

New Staff Relocation Assistance Procedures

Section 1 - Overview

(1) These procedures provide guidance on the New Staff Relocation Assistance Policy.

Section 2 - Procedures

Eligibility

(2) Human Resource Services (HRS) will advise the Hiring Manager and the New Staff Member of the assistance available towards the cost of travel and removal of personal, professional and household effects in accordance with New Staff Relocation Assistance Policy.

Travel expenses

(3) The University will provide travel (economy class airfares or rail, via the most direct route) for the New Staff Member and his/her Dependent(s) from their existing place of residence to their new place of residence;

(4) The Hiring Manager, in consultation with the New Staff Member, will organise the travel through the University's Travel Booking Tool; or

(5) If travelling by private vehicle from their existing place of residence to their new place of residence, the New Staff Member may claim mileage allowance via the University's expense management system, Promaster. The payment will be made to the new staff member's nominated bank account via EFT.

Relocation assistance

(6) Removal of Personal, Professional and Household Effects

- a. The New Staff Member will be responsible for arranging the uplifting of their effects with a recognised professional removalist of their choice.
- b. The Head of Cost Centre may approve amendment to the amount of removal assistance provided within six months from commencement of employment. Such amendment must comply with clause [5 of the New Staff Relocation Assistance Policy](#).
- c. It is recommended the New Staff Member obtains two quotes for the removal of their effects, irrespective of the value of the total transit. As the University is providing a limited contribution towards these expenses, the New Staff Member is encouraged to accept the lowest quote.
- d. If the removalist costs exceeds the maximum contribution under clause [5 of the New Staff Relocation Assistance Policy](#), any balance will be the responsibility of the New Staff Member.

(7) Methods of payment

- a. There are two methods of payment of removal expenses. In both cases, the University's maximum contribution will be that specified under clause [5 of the New Staff Relocation Assistance Policy](#):

- i. On receipt of an invoice, or
- ii. Reimbursement via the University's expense management system, Promaster.

The reimbursement will be created via Promaster and approved by their line manager. The payment will be made to the new staff member's nominated bank account via EFT.

(8) Currency Conversion

If the costs of relocation are in a currency other than Australian dollars, the amount to be reimbursed to the New Staff Member will be calculated using the rate of conversion applicable on the date the expense was incurred.

(9) Settling in Assistance

(10) Assistance towards short-term accommodation to enable the new staff member to settle in may be provided at the discretion of the Head of Cost Centre.

Insurance

(11) Insurance is the responsibility of the New Staff Member refer clause [7 of the New Staff Relocation Assistance Policy](#). Specifically, the New Staff Member's responsibilities are to protect themselves from all risks associated with the relocation including, but not limited to, having appropriately structured and current insurance policies:

- a. Motor vehicle and travel insurances, as applicable, from their place of residence to their place of employment with the University.
- b. Door to door transit insurance, including any incidental storage insurance, for domestic and international moves of household goods.
- c. Storage insurance of goods occurring during or after the transit.

New Staff holding a Temporary or Permanent Visa

(12) Assistance provided to a New Staff Member holding a temporary or permanent visa will be in accordance with the Department of Immigration and Citizenship legislation. For details, contact HR Recruitment.

Section 3 - Definitions

(13) Dependent means spouse, partner, child or other financial dependent.

(14) Head of Cost Centre normally means the Head of School or Director (as the case may be) of the relevant School or Directorate. Where it is not appropriate for the Head of School or Director to act, or where the circumstances relate to a position reporting directly to a Senior Executive, the Head of Cost Centre will be taken to mean the relevant Senior Executive. Where the matter relates to a Senior Executive, the Head of Cost Centre will be the Vice- Chancellor.

(15) Hiring Manager normally means the staff member from the relevant School or Directorate responsible for the recruitment process.

(16) New Staff Member means a person recruited either from overseas or within Australia relocating from their existing place of residence to their new place of residence to take up a position at the University of New England.

(17) Short-term accommodation means up to three weeks accommodation for a new staff member and accompanying dependents.

Status and Details

Status	Current
Effective Date	27th July 2015
Review Date	14th June 2016
Approval Authority	Director People & Culture
Approval Date	14th June 2013
Expiry Date	To Be Advised
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