RELOCATION ENTITLEMENT

1 PURPOSE

These procedures facilitate the appointment of new employees by providing information about financial assistance available to eligible employees about reimbursement of relocation expenses, from the place of recruitment to the relevant CQUUniversity Campus. This financial assistance does not include any costs of return to the employee’s original location.

2 SCOPE

Only appointments at HEW Level 7 and above, Academic appointments and TAFE Teacher appointments will attract entitlements as outlined in these procedures. Exceptions to this rule may be approved by the relevant University Executive or nominee.

When a new continuing or fixed-term employee with an appointment of three years or greater is appointed, the University will pay appropriate relocation reimbursement provisions, as per the table provided below. These provisions cover relocation from the appointee’s place of recruitment to the relevant CQUUniversity Campus.

3 EFFECTIVE DATE

02 February 2016

4 LEGISLATIVE AUTHORITY

Nil

5 PARENT POLICY

There is no parent policy.

6 PROCEDURE

Relocation Reimbursement Provisions

<table>
<thead>
<tr>
<th>Within Australia</th>
<th>Overseas</th>
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| (a) Travel | Economy one-way air fares for employee, partner and dependent children (to be arranged through CQUUniversity’s Travel Company Travel Crew (domestictravel@cqu.edu.au)).  
  or  
  Reimbursement for the shortest route using appointee’s own vehicle.  
  Reimbursement for the use of a private vehicle will be made, according to the RACQ Distance Calculator, at the rates outlined on the Australian Tax Office Website, and calculated depending on size of vehicle as outlined. The amount will not exceed the equivalent one way economy airfare up to the |
| | Economy one-way air fares for employee, partner and dependent children, plus necessary accommodation (to be arranged through CQUUniversity's Travel company Travel Crew(internationaltravel@cqu.edu.au)). |

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CQUUniversity CRICOS Provider Code: 00219C
<table>
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<td>maximum of $500.00.</td>
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<tr>
<td>The amount may be claimed by providing a signed Relocation Transportation Declaration form to People and Culture Directorate. Where the trip is longer than 700 km, overnight accommodation will be reimbursed up to $200 per night (one night per 700 km) and on presentation of original receipts.</td>
<td></td>
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<td><strong>NB:</strong> Dependants of the employee, who do not accompany the employee, retain the entitlement to air travel or road travel (equivalent to a one way economy airfare up to the maximum of $500.00) for up to six months from the date of the employee’s travel.</td>
<td></td>
</tr>
<tr>
<td>The University will provide assistance towards removal expenses up to a maximum of $5,000 inclusive of GST, for the relocation of professional, personal and household effects including one motor vehicle. To be considered for assistance towards removal expenses, new employees must provide three written quotes for removal of personal and household effects including one motor vehicle on a door-to-door basis. Written quotes must be received by People and Culture Directorate far enough in advance of the anticipated removal date to allow for consideration of the quotes submitted and communication back to the new employee of the accepted quote. New employees are then responsible for organising the removal with the company whose quote the University has accepted. Quotes should include insurance costs and normally the lowest quote will be accepted for reimbursement. Reimbursement for removal/relocation of personal and household effects including one motor vehicle will be claimed upon submission of original receipts. In circumstances where the applicant requires up front assistance, they should discuss this with the Supervisor of the role.</td>
<td>The University will provide assistance towards removal expenses up to a maximum of $10,000 inclusive of GST, for the relocation of professional, personal and household effects. To be considered for assistance towards removal expenses, new employees must provide three written quotes for removal of personal and household effects on a door-to-door basis. Written quotes must be received by People and Culture Directorate far enough in advance of the anticipated removal date to allow for consideration of the quotes submitted and communication back to the new employee of the accepted quote. New employees are then responsible for organising the removal with the company whose quote the University has accepted. Quotes should include insurance costs and normally the lowest quote will be accepted for reimbursement. Reimbursement for removal/relocation of personal and household effects will be claimed upon submission of original receipts. In circumstances where the applicant requires up front assistance, they should discuss this with the Supervisor of the role.</td>
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**Note:** The above maximum allowances are a contribution towards the total cost of removal and do not necessarily cover all direct or indirect costs. If costs are less than the maximum amount, the balance is not regarded as a credit to the appointee.

**Concurrent Appointments**

6.1 Where the University appoints partners within 6 months of each other they shall be treated as separate individuals for the purpose of travel and settling-in allowance. Transfer of effects for the household and travel in respect to dependent children will only be claimable by one of the appointees.

**Appointments of at Least One Year, but Less than Three Years Duration**

6.2 A pro-rata amount will be provided to appointments of at least one year, but less than three years duration in accordance with the table at section 2.
Exceptional Circumstances

6.3 The Relocation Reimbursement Provisions table above outlines the maximum entitlements that will be applied. However, a higher amount may be warranted for appointments to hard-to-recruit positions, or in the special circumstances of a particular applicant (e.g. for an appointee who believes that their particular circumstance would cause them to be seriously disadvantaged by the limits imposed). Final approval for an increased amount will rest with the relevant University Executive or nominee.

6.4 Any application outside these procedures must be submitted to the Recruitment and Planning Team at recruitment@cqu.edu.au (in consultation with Financial Services regarding taxation advice) prior to the appointee commencing, for consideration by the University Executive or nominee. Anything outside of these procedures will be arranged by the relevant section, with advice provided to People and Culture for retention on the employees’ file.

Time Limit to Claim for Reimbursement

6.5 An employee has a maximum period of 12 months from the date of appointment to claim for relocation expenses.

Settling-in Allowance

6.6 The University will provide a one off allowance payment of $1000 to eligible appointees to assist with settling in expenses. It will be paid as a taxable allowance via Salaries within the first month of employment.

Repayment to the University

6.7 A minimum service period applies; this is the lesser of either three years of effective service to the University or the period of the appointment specified in the contract of employment. If an employee resigns before completing the minimum service period, the employee will repay to the University a proportionate amount of the removal and relocation expenses paid by the University.

6.8 The amount to be repaid to the University by the staff member will include travel, settling-in-allowance and removal costs, and will be calculated as follows:

\[
\frac{(1095 \text{ days} - \text{days worked}) \times \text{Expenses Paid}}{1095 \text{ days}}
\]

6.9 The University will consider an application to waive some or all of the repayment on compassionate grounds, where the employee has clearly demonstrated that pressing personal circumstances require early termination of employment. Such grounds will not include seeking or taking up employment elsewhere. Only the relevant University Executive has the authority to waive the repayment.

6.10 If an employee is terminated by the University within the above timeframe due to redundancy or other reasons not related to Serious Misconduct, the University will not seek reimbursement.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

7.1 Director, People and Culture or nominee is responsible for ensuring these procedures are followed.

Records Management

7.2 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Place of recruitment means the applicant’s or employee’s place of permanent residence, unless otherwise determined by the Director, People and Culture or delegate.
**Dependant** means the employee’s partner and/or child (under 18, or under 21 if a full time student) and/or any other person approved by the University who lives with the employee and who is fully or substantially dependent on the employee, and who travels to the University location either with the employee, or within six months of the employee’s relocation.

**Personal and household effects** means those possessions of the employee and dependants, which require removal because they are necessary to re-establish a household. The University does not include under this definition: air or water craft of any kind, caravans, trailers, weapons, hazardous substances, dangerous goods, animals, plants, livestock, musical instruments, valuable works of art, sculptures, installations, collections (e.g. coins, stamps, clocks, ephemera) or items associated with the employee’s private business activities.

**University Executive** includes Vice-Chancellor, Provost or Deputy Vice-Chancellor.

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

### 9 RELATED LEGISLATION AND DOCUMENTS

#### Related Policy Document Suite

- Recruitment and Selection Procedure

#### Related Legislation and Supporting Documents

No further related documentation.

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<td>Vice-Chancellor and President</td>
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<tr>
<td>Advisory Committee to Approval Authority</td>
<td>Vice-Chancellor’s Advisory Committee</td>
</tr>
<tr>
<td>Administrator</td>
<td>Director, People and Culture</td>
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<td>Next Review Date</td>
<td>10/02/2019</td>
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<td>Vice-Chancellor and President 15/01/2007</td>
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<td>Vice-Chancellor and President 27/02/2008; Director, People and Culture 04/03/2008; Executive Director (Corporate Services) 08/01/2009; Vice-Chancellor and President 03/09/2012; Minor Amendments Director, People and Culture 31/01/2013; Vice-Chancellor and President 10/02/2016</td>
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