1. **PURPOSE**

The purpose of these guidelines is to provide a guide on the provision of removal and relocation assistance in accordance with the Removal and Relocation Assistance policy. Given the competitiveness of the recruitment market there is a need for flexibility in the range of assistance Senior Officers may offer an appointee.

Normally no relocation assistance is given for appointments of less than two years although for appointments of more than one year and less than two years the relevant Senior Officer may exercise discretion on the determination of a contribution towards removal and/or relocation expenses.

2. **DEFINITIONS**

2.1 **Delegate**

Delegate means a Council member, University officer or University committee authorised to carry out a delegation or act on behalf of the University.

2.2 **Dependant**

- employee's partner who lives with the employee on a bona fide domestic basis; and/or
• child(ren) (under 16, 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
dependent on the appointee.

2.3 Personal and household effects
Those possessions of the employee and dependants, which require removal because they are
necessary to re-establish a household. Personal and household effects generally do not include
items such as boats, caravans motor vehicles, works of art etc, however the relevant Senior
Officer has discretion within their delegation to negotiate on such items. Expenses associated
with the relocation of pets would not usually be paid by the University.

2.4 Professional Effects
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.

2.5 Eligible Expenses
Eligible expenses are those expenses directly associated with travel of the appointee and
dependants, provided that those dependants are not in receipt of relocation expenses
assistance from another source, to take up residence in the region and the removal of
reasonable personal, professional and household effects. It may also cover expenses directly
incurred as part of the initial "set-up" or establishment costs.

2.6 Minimum appointment period
The minimum appointment period for removal assistance is normally 2 years.

3. REMOVAL ASSISTANCE
The University may provide assistance for expenses incurred by an appointee and approved
dependants for removal of reasonable household, personal and professional effects (including
insurance) as agreed by the relevant Senior Officer. The standard allowance is up to a 6m or 20 ft
standard shipping container with volume 33.2m³ or 1172cu ft, or equivalent removal volume.

The relevant Senior Officer will normally determine removal assistance as:
• a maximum amount specified for removal expenditure, or;
• a specified volume of removal; or
• a combination of both of the above;
which will constitute the University's maximum contribution toward the cost of removal having regard
to these guidelines.

Removal assistance includes:
• removal including insurance costs;
• storage for an interim period normally not exceeding two (2) months;
• removal from storage to new residential premises.

Any variation to the standard amount may be negotiated with the appointee and approved by the
relevant Senior Officer. Appointees will normally be required to obtain quotes from the University's
preferred suppliers detailing items and costs.

4. CLAIMABLE RELOCATION COSTS
The University may provide assistance for expenses incurred for relocation of appointee and
dependants as agreed by the relevant Senior Officer.

Claimable standard relocation costs include:
Removal and Relocation Assistance Guidelines

- Transport costs from existing place of residence to the Brisbane or Gold Coast region which is normally limited to:
  - Economy class airfare(s) for the appointee and their dependant(s) via the most direct route from the place of residence, plus reasonable associated airport transfer costs; or
  - Where the appointee chooses to travel via motor vehicle, they may be reimbursed reasonable accommodation, meals, fuel, tolls and other travel-related costs incurred during the one-way journey by the shortest most direct route up to the value of economy air travel.
  - Reasonable costs for connection of essential utilities (power, water, gas, telephone, internet) necessarily incurred to set up the place of residence;
  - Reasonable temporary accommodation costs, normally for up to four (4) weeks.

5. QUOTATION ASSISTANCE

Human Resources will provide details of preferred companies from which removal quotes may be sourced. It would normally be a requirement that at least two (2) quotes are obtained to provide a reasonable basis for the relevant senior officer to make a decision on the provision of removal assistance, however this may vary dependent on individual circumstances. HR Advisory Services will provide advice and assistance with obtaining quotations.

6. REPAYMENT OF REMOVAL AND RELOCATION ASSISTANCE

This assistance is granted on the terms that, if for any reason other than ill health, the appointee voluntarily terminates service with the University or their employment is terminated by the University for reasons of unsatisfactory work performance or misconduct before completing a term of three (3) years, or the term of their appointment where it is less than 3 years, the appointee will be required to repay a proportion of the assistance granted to the University.

The amount to be repaid will be calculated on a pro-rata basis, based on the number of months in the term which the appointee does not serve. The number of months will be calculated as a proportion of the term. For example, an appointee on a 3 year term who resigns after two years will be required to repay one third (1/3) of the assistance provided.

The relevant senior officer, or the delegate as set out in the Staffing Delegations: Academic Groups, may waive repayment of travel and removal assistance in special circumstances. However, any amount so waived is subject to Fringe Benefits Tax at the applicable current rate.