



# Remote Area Incentive Scheme (RAIS)

## People Capability Policy

### 1. Purpose

This policy establishes the financial benefits payable within Queensland Corrective Services (QCS) to attract and retain Community Corrections employees and support them in the delivery of services in identified isolated, remote and regional business areas.

### 2. Application

This policy applies to all permanent and fixed term temporary employees engaged for greater than six months (including employees on secondment and relieving/higher duties arrangements) who work for Community Corrections in isolated, remote or regional locations identified in section 5.1.

The policy does not apply to casual employees or other persons who perform work for the department including contractors, students gaining work experience and volunteers.

The policy is effective from 1 January 2023.

### 3. Authority

This policy has been developed in accordance with the [directive relating to attraction and retention incentives](#).

The benefits in this policy are in addition to any benefit/entitlement provided to an employee in isolated and remote areas of the State under various Directives identified in section 12.

### 4. Policy statement

QCS is committed to attracting and retaining skilled employees to support the delivery of quality Community Corrections services within identified [isolated](#), [remote](#) and [regional](#) business areas and acknowledges the significant range of challenges Community Corrections staff face in working in these areas. The financial benefits provided by the *Remote Area Incentive Scheme (RAIS) People Capability Policy* reflects the *Corrections 2030* principles of safety, excellence, empowerment, respect and accountability and the QCS values of professionalism, integrity, accountability, and innovation.

QCS is committed to respecting, protecting and promoting human rights. Under the *Human Rights Act 2019*, QCS has an obligation to act and make decisions in a way that is compatible with human rights and, when making a decision to give proper consideration to human rights. When making a decision under this policy, decision-makers must comply with that obligation.

## 5. Key principles

### 5.1 Application and eligibility

Community Corrections will have access to financial benefits to attract and retain employees in identified isolated, remote and regional locations.

Community Corrections employees will continue to receive financial benefits while they remain at the identified location.

The *Remote Area Incentive Scheme (RAIS) People Capability Policy* provides the following benefits:

- [Location Benefit](#)
- [Discrete Communities Benefit](#)
- [Recognition of Service Benefit](#)
- [Employee Accommodation Benefit](#)

The policy identifies the following isolated, remote and regional locations (identified location):

<a href="#">Isolated</a>	Aurukun, Doomadgee, Mornington Island, Palm Island, Thursday Island, Weipa
<a href="#">Remote</a>	Charleville, Cooktown, Mount Isa
<a href="#">Regional</a>	Dalby, Emerald, Kingaroy, Roma, Warwick

[Schedule A](#) identifies the financial benefits payable to eligible new and existing Community Corrections employees under this policy. [Schedule B](#) identifies benefits available to Community Corrections employees at identified locations under associated Directives referred to in section 12.

Benefits payable to part-time employees will be on a pro rata basis.

Benefits under this policy, with the exception of the Employee Rental Contribution and the Employee Accommodation Benefit, are calculated on an annual basis, determined by the employee's anniversary date of being appointed to the position, and will be paid every six months.

With the exception of the Employee Rental Contribution and the Employee Accommodation Benefit, employees qualify for a benefit once they have completed six months service at an identified location.

Community Corrections employees who move away from an identified location after six months service (first period), but before 12 months (second period), will be paid benefits on a pro rata basis for the second period.

Only periods of leave without salary recognised for the purposes of long service leave under the [directive relating to leave without salary credited as service](#) will be counted as service for the payment of benefits under this policy.



## 5.2 Location Benefit

All Community Corrections employees who work in an identified isolated, remote or regional location (as listed in section 5.1 of this policy) will be paid an annual benefit as detailed in [Schedule A](#).

## 5.3 Discrete Communities Benefit

Community Corrections employees who work and reside in the discrete communities of Thursday Island, Aurukun, Doomadgee, Palm Island or Mornington Island will be paid an annual Discrete Communities Benefit as detailed in [Schedule A](#).

## 5.4 Recognition of Service Benefit

Community Corrections employees who complete three, four, five or greater than five years' continuous service at an identified location will be paid a Recognition of Service Benefit. Where a Community Corrections employee transfers or is promoted to a role in a location of the same location category (refer to [section 5.1](#)), there will be no disruption in their continuity of service for the Recognition of Service Benefit.

When calculating qualifying periods for the Recognition of Service Benefit a Community Corrections employee's previous years of service at the identified location before the commencement of this policy will be recognised.

Temporary relocation away from the employee's current location for periods of up to a maximum of six weeks will not impact on the calculation of the Recognition of Service Benefit.

## 5.5 Employee Accommodation Benefit

Community Corrections employees who provide or source their own private accommodation within 50 kilometres of their workplace in an isolated, remote or regional identified location specified in [section 5.1](#) will be entitled to the Employee Accommodation Benefit as provided in [Schedule A](#) for a maximum period of five years.

The benefit is paid fortnightly through Queensland Shared Services.

The Employee Accommodation Benefit is payable per [household](#). Where there is more than one Community Corrections employee in a [shared household](#), each employee will receive the benefit on a pro rata basis. For example, two employees will receive half the applicable fortnightly benefit each; three employees in a shared household will each receive a third of the applicable fortnightly benefit.

Community Corrections employees provided with QCS housing in all identified isolated, remote and regional locations are not eligible to claim the benefit. The benefit is extended to locally recruited employees who live in private accommodation.

## 5.6 Employee Rental Contribution

[QCS housing](#) will not be provided to Community Corrections employees who own (directly or indirectly) a private dwelling within 50 kilometres of their workplace in an identified isolated, remote, or regional location.



### 5.6.1 Isolated and remote locations

Community Corrections employees who satisfy the definition of an [external employee](#) who are appointed or transferred from an external location to an isolated or remote location as identified in section 5.1 will be provided with fully subsidised QCS housing.

### 5.6.2 Regional locations

Community Corrections employees who work in [regional locations](#), and as part of their employment are provided with QCS housing shall, in accordance with the [directive relating to attraction and retention incentives](#), pay an Employee Rental Contribution to QCS for their accommodation via a fortnightly payroll deduction. [Schedule C](#) outlines the fortnightly contribution rates commencing 1 January 2023.

## 6. RAIS Committee

This policy establishes the RAIS Committee and empowers it to address challenges associated with attracting and retaining Community Corrections employees.

The RAIS Committee comprises the following members:

- Assistant Commissioner, Community Corrections (Chair);
- Assistant Commissioner, People Capability Command;
- Assistant Commissioner, Financial Services and Strategic Sourcing Command;
- Director Operations, Community Corrections; and
- Regional Managers, Community Corrections (from Far Northern, Northern, Central and Southern regions).

The RAIS Committee is responsible for reviewing this policy every 12 months and considering and recommending whether the benefits provided to Community Corrections employees continue to address the challenges associated with attracting and retaining staff in the Far Northern, Northern, Central and Southern regions.

The RAIS Committee may consider one or more of the following:

- extending benefits under this policy to new isolated, remote or regional business areas on a temporary or permanent basis;
- provision of QCS/government housing;
- [Employee Accommodation Benefit](#) – not exceeding that payable in a regional location identified in section 5.1; or
- [Location Benefit](#) – not exceeding that payable in a regional location identified in section 5.1.

Recommendations made by the RAIS Committee should be unanimous.

The Chair of the RAIS Committee will provide recommendations made by the RAIS Committee to the Deputy Commissioner, Community Corrections and Specialist Operations for approval.



## **7. Responsibilities**

### **7.1 Employees**

Employees are required to complete any documents associated with commencing, altering or ceasing benefits in an accurate and timely manner.

Employees have a responsibility to notify QCS of any change in personal circumstances that may affect any entitlement to benefits as prescribed in Schedules A, B and C.

Employees are advised to seek professional advice on the effects of incentives on their tax liabilities and/or eligibility for rebates and other payments. Fringe Benefits Tax (FBT) may be payable for certain incentives that employees receive and any FBT will be shown on the employee's payment summary.

### **7.2 Managers**

Managers are to progress any applications associated with the delivery of the policy in a timely manner, no longer than two pay periods.

Regional Managers within Community Corrections are to ensure that the financial benefits provided to employees are appropriately managed.

The Manager Regional Services is to establish and maintain appropriate registers and processes to ensure the payment of benefits associated with this policy are progressed in a timely manner and that anniversary of appointment dates are monitored to ensure employees are paid their benefits.

## **8. Transition arrangements**

Payment of benefits under this policy will commence on 1 January 2023.

An existing Community Corrections employee who commenced in their role in their current location prior to the commencement of this policy on 1 January 2023 will not be required to re-serve the qualification period of six months in order to qualify for the payment of benefits under this policy.

Individual agreements made with Community Corrections employees before the commencement of this policy, for example for accommodation, will remain in place until the employee leaves the identified location to which the agreement relates. If a superior benefit is offered under this policy, the individual agreement will be terminated and the employee shall apply for benefits under this policy.

In maintaining individual agreements, impacted employees are required to provide written documentation of the arrangements negotiated, evidencing under what delegation they were authorised and must be provided within three months of the commencement of this policy.

## **9. Delegations**

An instrument of delegation will be prepared for an authorised delegate to exercise decision making related to the payment of financial benefits under this policy.

## **10. Definitions**

<b>Community Corrections employees</b>	A person employed to perform duties in a dedicated Regional Office, District Office or Permanent Reporting Office within the organisational structure of Community Corrections.
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<b>External employee</b>	<p>A) Any person who is recruited or transferred from an external location for the purpose of employment at an isolated or remote location; or</p> <p>B) A person who previously relocated to an identified isolated or remote location for the purpose of their or their partner's employment and then subsequently accepts employment with QCS at the identified isolated or remote location.</p>
<b>Household</b>	A household is defined as a residence purchased as a single property or, in the case of a rental property, as a residence covered by a single tenancy agreement.
<b>Isolated location</b>	<p>Generally, a <b>significant distance</b> from a major centre, has a <b>small population, limited immediate access to services</b> and access to a major regional centre is generally by <b>air only</b>.</p> <p>QCS recognised isolated locations are listed in <a href="#">section 5.1</a></p>
<b>Private accommodation</b>	Any accommodation that is not provided by QCS to the employee.
<b>QCS housing</b>	Housing provided by QCS to a Community Corrections employee. The housing may be owned by QCS, be a Government Employee Housing (GEH) property or a private rental property.
<b>Qualification period</b>	A period of six months from a permanent, fixed term temporary, full-time and part-time employee commencing in their role (anniversary date) at an identified location. This period includes any probationary period.
<b>Recognition of Service Benefit</b>	A benefit provided in recognition of a period of time (three, four or five years or greater than five years) served in an isolated, remote or regional location.
<b>Regional location</b>	<p>Generally, a <b>larger population</b> than a remote area, <b>greater level of immediate access to services</b> and access to major regional centres is easier and able to be undertaken <b>by road</b> in a reasonable amount of time.</p> <p>QCS recognised regional locations are listed in <a href="#">section 5.1</a></p>
<b>Remote location</b>	<p>Generally, a <b>larger population</b> than an isolated area, <b>increased immediate access to services</b>, easier access to a major regional centre by <b>air and/or road</b> with road access generally being a <b>significant amount of time</b>.</p> <p>QCS recognised remote locations are listed in <a href="#">section 5.1</a></p>
<b>Shared household</b>	A residence purchased as a single property or, in the case of a rental property, as a residence covered by a single tenancy agreement where two or more Community Corrections employees reside.
<b>Sharing</b>	Two or more Community Corrections employees reside in the same QCS housing.





## 11. Attachments

**Schedule A** Benefits payable under *Remote Area Incentive Scheme (RAIS) People Capability Policy* to identified isolated, remote or regional locations

**Schedule B** Summary of benefits provided by the RAIS Policy and Directives

**Schedule C** Employee Rental Contribution rates from 1 January 2023 to 1 July 2026

**Schedule D** Summary of process for qualifying, applying, altering the payment of benefits

**RAIS Form**

**Employee Accommodation Benefit Form**

**Pro rata Claim Form – Finalisation of benefits under the 2008 RAIS Policy**

## 12. References

- [Queensland Public Service Officers and Other Employees Award – State 2015](#)
- Public Service Commission [Chief Executive Directive 11/11 – Transfer and appointment expenses](#)
- Public Service Commission [Chief Executive Directive 07/14 – Attraction and retention incentives](#)
- Public Service Commission [Chief Executive Directive 04/17 – Recreation Leave](#)
- Public Service Commission [Chief Executive Directive 14/18 – Leave and travel concessions – Isolated Centres](#)
- Public Service Commission [Chief Executive Directive 16/18 – Locality Allowances](#)
- Public Service Commission [Chief Executive Directive 01/19 - Leave without salary credited as service](#)
- Queensland Government Gazette No. 121 – 25 August 1995

## 13. Further information

For further information, contact the relevant Manager Regional Services or the nominated Human Resources Business Partner, People Capability Command.

Further information about the [Human Rights Act 2019](#) is available at:

[www.qhrc.qld.gov.au/your-rights/human-rights-law](http://www.qhrc.qld.gov.au/your-rights/human-rights-law) or [www.forgov.qld.gov.au/humanrights](http://www.forgov.qld.gov.au/humanrights)

## 14. Version history

Version:	Approval Date:	Effective Date:	Review Date:
1.0	24/06/2008	01/07/2008	30/06/2010
2.0	30/11/2022	01/01/2023	30/11/2023
2.1	21/02/2023	01/03/2023	30/11/2023



## SCHEDULE A - Identified Isolated locations

Benefit description	Aurukun	Doomadgee	Mornington Island	Palm Island	Thursday Island	Weipa
Discrete Communities Benefit	\$1000	\$1000	\$1000	\$1000	\$1000	0.00
Location Benefit	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Benefit payable after year 1</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>11,000</b>	<b>\$11,000</b>	<b>\$10,000</b>
Recognition of service benefit - 3 years	\$2000	\$2000	\$2000	\$2000	\$2000	\$2000
<b>Total Benefit payable after 3 years' service</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$12,000</b>
Recognition of service benefit - 4 years	\$3000	\$3000	\$3000	\$3000	\$3000	\$3000
<b>Total Benefit payable after 4 years' service</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$13,000</b>
Recognition of service benefit - 5 years	\$4000	\$4000	\$4000	\$4000	\$4000	\$4000
<b>Total Benefit payable after 5 years' service</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$14,000</b>
<a href="#">Employee Accommodation Benefit*</a>	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00

## Identified Remote locations

Benefit description	Charleville	Cooktown	Mount Isa
Location Benefit	\$4000	\$7000	\$4000
<b>Total Benefit payable after year 1</b>	<b>\$4000</b>	<b>\$7000</b>	<b>\$4000</b>
Recognition of service benefit - 3 years	\$1000	\$1000	\$1000
<b>Total Benefit payable after 3 years' service</b>	<b>\$5000</b>	<b>\$8000</b>	<b>\$5000</b>
Recognition of service benefit - 4 years	\$2000	\$2000	\$2000
<b>Total Benefit payable after 4 years' service</b>	<b>\$6000</b>	<b>\$9000</b>	<b>\$6000</b>
Recognition of service benefit - 5 years	\$3000	\$3000	\$3000
<b>Total Benefit payable after 5 years' service</b>	<b>\$7000</b>	<b>\$10,000</b>	<b>\$7000</b>
<a href="#">Employee Accommodation Benefit*</a>	\$125.00	\$125.00	\$125.00

## Identified Regional locations

Benefit description	Dalby	Emerald	Kingaroy	Roma	Warwick
Location Benefit	\$2000	\$2000	\$2000	\$2000	\$2000
<b>Total Benefit payable after year 1</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>	<b>\$2000</b>
Recognition of service benefit - 3 years	\$600	\$600	\$600	\$600	\$600
<b>Total Benefit payable after 3 years' service</b>	<b>\$2600</b>	<b>\$2600</b>	<b>\$2600</b>	<b>\$2600</b>	<b>\$2600</b>
Recognition of service benefit - 4 years	\$1200	\$1200	\$1200	\$1200	\$1200
<b>Total Benefit payable after 4 years' service</b>	<b>\$3200</b>	<b>\$3200</b>	<b>\$3200</b>	<b>\$3200</b>	<b>\$3200</b>
Recognition of service benefit - 5 years	\$1800	\$1800	\$1800	\$1800	\$1800
<b>Total Benefit payable after 5 years' service</b>	<b>\$3800</b>	<b>\$3800</b>	<b>\$3800</b>	<b>\$3800</b>	<b>\$3800</b>
<a href="#">Employee Accommodation Benefit*</a>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

\* Employee Accommodation Benefit paid per household





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## Schedule B - Summary of benefits provided by the RAIS Policy and Directives

Business Area	Location Benefit	Discrete Communities Benefit	Employee Accommodation Benefit	QCS housing provided (100% rental subsidy)	Recognition of Service Benefit				Locality Allowance		Annual Recreation Leave	Additional leave concession	Annual return air travel – Major Centre plus Brisbane
					After 3 years	After 4 years	After 5 years	Ongoing after 6 years	No dependants	Dependants			
					Paid in addition to the Location and Discrete Communities Benefits (if eligible)				Directive 16/18				
	Annual benefit – paid 6 monthly		Paid per household										
Aurukun	\$10,000	\$1000	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$4497.79	\$8995.58	25 days	5 days	Yes
Cooktown	\$7000	\$0	\$125.00 fortnightly	Yes	\$1000	\$2000	\$3000	\$3000	\$2505.88	\$5011.76	25 days	5 days	Yes
Thursday Island	\$10,000	\$1000	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$3733.38	\$7466.76	25 days	5 days	Yes
Weipa	\$10,000	\$0	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$2538.49	\$5076.98	25 days	5 days	Yes
Doomadgee	\$10,000	\$1000	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$3441.18	\$6882.36	25 days	5 days	Yes
Mornington Island	\$10,000	\$1000	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$4596.93	\$9193.86	25 days	5 days	Yes
Mount Isa	\$4000	\$0	\$125.00 fortnightly	Yes	\$1000	\$2000	\$3000	\$3000	\$1194.89	\$2389.78	25 days	N/A	N/A
Palm Island	\$10,000	\$1000	\$150.00 fortnightly	Yes	\$2000	\$3000	\$4000	\$4000	\$1352.73	\$2705.46	25 days	5 days	Yes
Emerald	\$2000	\$0	\$100.00 fortnightly	No	\$600	\$1200	\$1800	\$1800	\$868.77	\$1737.54	20 days	N/A	N/A
Charleville	\$4000	\$0	\$100.00 fortnightly	No	\$1000	\$2000	\$3000	\$3000	\$1128.36	\$2256.72	25 days	N/A	N/A
Dalby	\$2000	\$0	\$100.00 fortnightly	No	\$600	\$1200	\$1800	\$1800	\$182.39	\$346.78	20 days	N/A	N/A
Kingaroy	\$2000	\$0	\$100.00 fortnightly	No	\$600	\$1200	\$1800	\$1800	\$281.19	\$562.38	20 days	N/A	N/A
Roma	\$2000	\$0	\$100.00 fortnightly	No	\$600	\$1200	\$1800	\$1800	\$609.18	\$1218.36	20 days	N/A	N/A
Warwick	\$2000	\$0	\$100.00 fortnightly	No	\$600	\$1200	\$1800	\$1800	\$0.00	\$0.00	20 days	N/A	N/A

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## SCHEDULE C – Employee Rental Contribution Rates

Community Corrections employees who work in regional locations identified in Schedule A, and as part of their employment are provided with QCS/government housing, shall pay an Employee Rental Contribution to QCS for their accommodation via a fortnightly payroll deduction.

Fortnightly contribution rates commencing 1 January 2023.

Salary level	1 January 2023	1 July 2023	1 July 2024	1 July 2025	1 July 2026
Up to and including AO3(1)	\$100.00	\$102.00	\$105.00	\$108.00	\$111.00
Up to and including PO2(1)	\$100.00	\$102.00	\$105.00	\$108.00	\$111.00
Above AO3(2) to AO5(4)	\$125.00	\$128.00	\$131.00	\$134.00	\$137.00
Above PO2(2) to PO3(4)	\$125.00	\$128.00	\$131.00	\$134.00	\$137.00
Above AO5(4)	\$149.00	\$153.00	\$157.00	\$161.00	\$165.00
Above PO3(4)	\$149.00	\$153.00	\$157.00	\$161.00	\$165.00
<a href="#">Sharing (all classification levels)</a>	\$70.00	\$72.00	\$74.00	\$76.00	\$78.00



## SCHEDULE D – Summary of process for qualifying, applying, altering the payment of benefits

Location Benefit	Discrete Communities Benefit	Recognition of Service Benefit	Employee Accommodation Benefit
<ul style="list-style-type: none"> <li>Employee working, or commences working, in an identified isolated, remote or regional area completes a <u>RAIS Form</u> to claim the benefit</li> <li>District Manager considers the application and if satisfied with the accuracy forwards the form to the Regional Manager</li> <li>Regional Manager approves the application and progresses it to the Manager Regional Services for actioning</li> <li>Employee serves qualification period of six months in an identified location</li> <li>Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employee completes a further six months of service. Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employees who depart an identified area before their anniversary of appointment date will receive a pro rata payment by completing a QSS RRAIS Form</li> </ul>	<ul style="list-style-type: none"> <li>Employee working, or commences working, in an identified Discrete community completes a <u>RAIS Form</u> to claim the benefit</li> <li>District Manager considers the application and if satisfied with the accuracy forwards the form to the Regional Manager</li> <li>Regional Manager approves the application and progresses it to the Manager Regional Services for actioning</li> <li>Employee serves qualification period of six months in an identified location</li> <li>Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employee completes a further six months of service. Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employees who depart an identified area before their anniversary of appointment date will receive a pro rata payment by completing a QSS RRAIS Form</li> </ul>	<ul style="list-style-type: none"> <li>Employee who has served qualification period of 3, 4 or 5 years in an identified area completes a <u>RAIS Form</u> to claim the benefit</li> <li>District Manager considers the application and if satisfied with the accuracy forwards the form to the Regional Manager</li> <li>Regional Manager approves the application and progresses it to the Manager Regional Services for actioning</li> <li>Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employee completes a further six months of service. Employee completes a QSS RRAIS Form for payment of half yearly benefit through QSS Payroll</li> <li>Employees who depart an identified area before their anniversary of appointment date will receive a pro rata payment by completing a QSS RRAIS Form</li> </ul>	<ul style="list-style-type: none"> <li>Employee working, or commences working, in an identified isolated, remote or regional area completes a <u>Employee Accommodation Benefit Form</u> to claim the benefit</li> <li>District Manager confirms employee's details and progresses the form to the Regional Manager</li> <li>Regional Manager considers and approves the <u>Employee Accommodation Benefit Form</u> and progresses to Manager Regional Services</li> <li>Manager Regional Services progresses payment of the benefit and forwards this to QSS Payroll for processing</li> <li>Employee ceases working in an identified location, or moves to a different identified location, completes a <u>Employee Accommodation Benefit Form</u> seeking to have the benefit ceased or altered</li> <li>Form is progressed via District and Regional Managers to the Manager Regional Services who forwards the completed form to QSS Payroll for action</li> </ul>

