

Title: Appointment Expenses – Resident Medical Officers (Including Board And Lodging)	Number: IRM 2.7-32
	Date: AUGUST 2007
	Replaces: DECEMBER 2005

In accordance with Clause 4.2.1 of the *District Health Services – Senior Medical Officers’ and Resident Medical Officers’ Award – State 2003*, **appointments** to Resident Medical Officer positions are for 52 continuous calendar weeks unless otherwise specifically stated (ie for a lesser period). Further initiatives have been implemented that enable contracts of longer than 52 weeks to provide greater employment security to Resident Medical Officers.

Resident Medical Officer includes Intern, Junior House Officer, Senior House Officer, Principal House Officer, Registrar or Senior Registrar.

Appointment expenses for Resident Medical Officers are covered by Clause 8.2.1 and 8.2.2 of the *District Health Services – Senior Medical Officers’ and Resident Medical Officers’ Award – State 2003*. The award states that all “reasonable costs” incurred on secondment and appointment shall be paid. All reasonable costs have been interpreted to mean a refund of a reasonable amount to cover the cost of petrol and oil for the journey and reasonable removal expenses for furniture and effects.

To provide a consistent approach to the refund of appointment expenses for Resident Medical Officers the following policy provisions are to apply.

These provisions do not apply to Resident Medical Officers on secondment or rotation. Arrangements for fares, travelling, removal of furniture and effects and board and lodging for Resident Medical Officers on secondment or rotation are detailed in IRM 2.7-11.

POLICY

1. CURRENT EMPLOYEES WITHIN QUEENSLAND HEALTH

Payment of appointment expenses including removal costs and personal travel for current employees appointed to a health service district shall be at the discretion of the District Manager, subject to the minimum entitlements outlined in this IRM.

1.1 Use of Private Motor Vehicle

Where an employee is authorised to use their private motor vehicle, travel must be by the most practicable direct route. A refund is to be made for the cost of petrol and oil for the journey on production of receipts. An employee must be advised of the requirement for receipts when approval to use a private motor vehicle is given.

Employees travelling by private motor vehicle shall be allowed reasonable and necessary expenses for one (1) overnight stay, including accommodation, for each 500 completed kilometres. A refund of expenses for actual and reasonable costs for meals incurred (up to a maximum for each person of the meal allowances outlined in IRM 2.3-3 'Domestic Travelling and Relieving Expenses', Schedule B, Section 2, effective 1 September 2005, concerning 'Absences Extending Overnight') is to be made.

Where a Resident Medical Officer is required to take an appointment urgently, airfares in accordance with the guidelines outlined under 1.2 "Air Travel" should be used. In these cases, transport of the motor vehicle is to be in accordance with 1.5 of this policy.

1.2 Air Travel

For distances in excess of 700 kilometres, an employee may be authorised to travel by air where circumstances or cost make air travel more desirable than other modes of transport. Under these circumstances, economy class airfare for the employee, and their partner and dependents where necessary, is to be provided.

1.3 Board and Lodgings

Clause 10.2 of the *District Health Services – Senior Medical Officers' and Resident Medical Officers' Award – State 2003* outlines the charges to apply in respect of accommodation for single employees. Where "family" accommodation is supplied, charges shall be fixed by the district and shall be related to local commercial accommodation/rental charges as applicable to that standard of accommodation within the local environment (Clause 10.2.6 refers).

1.4 Transport of Furniture and Effects

Where furnished accommodation is not provided, an employee shall be allowed transport of furniture and effects to the new centre. The mode of transport shall be approved by the District Manager.

Subject to submitting at least two quotes, the employee is entitled to a refund of the cost of transport of furniture and effects, including packing, by approved carrier, up to a maximum not exceeding 6 tonnes or 36 cubic metres.

The District Manager may approve beyond these limitations in special circumstances.

The employee is also entitled to an additional mass not exceeding 254 kilograms or 1.15 cubic metres for the transport of a professional/medical library/equipment belonging to the Resident Medical Officer.

Furniture and effects shall be insured to cover risks of damage to furniture and effects in transit from the time the insured property leaves the employees residence until delivery to its final destination.

Where furnished accommodation is provided, storage expenses shall be allowed up to a total of twelve (12) months, where necessary, including cartage to and from store, unloading, receiving, listing stowage, unstowage and insurance during storage. The cost of storage is not to exceed the total value allowed for removal expenses. These expenses will not apply in cases where the employee maintains a separate principal residence.

In addition, the District may grant concessions in order to supplement to a limited extent the furniture etc already provided in the furnished accommodation.

1.5 Transport of Private Motor Vehicle

A Resident Medical Officer shall be allowed transportation of a motor vehicle and a second vehicle for a spouse (if applicable) by a mode of transport approved by the District Manager.

1.6 Other Expenses

Any other expenses in addition to those listed above are negotiable between the employee and the District Manager or delegate.

1.7 Refund of Expenses

Payment of appointment expenses shall be on the condition that should the employee tender their resignation from, or otherwise cease duty in Queensland Health (except by reason of retirement, death or medical unfitness) within twelve months of taking up duty, the employee is required to refund costs in taking up duty to the following extent:-

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| • Under 6 months service – | Full cost |
| • 6 months after taking up duty before completing 9 months service – | Two thirds costs |
| • 9 months after taking up duty before completing 12 months service – | One third cost |

The District Manager has the discretion to waive the requirement to refund removal expenses in special circumstances.

2. APPOINTEES FROM OUTSIDE QUEENSLAND HEALTH

For those employees appointed from outside Queensland Health (interstate, intrastate and overseas), all entitlements are fully negotiable. Payment of appointment expenses shall be on the condition that should the employee tender their resignation from, or otherwise cease duty in Queensland Health (except by reason of retirement, death or medical unfitness) within twelve months of taking up duty, the employee is required to refund costs in accordance with 1.7 above.

Provided that where appointees are recruited through a campaign recruitment process, any arrangements stipulated during that process in relation to refund of expenses must be met.

3. SCHOLARSHIP HOLDERS

Scholarship holders are assigned to rural and remote health care facilities under the provisions of the *Assisted Students (Enforcement of Obligations) Act 1951*. The Director-General, Queensland Health or delegate, directs scholarship holders to complete bonded service. Due to the compulsory nature of appointments/transfers, all scholarship holders are entitled to the conditions outlined in IRM 2.3-7 "Appointment and Transfer Expenses for Queensland Health Rural Scholarship Holders" for the complete duration of scholarship service.

4. TAXATION ISSUES

Any payments to an employee in the form of reimbursements for expenses incurred, payments to a third party on behalf of an employee or a cash payment that may be in lieu of some form of expenditure already incurred by an employee, should be carefully scrutinised to ensure taxation obligations, if any, are met.

Such payments **must** be correctly treated under either FBT or PAYG regimes depending on the nature of the payment. Where there is any doubt, contact should be made with the District Finance Unit.