## Relocation Guidelines

1. **PURPOSE**

The University aims to appoint the highest calibre of employees. In striving to do so the recruitment process often needs to be conducted more broadly than the local region to encompass Australia wide and international candidates. Relocation is an integral part of the recruitment process and as such it is important that it is a continuation of a positive experience with the University for the successful appointee. This document provides an overview of the types of assistance the University offers in the process of relocation.

1. **ELEGIBIITY**

Relocation assistance may be offered to a new staff member at the discretion of the Dean or Director of the Faculty or Business Unit making the appointment. The offer of relocation assistance is discretionary and dependent upon the availability of funds and may be offered to appointees whose contract is for a minimum term of three years.

The relocation assistance amount offered, and any conditions relating to it, such as flights and temporary accommodation, will be clearly outlined in the *Letter of Offer* sent to the successful candidate.

All costs associated with relocation will be borne by the Faculty or Business Area.

1. **POLICY PRINCIPLES**

Due to varying locations and diverse personal circumstances each appointee will have different relocation needs. Relocation assistance can be offered in the form of financial reimbursement, relocation resources provided or booked on the new staff member’s behalf, or a combination of both. The funds allocated are to contribute towards the costs incurred in relocating to Canberra to work at the University; they are not intended to cover all the costs incurred.

Typically, relocation support will be provided in the following three categories:

* 1. ***Accommodation***

The University may provide temporary accommodation for up to a maximum of two weeks. This accommodation is generally arranged through ‘Accommodate Canberra’ and is typically a serviced apartment located centrally within Canberra’s CBD.

* 1. ***Visa***

The University may make the relevant nomination application to the Department of Immigration and Citizenship and pay the employer’s nomination application fee.

All other costs relating to the visa application (such as medical examinations, police checks, employee visa application fees etc) will be the responsibility of the new staff member unless otherwise agreed with the Dean or Director of the relevant Faculty or Business Unit. (It is important to make the new staff member aware that these fees are tax deductible).

* 1. ***Financial Support***

Funding may be granted to contribute towards the cost of:

* + - The removal of personal, professional and/or household effects, including insurance costs;
		- The temporary storage of personal, professional and/or household effects; normally not exceeding one month, including insurance costs;
		- One-way economy class airfare(s) for the new staff member and their dependent(s) via the most direct route from the place of residence to Canberra or;
		- Motor vehicle expenses such as petrol and tolls and any accommodation, meals, and other incidental travel costs incurred during the one-way road journey to Canberra;
		- Taxi hire and transfers from the airport to the temporary or new place of residence;
		- The assistance of a relocation company such as ‘Auslocate’; and
		- Temporary accommodation in addition to the initial two weeks provided by the University.

The table below provides estimates for this financial support. The figures are to be used as a guide when making an offer of employment to a successful candidate. In a highly competitive market, the Dean or Director may use discretion and go beyond these figures to secure an appointment. However, it is worth noting that these figures are commensurate with what other Australian universities are currently offering for relocation.

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| --- | --- |
| Location | Average budget allocation for removal |
| **Single****AUD$** | **With dependents****AUD$** |
| United Kingdom | Up to $10 000 | Up to $15 000 |
| United States & Canada | Up to $10 000 | Up to $15 000 |
| Europe | Up to $10 000 | Up to $15 000 |
| Asia (incl. India, China, Singapore)  | Up to $8 000 | Up to $12 000 |
| New Zealand | Up to $8 000 | Up to $12 000 |
| NT, SA, VIC, QLD, TAS & NSW | Up to $5 000 | Up to $7 500 |
| West Australia | Up to $7 500 | Up to $9 000 |

* 1. ***Reimbursement***

Relocation costs not paid directly to a provider (e.g. Removalist Company) will be reimbursed once the successful candidate has commenced their employment with the University. Reimbursement will only be provided on the production of original receipts for expenses genuinely incurred as part of the relocation process. The amount reimbursed is not to exceed the amount stated in the Letter of Offer. Receipts for reimbursement should be provided to the Business Manager within the Faculty or Business Unit no later than six months from commencement at the University.

The Australian Taxation Office (ATO) may regard the University’s contribution towards a staff member’s relocation expenses as taxable income.  Therefore, the staff member should keep all relevant receipts for submission to the ATO, if required.

Please note that if the costs claimed do not reach the total amount of financial support offered, the balance will not be given as a credit to the appointee.

* 1. ***Separation from the University of Canberra***

Relocation support is granted on the basis that the new staff member will serve a minimum term of three years with the University. Should the appointee voluntarily end employment within this three-year period, reimbursement to the University for relocation expenses will be payable as outlined in the table overleaf:

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| --- | --- |
| Employee voluntarily leaves within | Percentage of expenses to be reimbursed |
| 1-12 months | 75% |
| 13-18 months | 50% |
| 19-24 months | 25% |