

## Removal and Relocation Assistance Guidelines

<b>Approving authority</b>	Executive Group
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<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>   Human Resources   <a href="mailto:hrservices@griffith.edu.au">hrservices@griffith.edu.au</a>
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<b>TRIM document</b>	2017/0000381
<b>Description</b>	These guidelines are to be used in conjunction with the Removal and Relocation Assistance policy in the provision of removal and relocation assistance.

### Related documents

[Recruitment and Selection Policy](#)  
[Recruitment and Selection Procedures](#)  
[Removal and Relocation Assistance Policy](#)  
[Travel Policy](#)

[\[Purpose\]](#) [\[Definitions\]](#) [\[Removal Assistance\]](#) [\[Claimable Relocation Costs\]](#) [\[Quotation Assistance\]](#)  
[\[Repayment of Removal and Relocation Assistance\]](#)

## 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 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.

### 2.2 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.

### **2.3 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.

### **2.4 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.

### **2.5 Minimum appointment period**

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

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## **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 33.2m<sup>3</sup> 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.

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## **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:

- 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.
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## **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.

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## **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.