Relocation Guidelines and Procedure

1. Introduction and Scope
The University of New South Wales (UNSW) is committed to attracting and retaining high quality staff. Consequently, it will endeavour to source candidates from a wide field, both interstate and internationally. Candidates who are offered a position at UNSW may be eligible for relocation assistance, which will help to ensure that their move to take up employment with UNSW is as smooth as possible.

These guidelines apply to all new appointees to the University and current UNSW staff who have been offered a new position with the University, and who are required to relocate in order to take up that position.

Relocation assistance is not an entitlement, and if provided, is not intended to cover all costs associated with relocating to UNSW. The amount of relocation assistance provided, if any, will be negotiated at the time of finalising the letter of offer and will be confirmed in writing to the appointee by their Human Resources Representative, in the form of a Relocation Agreement.

2. Definitions

Appointee means a person who has received an offer of employment from the University, including current UNSW employees.

Partner means the appointee’s spouse of de-facto partner.

Dependent means individuals for whom the appointee is the primary care giver and who reside with the appointee. This may be dependent children who are aged 18 years and under; dependent full-time students aged up to 25 years; dependents who are elderly; or dependents who are over 18 years of age with a disability.

Relocation assistance means the monetary allowance provided to the appointee to support covering the costs associated with relocation to a UNSW location (usually Sydney or Canberra).

3. Eligibility
The provision of relocation assistance is not guaranteed, and is determined at the sole discretion of the delegated officer within the work unit (usually the Head of School or Divisional Head).

Appointees may be eligible for relocation assistance if they meet the following criteria:
1. Academic Staff:
a. Be appointed to an employment contract of more than 12 months duration; and
b. Be relocating from a location which is at least 100km from the city or town in which their new position is based (normally Sydney or Canberra).

2. Professional Staff:
   a. Be appointed to an employment contract of more than 12 months duration;
   b. Be appointed to a position at Level 7 or above; and
   c. Be relocating from a location which is at least 100km from the city or town in which their new position is based (normally Sydney or Canberra).

Appointees to casual positions and individuals who have an academic title conferred upon them under the UNSW Conferral of Academic Titles Policy are not eligible for relocation assistance.

4. Amount of assistance available
   The amount of relocation assistance provided, if any, is subject to negotiation. It will be determined and approved by the delegated officer within the work unit (usually the Head of School or Divisional Head) during the employment offer process. The delegated officer will consider various matters (e.g. the appointee’s family situation, the distance of the move, parity issues amongst other recent new appointees, and the work unit budget) in making their decision about the amount of relocation assistance to be offered.

5. Eligible and ineligible items
   The University will only provide relocation assistance for items that are considered eligible as defined by the Australian Taxation Office (ATO).

6. Method of payment
   Appointees who are the recipient of relocation assistance may receive it in one of the following ways:
   a. Direct payment: UNSW will pay pre-approved invoices on behalf of the appointee, within the agreed limits; or
   b. Reimbursement: UNSW will reimburse, upon commencement and production of original receipts, pre-approved costs within the agreed limits; or
   c. Some combination of the above.

Relocation assistance is not available in the form of cash payment(s).

All payments associated with relocation assistance must be made within 12 months of the date of commencement, and are the responsibility of the work unit.

7. Procedure
   No flights should be booked or other relocation arrangements confirmed until formal acceptance of the offer of employment and signed relocation agreement is provided to Human Resources and (if applicable) a working visa is granted by the Department of Immigration and Citizenship (DIAC).

The University has engaged the expert services of Crown Relocations to facilitate the relocation of new appointees from overseas and within Australia. Indicative costs of relocations for singles, couples and families are available from the appointee’s HR
Representative. Crown Relocations can source comparable quotes from other companies; however Crown Relocations will always oversee the whole relocation (exclusive of flights and visa applications) in order to guarantee a seamless and successful relocation. Appointees and/or Business Units should work with their Human Resources team to engage the services of Crown Relocations. For further information regarding Crown Relocation’s suite of services, please visit their website: http://crownrelo.com/.

7.1 Booking airfares
The appointee should decide on the preferred travel dates and source suitable flights. Flight(s) must be one-way, economy class, via the most cost effective route.

The appointee can book and pay for the airfares directly and produce their receipt(s) for reimbursement upon commencement of employment.

Alternatively, the appointee can advise their Human Resources representative of the preferred dates of travel, together with the details of spouse/dependents travelling with them, and the Human Resources representative will liaise with the appointee’s work unit to have the flights arranged via one of the University’s preferred travel agents. In such cases the University will pay for the airfares directly and deduct the total amount spent from the appointee’s relocation assistance amount.

7.2 Arranging relocation of personal effects
At the time of accepting the offer of employment, the appointee is required to provide their Human Resources representative with the following information:

i. Expected date of travel; and
ii. Names, gender, citizenship, and date-of-birth of the accompanying family members.

Following acceptance of the offer (including the relocation assistance agreement), Human Resources will provide Crown Relocations with the new appointee’s relevant details.

Crown Relocations will then arrange a pre-move interview to assess the appointee’s needs and discuss uplift date, storage requirements, insurance options and other relevant matters.

Crown Relocations will provide advice and assistance throughout the move. Once the removal is complete, Crown Relocations will invoice UNSW for the allowable costs associated with the move. Any additional expenses will be invoiced direct to the appointee.

7.3 Sourcing and booking temporary accommodation
It is the appointee’s responsibility to source and book reasonable temporary accommodation, if required. UNSW normally considers reasonable temporary accommodation to be serviced/furnished apartments (or similar).

There are many companies which offer temporary accommodation solutions within Australia, so an internet search is often the best place to start. Some useful websites include:
• New College: http://www.newcollege.unsw.edu.au/sydney/casual-accommodation
• Rentahome: http://www.rent-a-home.com.au
• Stayz: http://www.stayz.com.au

Alternatively, appointees may wish to liaise directly with the administration staff within their new work unit at UNSW, who may be able to provide some information about sourcing temporary accommodation.

UNSW will only support temporary accommodation for up to 8 weeks from the date of arrival in Australia and up to a maximum of one (1) week prior to an appointee’s departure from their home location. If temporary accommodation is required beyond these periods, the appointee will be responsible for all associated costs.

8. Repayment on Cessation of Employment

Where relocation assistance is provided to an appointee, and they leave the employment of the University prior to:

a. Completing three years (i.e. 36 months) of service; or
b. Before the cessation date of their fixed term contract if less than three years; or
c. Does not commence the employment with the University for any reason

The appointee must repay to the University a portion of the relocation assistance provided.

The sum of money to be repaid to the University will be calculated as follows:

| Months of service before resignation/retirement effective: | = | a |
| Total cost incurred by the University: | = | b |
| Sum payable (in $AUD) by appointee: | = | \((36 - a) \times \frac{b}{36}\) |

In cases where the employment of the appointee is terminated by the University, for any reason, within the first 36 months of the employment commencing, the required repayment of relocation assistance will be determined by the Director of Human Resources in accordance with the relocation agreement that the appointee has agreed to with UNSW.