

Relocation Assistance

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1.0 Purpose

This procedure outlines the relocation assistance and the incentives available for both new and current appointees who are required to relocate in order to assume a new role at Griffith University (referred to as 'the University'). It encompasses a range of relocation and immigration support services that may be extended to appointees, serving as a mechanism to attract top-tier talent to the University.

2.0 Scope

This procedure applies to new continuing or fixed term appointments, where appointees are required to relocate to take up their employment with the University. It is not applicable to appointments involving casual or sessional staff, unpaid visitors, or honorary or adjunct appointees.

3.0 Procedure

Where a new appointee needs to relocate to take up a position, the University may provide assistance with removal and relocation expenses and, where relevant, with immigration processes and documentation.

3.1 Eligibility

The University may offer relocation assistance to new appointees in the following circumstances:

- Where the appointee is taking up an academic position, a postdoctoral research fellowship, or an administrative or technical position at HEW 8 or above; and
- Their current principal place of residence is further than 100km from the primary campus location of their new position; and
- The appointment is for a period of at least two years.

For appointees at levels not included in the categories mentioned and for fixed term appointments of less than two years, assistance will be evaluated individually, taking into consideration the necessity for specialised expertise or skills. In cases where external funding supports the appointments, the provision of relocation assistance will be subject to the discretion of the delegate or the funding entity.

Immigration assistance provided on this basis must meet the requirements of the Department of Home Affairs.

3.2 Recruitment and Selection

In collaboration with the Talent Acquisition team, the hiring manager or designated Delegate will assess the probability of needing relocation and immigration support. This assessment should encompass possible expenses and recruitment prerequisites, including Labour Market Testing, at the outset of the recruitment process.

Where it is determined that the preferred candidate will require relocation, the Delegate will engage in negotiations regarding relocation assistance in alignment with this Procedure. These terms will be formally incorporated into the offer of employment.

The relevant Delegate will communicate the agreed-upon relocation assistance details to the Talent Acquisition team for inclusion in the written offer and provide guidance on the preferred relocation service provider.

3.3 Relocation and removal assistance

The University may offer assistance to cover expenses incurred by an appointee and their approved dependents, subject to approval by the relevant Delegate. It's important to note that relocation assistance is only available for expenses and services that are exempt from Fringe Benefits Tax (FBT).

The relocation amount provided aims to make a reasonable contribution towards the overall relocation expenses and is not meant to cover all costs. If the actual expenses incurred are lower than the allowances provided, the remaining balance will be retained by the University.

For Domestic Relocation, the maximum payable amount is capped at \$15,000 AUD (excluding any applicable visa costs).

For International Relocation, the maximum payable amount is capped at \$25,000 AUD (excluding any applicable visa costs).

In exceptional cases where relocation expenses exceed these limits, a written request to increase the relocation assistance amount must be submitted and approved by the Delegate.

Inclusions available as follows:

Type of Assistance	Primary inclusions	Discretionary inclusions	Not included
Removal	Reasonable household, personal and professional effects.	Pet, car transportation	Boats, caravans, high value works of art.
Insurance Costs	Domestic calculated at 2.5% per \$1000 of declared effect values		High value inventory items
	International calculated at 3.5% per \$1000 of declared effect values		

Travel (Public)	Economy class airfare(s) or rail fare(s), or other public transport for the appointee and their dependant(s) via the most direct route from the place of residence, plus reasonable associated airport or rail station transfer costs;		Travel insurance for the travel undertaken
Travel (Private)	Reimbursement of private travel costs via personal motor vehicle may include reasonable accommodation, meals, fuel, tolls and other travel-related costs incurred during the one-way journey by the most direct route.		
Storage	Storage for an interim period normally not exceeding two months. Removal from storage to new residential premises	Additional storage beyond initial two months.	
Temporary Accommodation		Reasonable temporary accommodation costs, excluding meals and other incidental expenses, may be reimbursed for up to four (4) weeks	
Local establishment		Reasonable costs for connection of essential utilities (power, water, gas, telephone, internet) necessarily incurred to set up the new place of residence;	
Destination Services		Direct assistance with services such as finding a new home, school enrolment, etc.	

3.4 Arrangement and payment of relocation service

The University is responsible for organizing and disbursing relocation assistance, adhering to the approved terms included in the offer of employment or any subsequent written agreements.

Relocation arrangements, including removal services, flights, and other authorised inclusions, are coordinated through the University's preferred supplier. These costs are covered by the University in accordance with pre-established rates, which are periodically adjusted to reflect increasing costs to deliver the service.

In cases where an individual prefers to arrange their own removal services, they should provide a quote from their chosen provider. The University's preferred supplier will also offer a quotation for the University's consideration, and the selected provider will be communicated to the individual.

For other approved expenses eligible for reimbursement, the appointee is required to provide original receipts (with a copy retained for themselves) within the initial twelve (12) weeks of commencing employment. The University will reimburse the appointee for expenses up to the maximum agreed amount.

Where relocation expenses are incurred in a currency other than Australian dollars, the reimbursement to the appointee will be calculated using the exchange rate in effect on the date when the expense was incurred.

If the total relocation expenses amount to less than the approved sum, the appointee cannot exchange the unused amount for cash.

3.5 Early cessation of employment

If for any reason other than ill health, the appointee voluntarily terminates service with the University before completing a term of three (3) years, or the term of their appointment where it is less than 2 years, the appointee will be required to repay a pro-rata proportion of the assistance granted to the University.

The relevant delegate has the discretion to waive repayment of travel and removal assistance in exceptional circumstances. However, any waived amount remains subject to Fringe Benefits Tax at the applicable current rate.

3.6 Immigration Assistance

The University may sponsor non-citizens on an appropriate visa as required for academic and senior professional staff appointments. When the University appoints a non-citizen who does not have the right to work in Australia, there may be additional costs and obligations.

3.7 Visas

Approval of the type and timing of the visa application is provided by the relevant delegate. The allocation of costs will be paid by the University and the appointee, depending on the conditions negotiated at the time of appointment and subsequently approved.

The University arranges preparation and lodgement of sponsorship and visa applications through the our preferred supplier. Costs will be met by the Element based on agreed rates with the supplier and the current fees and levies governed by the Government.

4.0 Definitions

Appointee means a person who has been selected for, and offered, a position at the University. This includes someone new to the University and an existing staff member who has been offered a new position.

Delegate means a person authorised to carry out a delegation or act on behalf of the University.

Dependant

- employee's partner who lives with the employee on a bona fide domestic basis;
- child(ren) under 18, or under 25 if a full-time student; and/or
- any other person approved by the University who lives with and who is fully or substantially dependant on the appointee.

Department of Home Affairs means the Australian Commonwealth Government Department which is responsible for federal law enforcement, national and transport security, criminal justice, emergency management, multicultural affairs, settlement services and immigration and border-related functions.

Personal and household effects are those possessions of the employee and dependants, which require removal because they are necessary to re-establish a household.

Professional Effects are items that belong to the appointee which require removal as they are necessary to maintain the appointee's work and professional development. These typically may include a library, computer, and research equipment.

For advice and support contact policy@griffith.edu.au for Governance and Operational policy documents.

5.0 Information

Title	Relocation Assistance Procedure
Document number	2023/0001119
Purpose	The purpose of this procedure is to provide guidance and assistance in relation to the relocation for appointees who may need to relocate to take up a new position at Griffith University.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education
Approval date	October 2023
Effective date	October 2023
Review date	2026
Policy advisor	Head, Talent Acquisition
Approving authority	Director, Human Resources

6.0 Related Policy Documents and Supporting Documents

Legislation	Migration Act 1958 (Cth) National Health Security Act 2007 (Cth)
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Policy	Talent Acquisition Policy
Procedures	Pre-Employment Screening Procedure Talent Acquisition Procedure
Local Protocol	N/A
Forms	N/A