

Staff - Accessing Relocation Entitlements Procedures

INTRODUCTION

In accordance with the [Charles Darwin University and Union 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.

COMPLIANCE

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

INTENT

This document aims to:

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

RELEVANT DEFINITIONS

In the context of this document

Appointee means a person who has signed a contract of employment with the University but has not yet commenced employment;

Continuing employment means all employment other than fixed-term or casual, as explained in the [Charles Darwin University and Union Enterprise Agreement](#);

Dependant for the purposes of these entitlements means:

- A spouse or partner of the staff member, including de facto partner or same sex partner; or
- A child (including adopted child, step child or foster child), residing and relocating with the staff member.

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;

Organisational unit means school, centre or other academic unit; a department, or other administrative unit within the University;

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;

Senior Executive means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor, Chief Financial Officer or equivalent;

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

Supervisor means a member of staff member of the University who oversees the day-to-day work of a person or group of people.

PROCEDURES

Eligibility

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

- The position was advertised externally (internal positions are not eligible for Relocation Entitlements);
- The position is full-time continuing or fixed term for a minimum period of twelve (12) months;
- The position is classified at Academic Level A and or above and HEW Level 7 or above; and
- 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.

The Office of People and Capability has a yearly budget to fund eligible relocation assistance. Additional relocation assistance may be approved at the discretion of the Director, Office of People and Capability 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

Relocation entitlements may not apply to post-doctoral researchers.

Travel Entitlements

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:

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

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.

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

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

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.

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:

- Appointee: 15 m³ ;
- Appointee with one (1) dependant: 25 m³; and
- Appointee with more than one (1) dependant: 35 m³

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.

To enable the Office of People and Capability to initiate the relocation process, the appointee must provide the following information:

- Estimated pre-pack and uplift date;
- Delivery date;
- Location of uplift;
- Delivery location;
- Contact details for the relocation such as name, phone number, fax number and email;
- Type of goods being relocated, for example, household, car, or animals; and
- Any other important and related details, such as removal from 3rd floor.

Vehicle

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

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 the Office of People and Capability for processing.

Relocation entitlements that are not used within the first six (6) months of employment will be forfeited. In extenuating circumstances the Director, Office of People and Capability 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

A staff member will be required to repay relocation costs to the University unless otherwise waived by the Director, Office of People and Capability, under the following circumstances:

- 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
- 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.

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

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

Currency Conversion

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

ESSENTIAL SUPPORTING INFORMATION

Internal

[Charles Darwin University and Union Enterprise Agreement](#)

[Human Resource Policy](#)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Jul 2016
Sponsor:	Deputy Vice-Chancellor, Operations		
Contact Officer:	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	30 May 2012	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	24 Jul 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Converted document to current template • Updated and added hyperlinks • Minor changes to wording, grammar and formatting
2.00	2 Jul 2014	Vice-Chancellor	<p>Major Review in line with Charles Darwin University and Union Enterprise Agreement 2013</p> <ul style="list-style-type: none"> • Definition for Organisational Unit and Staff Member • Amend PVC Strategy and Planning to Chief Operating Officer to reflect role responsibility change. • Amend ED Finance and Asset Services to Chief Operating Officer reflect role responsibility change. • Amend ED Corporate Service to Deputy Chief Operating Officer reflect role responsibility change. • Removal of flow chart in line with current Procedures Template • Temporary accommodation period increased from 2 weeks to 4 weeks • Removed heading Settling In Allowance and replaced with Temporary Accommodation • Removed heading Airfares • Included new heading Exceptional Circumstances • Minor syntax rework, sentence structure
2.01	30 Jul 2014	Vice-Chancellor	<p>Error identified and the following changes made</p> <ul style="list-style-type: none"> • Under Vehicle, minimum appointment changed from 1 year to 2 years • Eligibility criteria has been amended • Under Temporary Accommodation, arrangements for animals has been removed • Under Travel Entitlements, reimbursement of overnight accommodation has been removed
2.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> • Conversion to new template due to new University branding • Updated definitions and hyperlinks • Added Sponsor, Deputy Vice-Chancellor, Operations • Replaced Human Recourse Services with People and Capability