Relocation Assistance Policy and Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to employing staff with diverse backgrounds, experiences and mindsets. To attract the best talent and cultivate a diverse workforce, the University will provide assistance to eligible appointees to relocate to minimise financial impacts.

Section 2 - Purpose

(2) This policy and procedure outlines the financial assistance available to eligible appointees who are required to relocate to commence employment with the University.

Section 3 - Scope

(3) This policy applies to all appointees who meet the eligibility criteria defined below.

Section 4 - Policy

Relocation assistance supports

(4) For the purpose of this policy and procedure, relocation assistance includes financial contributions from the University, up to the prescribed limits, for:

a. travel;
b. packing of furniture and kitchen goods;
c. relocation of furniture and personal effects; and
d. the transportation of one (1) vehicle.

(5) The employee is responsible for packing personal items such as clothing, books, paperwork etc.

(6) This policy and procedure articulates the entitlements associated with travel and relocation of goods that will be payable by the University.

(7) The University will only provide one way relocation assistance for the appointee to relocate and commence employment. Return costs to the original place of recruitment are not covered.

Eligibility

(8) Appointees (both new and current staff) are eligible for relocation assistance if they meet the following criteria:

a. They are current employees of the University and have won an advertised (either internally or externally) position and are required to relocate to commence in this role;
b. The position is full-time continuing or fixed term for a minimum period of twelve (12) months;

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or parts thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Governance Document Library for the latest version.

c. The position is classified at Academic Level A or above and Professional Level 7 or above; and
d. The appointee is recruited from an area not accessible to the University's campuses on a day-to-day basis, for example interstate or overseas.
e. Where an appointee's spouse has also been offered a position at the University and is an eligible appointee as defined in this policy, the combined support for the two appointees will not exceed the maximum amount for one appointee.

Approval and Delegations

(9) All relocation assistance processes and approvals are managed through People and Culture in line with the prescribed limitations as outlined in relevant tables below.

Section 5 - Procedure

(10) Upon acceptance of the employment contract, People and Culture will liaise with the appointee and initiate the relocation process in conjunction with the University's preferred provider.

(11) The following tables outline appointee relocation entitlements for both domestic and international relocations.

Relocation provisions – domestic

Travel	
All appointments	(12) An appointee residing within Australia is eligible to claim transportation costs for themselves and any dependents for travel by the most economical and direct domestic route. (13) Available options are: 1. One way economy class airfares - People and Culture will coordinate and book; or 2. Reimbursement of fuel for the use of a private vehicle, equivalent to the cost of one-way economy class airfares at the time of travel upon presentation of tax invoices. Any costs for food and accommodation en route will be the responsibility of the appointee and will not be reimbursed by the University. (14) Any other travel undertaken in order to relocate (i.e. train, bus, taxi, rideshare etc) will be the responsibility of the appointee to arrange and cover costs.
Relocation of household and personal effects	
Vehicle	(15) An appointee is eligible to claim transportation and insurance costs for the relocation of one (1) motor vehicle from within Australia only.
Household goods	(16) Relocation assistance is a contribution towards expenses related to the relocation of household goods and personal effects – this includes transportation from the appointee's place of residence, transit insurance, destination charges and delivery to residence. (17) Storage costs are not covered by the University and will be the responsibility of the appointee. (18) Upon acceptance of the employment contract, People and Culture will liaise with the appointee and initiate the relocation process in conjunction with the University's preferred provider.
Claim limits	(19) The University will cover household goods relocation costs totalling up to $10,000 only. (20) Travel, vehicle relocation and temporary accommodation costings are excluded from this limit.
Temporary accommodation	
All appointments	(21) If required, the University can provide the appointee and any dependents with temporary accommodation on campus at International House Darwin (IHD) Guest Apartments. (22) If on campus accommodation is unavailable or unsuitable, alternative accommodation will be sourced by People and Culture. (23) Temporary accommodation arrangements are for a maximum period of four (4) weeks and do not include meals and incidental expenses.

Relocation provisions – international

Travel	
All appointments	(24) An appointee from outside of Australia is entitled to one way economy airfares by the most economical direct route, including any necessary en route accommodation for the appointee and any dependents. Any in transit accommodation required for this travel to Australia will be organised by People and Culture. (25) People and Culture will coordinate and book air travel on behalf of the appointee. (26) Any other travel undertaken in order to relocate (i.e. train, bus, taxi, rideshare etc) will be the responsibility of the appointee to arrange and cover costs.
Relocation of household and personal effects	
Household goods	(27) Relocation assistance is a contribution towards expenses related to the relocation of household goods and personal effects – this includes transportation from the appointee's place of residence, transit insurance, destination charges and delivery to residence. (28) Storage costs are not covered by the University and will be the responsibility of the appointee. (29) Upon acceptance of the employment contract, People and Culture will liaise with the appointee and initiate relocation process in conjunction with the University's preferred provider.
Claim limits	(30) The University will cover household goods relocation costs totalling up to $15,000 AUD only. (31) Travel and temporary accommodation costings are excluded from this limit.
Temporary accommodation	
All appointments	(32) If required, the University can provide the appointee and any dependents with temporary accommodation on campus at International House Darwin (IHD) Guest Apartments. (33) If on campus accommodation is unavailable or unsuitable, alternative accommodation will be sourced by People and Culture. (34) Temporary accommodation arrangements are for a maximum period of four (4) weeks and do not include meals and incidental expenses.

Time limit to claim

(35) The appointee has up to six (6) months from the date of commencement to claim relocation assistance.

(36) Relocation assistance not accessed within the first six (6) months of employment will be forfeited. In extenuating circumstances, the Director People and Culture may approve an extension of this timeframe provided approval is sought within the initial six (6) month period of employment.

Repayment to the University

(37) A staff member of Academic or Professional classification 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 or whose employment is terminated by the University within one (1) year of commencement of continuing employment or does not fulfil the entire period of a fixed-term contract will be required to repay a pro rata amount of the relocation assistance back to the University.

(38) A staff member employed on Senior Executive contract will be required to repay relocation costs to the University unless otherwise waived by the Vice-Chancellor, under the following circumstances:

a. A staff member who resigns within one (1) year of commencement of continuing employment or does not fulfil the entire period of a fixed term contract, whichever period is lesser, will be required to repay part of the relocation assistance in accordance with their contract of employment.

(39) The repayment of relocation assistance does not apply when a staff member resigns due to ill health.

Section 6 - Definitions

(40) Definitions of key terms can be found in the CDU Glossary.

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 outlined in the Charles Darwin University and Union Enterprise Agreement 2025;
c. Dependent for the purposes of these entitlements means:
    i. A spouse or partner of the appointee, or
    ii. A child (including adopted child, step child or foster child), residing and relocating with the staff member
    iii. Any other person who is substantially dependent and resides with you (i.e. elderly parent)
d. Fixed-term contract means employment for a specified term, for which the contract will specify the starting and finishing dates of employment;
e. Organisational unit means college, faculty, centre or other academic unit; a department, or other administrative unit within the University;

(41) f. Relocation means moving to a different location and changing one's place of residence. Normally this means moving to a new city or town where a campus is located.

Section 7 - Non-Compliance

(42) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(43) Complaints may be raised in accordance with the Code of Conduct – Staff and Code of Conduct - Students.

(44) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or parts thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Governance Document Library for the latest version.

Status and Details

Status	Current
Effective Date	12th January 2023
Review Date	12th January 2026
Approval Authority	Vice-Chancellor
Approval Date	12th January 2023
Expiry Date	Not Applicable
Responsible Executive	Peta Preo Director People and Culture
Implementation Officer	Peta Preo Director People and Culture
Enquiries Contact	Peta Preo Director People and Culture

Glossary Terms and Definitions

"Senior Executive" - An employee of the University holding the position of Vice-Chancellor and President, Vice-President, Assistant Vice- Chancellor, Provost, University Secretary, Deputy Vice-Chancellor, Pro Vice-Chancellor, Chief Financial Officer or equivalent.