

# Accessing Relocation Entitlement Procedure

## Section 1 - Introduction

(1) In accordance with the [Enterprise Agreement](#), the University may reimburse appointees who are required to relocate to take up an appointment at the University, for reasonable relocation expenses. Relocation entitlement expenses include the cost of travel, removal, packing of furniture and personal effects and the transportation of one (1) vehicle.

## Section 2 - Compliance

(2) This is a compliance requirement under the [Charles Darwin University Act 2003](#).

## Section 3 - INTENT

(3) This document aims to:

- a. provide information to organisational units about the relocation entitlements which are available to appointees, prior to their commencement at the University;
- b. outline the entitlements available to eligible appointees who are required to relocate in order to commence employment at the University;
- c. explain the conditions and requirements for eligible staff members to receive and retain relocation entitlements.

## Section 4 - RELEVANT DEFINITIONS

(4) In the context of this document:

- a. Appointee means a person who has signed a contract of employment with the University but has not yet commenced employment;
- b. Continuing employment means all employment other than fixed-term or casual, as explained in the [Enterprise Agreement](#);
- c. Dependant for the purposes of these entitlements means:
  - i. a spouse or partner of the staff member, including de facto partner or same sex partner; or
  - ii. a child (including adopted child, step child or foster child), residing and relocating with the staff member.
- d. Fixed-term contract means employment for a specified term or ascertainable period, for which the instrument of engagement will specify the starting and finishing dates of employment;
- e. Organisational unit means school, centre or other academic unit; a department, or other administrative unit within the University;
- f. Relocation means to move to a different location and change one's place of residence. Normally this means moving to a new city or town where a campus is located;

- g. Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor, Vice-President Finance and Corporate or equivalent;
- h. Staff member means anyone employed the University and includes all continuing fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee; and
- i. Supervisor means a member of staff member of the University who oversees the day-to-day work of a person or group of people.

## **Section 5 - PROCEDURES**

### **Eligibility**

(5) New staff members are eligible to claim relocation entitlements if they meet the following criteria:

- a. the position was advertised externally (internal positions are not eligible for Relocation Entitlements);
- b. the position is full-time continuing or fixed term for a minimum period of twelve (12) months;
- c. the position is classified at Academic Level A and or above and HEW Level 7 or above; and
- d. the appointee is recruited from an area not accessible to the University's campuses (designated place of employment) on a day to day basis, for example interstate or overseas.

(6) People and Culture has a yearly budget to fund eligible relocation assistance. Additional relocation assistance may be approved at the discretion of the Director People and Culture in consultation with the relevant Senior Executive. For example, hard-to-fill positions or positions that requires skills not available in the local market as to warrant relocation support.

### **Exception**

(7) Relocation entitlements may not apply to post-doctoral researchers.

### **Travel Entitlements**

(8) A new staff member is eligible to claim transportation costs for the appointee and any dependants over (2) years of age to travel by the most economical and direct domestic route. This may be either:

- a. one-way economy class airfares; or
- b. reimbursement of fuel for the use of a private vehicle, equivalent to the cost of one-way economy class airfares.

(9) A new staff member from overseas is entitled to one-way economy airfares by the most economical direct route plus any necessary accommodation for the appointee and any dependants.

(10) Air travel may be by alternative mode, class or route but any expense incurred above the level of an economy class airfare by the most direct route, will be the responsibility of the appointee.

### **Temporary Accommodation**

(11) The University can provide the appointee and any dependants, temporary accommodation at an appropriate residence or potentially on campus (Casuarina, Alice Springs or Katherine) for a maximum period of four (4) weeks, excluding meals and other incidental expenses.

### **Removal Entitlements**

(12) The University will make a reasonable contribution to expenses actually incurred in the removal and packing of

furniture and personal effects. Storage costs are not covered by the University and will be the responsibility of the appointee.

(13) The relocation entitlement for removal includes the costs for packaging, transportation from the appointee's place of residence, transit insurance, destination charges, delivery to residence and unpacking of household goods and personal effects for:

- a. appointee: 15 m<sup>3</sup>;
- b. appointee with one (1) dependant: 25 m<sup>3</sup>; and
- c. appointee with more than one (1) dependant: 35 m<sup>3</sup>.

(14) The relocation of personal furniture and effects will be organised through the University's removal broker. The Office of People will contact the broker to initiate the relocation process once an acceptance of an offer of employment has been received.

(15) To enable People and Culture to initiate the relocation process, the appointee must provide the following information:

- a. estimated pre-pack and uplift date;
- b. delivery date;
- c. location of uplift;
- d. delivery location;
- e. contact details for the relocation such as name, phone number, fax number and email;
- f. type of goods being relocated, for example, household, car, or animals; and
- g. any other important and related details, such as removal from 3rd floor.

## **Vehicle**

(16) A new staff member with an appointment of two (2) years or more is eligible to claim transportation and insurance costs for the relocation of one (1) family motor vehicle from within Australia only.

## **Reimbursement**

(17) A new staff member has up to six (6) months from the date of appointment to claim reimbursement of relocation entitlements. All claims must be accompanied by original copies of tax invoices and/or receipts and submitted to People and Culture for processing.

(18) Relocation entitlements that are not used within the first six (6) months of employment will be forfeited. In extenuating circumstances the Director People and Culture may approve on a case by case basis, an extension on this timeframe provided approval is sought within the initial six (6) month period of employment.

## **Repayment of Relocation Entitlements**

(19) A staff member will be required to repay relocation costs to the University unless otherwise waived by the Director People and Culture, under the following circumstances:

- a. a staff member who resigns within one (1) year of commencement of continuing employment or is halfway through a fixed-term contract, whichever is lesser, will be required to repay a pro rata amount of the relocation and travel expenses back to the University; or
- b. a staff member, whose employment is terminated by the University for misconduct or serious misconduct within

one (1) year of commencement of continuing employment or is halfway through a fixed-term contract, whichever is lesser, will be required to repay a pro rata amount of the relocation and travel expenses back to the University.

(20) In accordance with the [Enterprise Agreement](#), the University is authorised to withhold any amount owing on termination of employment towards this repayment.

(21) Note: The repayment of relocation entitlements does not apply when a staff member resigns due to ill health.

### **Currency Conversion**

(22) If currency conversion is necessary, reimbursement will be based on the rate of conversion applicable at the date of processing.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th January 2022
<b>Review Date</b>	15th January 2022
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	13th December 2021
<b>Expiry Date</b>	11th January 2023
<b>Responsible Executive</b>	Fiona Coulson Vice-Chancellor
<b>Implementation Officer</b>	Peta Preo Director People and Culture
<b>Enquiries Contact</b>	Peta Preo Director People and Culture