expenses.

The Director-General also determined that any replacement directive dealing with substantially the same subject matter is also applicable to health service employees covered by this policy. When a replacement directive is issued it is applicable to all relevant Queensland Health employees from the date of effect of the directive.

8 DEFINITIONS

Dependant child	<p>A child who:</p> <ul style="list-style-type: none"> • is aged under 18 years • resides with the officer for at least 50% of the year, excluding that time spent in attendance at boarding school or another educational institution • receives remuneration less than the Queensland minimum wage percentage equivalent for persons aged 18 years (\$396.60 per week for Award employees as at 1 September 2011). <p>In exceptional and deserving cases, for the purposes of this policy, the district CEO or equivalent delegate may deem a person under the age of 21 who satisfies the above criteria to be a dependent child.</p>
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9 HISTORY

September 2011	Amended to reflect new Directive 11/11 – Transfer and Appointment Expenses and update minimum wage amount under section 8 definition.
November 2010	Amended to reflect new Directive 17/10 – Transfer and Appointment Expenses and update minimum wage under section 8 definition.
September 2009	Amended to reflect new Directive 11/09 – Transfer and Appointment Expenses.
July 2009	Amended to supersede IRM 2.3-2 Fares and Travel Expenses – Award Provisions for Nursing.
June 2009	Amended to include a definition for dependant child.
May 2009	Amended to include reference to FBT Fact Sheet regarding temporary accommodation.
April 2009	Amended application of policy to include (by s.28 determination): <ul style="list-style-type: none"> • District directors of nursing • Queensland Health bonded scholarship holders • Senior medical officers.
October 2008	Amended attachment one to include additional assistance sites.
September 2008	Amended to reflect Directive 11/08 – Transfer and Appointment Expenses.
August 2008	Developed as a result of the HR policy consolidation project.

ACCOMMODATION ASSISTANCE SITES

Alpha Hospital	Doomadgee Hospital	Mt Garnet
Aramac Hospital	Duaun Island Clinic	Mungindi Hospital
Augathella Hospital	Flying Surgeon Service (Longreach)	Murray Island Primary Health Centre
Aurukun Community Hospital	Forsayth Community Hospital	Muttaborra Primary Health Centre
Badu Island Health Centre	Gemfields	Napranum
Bamaga Community Health Centre	Georgetown Community Hosp	Normanton Aboriginal & Islander Health
Bamaga Hospital	Gunpowder	Normanton Hospital
Barcaldine Hospital	Hopevale Community Hospital	Ogmore Outpatients
Bedourie Clinic	Horn Island Health Centre	Palm Island Aboriginal Health
Blackall Hospital	Hughenden Aboriginal Health	Palm Island Hospital
Boigu Island Health Centre	Hughenden Hospital	Pormpuraaw Community Hospital
Bollon (Bush Nurse)	Injinoo Community Health	Quilpie Hospital
Boulia Primary Health Centre	Injune Hospital	Richmond Child Health
Burketown Aboriginal Health	Isisford Primary Health Centre	Richmond Hospital
Burketown Hospital	Julia Creek Hospital	Sabai Island Primary Health Centre
Camooweal Aboriginal Health	Jundah Primary Health Centre	Seisia Community Health Centre
Camooweal Home & Community Care	Karumba Hospital (Outpatients)	St George Community Health
Camooweal Hospital (Outpatients)	Kowanyama Community Hospital	St George Hospital
Capella	Kubin Community Health Centre	St Pauls Health Centre
Charleville Community Health	Laura Community Health Centre	Stephen Island Primary Health Centre
Charleville Hospital	Lockhart River Community Hospital	Surat Hospital
Charleville Hostel	Longreach Community Health Clinic	Tambo Primary Health Centre
Cherbourg Aboriginal Health Programs	Longreach Hospital	Taroom Hospital
Cherbourg Hospital	Mabuig Clinic	Texas Community Health Services
Chillagoe Clinic	Mabulag Island Health Centre	Texas Hospital
Cloncurry Aboriginal & Islander Health	Malakoola Primary Health Care Centre (Naprunum)	Thargomindah Hospital
Cloncurry Dental Health Clinic	Mapoon Community Health	Thursday Island Community Health
Cloncurry Hospital	Meandarra	Thursday Island Hospital Umagico Community Health
Coconut Island Health Centre	Mitchell Hospital	Wallumbilla
Coen	Moonie	Wandoan Hospital
Cooktown Community Health	Mornington Island Aboriginal Health	Waroona Nursing Home – Charleville
Cooktown Hospital	Mornington Island Hospital	Warraber Island Primary Health Centre
Cow Bay Community Health Centre (Dirwan)	Morven Hospital	Weipa Community Health Centre
Cracow Outpatients Clinic	Mount Isa Aboriginal Health	Weipa Hospital
Croydon Hospital	Mount Isa Aged Care Assessment Team	Windsorah Clinic
Cunnamulla Community Health	Mount Isa AIDS	Winton Hospital
Cunnamulla Hospital	Mount Isa Alcohol & Drug	Woorabinda Hospital
Dajarra Aboriginal Health	Mount Isa Base Hospital	Wujal Wujal Community Health Centre
Dajarra Hospital (Outpatients)	Mount Isa Child Health	Yam Island Primary Health Centre
Darnley Island Health Centre	Mount Isa Community Medicine Services	Yaraka Clinic
Dimbulah	Mount Isa Community Mental Health	Yarrabah Community Health Centre
Dirranbandi Hospital	Mount Isa Dental Health Clinic	Yarrabah Hospital
Doomadgee Aboriginal & Islander Health	Mount Isa Home & Community Care	Yorke Island Primary Health Centre