



Relocation Expenses

Procedure

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|----------------------|-------------------------------------|
| Approver and Sponsor | Deputy Vice-Chancellor (Operations) |
| Owner | Chief People and Culture Officer |
| Secretary | Corporate Secretary |
| Policy | UP22/15 Talent Acquisition |

1 Purpose

- 1.1 This Procedure outlines the relocation assistance given to Eligible Appointees who are required to relocate to take up their appointment. It includes details of travel and removal entitlements and eligibility criteria for this assistance.
- 1.2 This Procedure is to be read in conjunction with the following –
- Talent Acquisition Policy;
 - Talent Acquisition Procedure; and
 - Visa and Immigration Policy.

2 Roles and Responsibilities

| Role | Responsibilities |
|---------------------|---|
| Policy Owner | <ul style="list-style-type: none"> The designated department, reporting to the Policy Sponsor, who manages the day-to-day operations of the Policy. Responsible for the administration of the Policy including its communication, maintenance and review. |
| Policy Sponsor | Accountable for strategic oversight of the Policy, ensures its alignment with University strategy, and champions compliance with the Policy. The Sponsor is also the approving authority on subordinate documentation. |
| Policy Approver | The ultimate authority on each Policy. |
| Transformation Team | Provide support for the development, review, mapping and operationalisation of Procedures and subordinate documentation. |
| Policy Secretariat | <ul style="list-style-type: none"> The department responsible for the Policy Framework and its governance. The Academic Secretary is the Policy Secretary for Academic Policy. The Corporate Secretary is the Policy Secretary for Institutional and Administrative Policy. The Policy Secretariat is to be contacted via policy@uwa.edu.au. |

3 Definitions

| Term | Definition |
|-----------------------|--|
| Additional Inclusions | Optional relocation services that may be offered if all Core Inclusions have been covered and sufficient budget remains. |
| Approved Supplier | The relocation provider appointed by the University to deliver relocation services and support. |
| Core Inclusions | Core relocation services provided to Eligible Appointees, such as airfares, removal costs, transit insurance and temporary accommodation. |
| Dependents | Children under 18 who are not students, students under 25 studying full-time, or other individuals approved by the University who live with and are substantially dependent on the Eligible Appointee. Relocation expenses are capped at two Dependents. |

| Term | Definition |
|----------------|---|
| Employee | Is defined in Part A section 3 of the UWA Academic and Professional and General Employees Enterprise Agreements 2023. |
| Incidentals | Occasional or minor expenses incurred during travel or relocation. |
| Partner | A person who is a spouse, de facto, or same-sex partner of the Eligible Appointee. |
| Policy | An approved document registered on the UWA Policy Library that expresses requirements for behaviour and practice. |
| Procedure | An approved document that enables compliance with the implementation of Policy principles by providing step-by-step instructions on how to action specific parts of a Policy. |
| Salary Package | An agreement between an employee and the University, where the employee agrees to give up part of their future salary or wages in return for the University providing benefits of a similar value. It is sometimes referred to as salary sacrifice. |
| University | Is defined in Part 1 section 2 of the University of Western Australia Act 1911 (WA). |

4 Procedure

- 4.1 Eligible Appointees may be offered relocation assistance with the approval of the relevant Senior Leader and Talent Acquisition team.
- 4.2 The Talent Acquisition team are responsible for advising the Eligible Appointee of the relocation amount, in consultation with the relevant Senior Leader.
- 4.3 The type and/or maximum amount of relocation assistance must be agreed between the Talent Acquisition team and Eligible Appointee and confirmed in writing in the offer of employment.
- 4.4 Any relocation expenses which are not provided for in this Procedure must be approved by the relevant Senior Leader, including for appointments that are less than 2-years and/or research-funded positions that do not meet all eligibility requirements.
- 4.5 Eligible Appointees have the option of using either the University's Approved Supplier or an external provider to assist with relocation to the contractual location.
 - (a) Approved Supplier: the **University will be invoiced** for eligible expenses up to the agreed amount.
 - (b) External provider: the Eligible Appointee will be **reimbursed** upon commencement up to the agreed amount, and upon providing original receipts to UWA.
- 4.6 If the Eligible Appointee elects to use the Approved Supplier for relocation assistance, the School / Area is responsible for raising a PO for the expense up to the agreed amount.
- 4.7 The Talent Acquisition team will inform the Eligible Appointee of their entitlements and the process for initiating their relocation to the contractual location.

5 Eligibility

- 5.1 Eligible Appointees who are required to relocate to take up their appointment at the University are eligible for assistance with relocation expenses if they meet the following criteria:
 - (a) they hold a Professional and General (P&G) position at Level 8 or above OR they hold an academic position (except for academic role types outlined in 3(B));
 - (b) they hold an appointment of at least a two-year duration; and
 - (c) their current home address is further than 400km from the University.
- 5.2 Casual, sessional, adjunct or honorary appointees are not eligible for relocation assistance under this Procedure.

6 Summary of Relocation Assistance

- 6.1 The actual assistance provided is set out under the various categories of appointment listed below for Fixed Term Appointments of two years or more and Ongoing/Tenured and Tenurable Appointments.
- 6.2 Maximum contribution amounts are provided in Table 1. Exemptions to these amounts must have the approval of the Chief People and Culture Officer.

Table 1: Summary of Maximum Relocation Assistance for Eligible Appointees

| Appointment Category | | Senior Appointments: Academic Level E+ Senior Manager Contracts | All other appointments: Academic Levels A-D P&G Levels 8-10 |
|----------------------|--------------------|---|---|
| International | Eligible Appointee | \$25,000 | \$17,000 |
| | Spouse/Partner | \$6,000 | \$6,000 |
| | Dependent | \$2,500 | \$2,500 |
| Interstate | Eligible Appointee | \$17,000 | \$10,000 |
| | Spouse/Partner | \$4,000 | \$4,000 |
| | Dependent | \$2,000 | \$2,000 |
| Intrastate | Eligible Appointee | \$10,000 | \$6,000 |
| | Spouse/Partner | \$2,000 | \$2,000 |
| | Dependent | \$1,000 | \$1,000 |

** Relocation assistance may be approved for positions endorsed by the Hiring Manager and approved by the relevant Senior Leader. These amounts are provided as a contribution to reasonable relocation costs, up to the maximum amounts outlined above.*

7 Other Considerations

- 7.1 An Eligible Appointee may **Salary Package** the actual costs associated with relocation, or the difference between the amount provided by this Procedure and the total relocation expenses. For information of what costs may be Salary Packaged and the charges involved for accessing this service, please contact People and Culture via people@uwa.edu.au or visit the [Organise salary packaging](#) website.
- 7.2 The Eligible Appointee will be responsible for any costs exceeding the agreed relocation allowance.
- 7.3 No allowances or unused portions of any of the services in this Procedure can be converted to a cash payment.

8 Requirement to Repay

- 8.1 If within the first two years of an appointment, an Eligible Appointee resigns, or their employment is terminated by the University, they will be required to repay to the University their relocation expenses. The amount required to be repaid is as follows:
- (a) 100% of the total within the first 6 months
 - (b) 50% of the total within 6-12 months
 - (c) 25% of the total after 12 months and up to 24 months
- 8.2 The University will deduct the required amount from the Eligible Appointee's final payment. Where there are insufficient funds to cover the required amount, the School, Institute, or Centre will invoice the Eligible Appointee directly for the amount to be repaid.

9 Privacy and Confidentiality

- 9.1 Recording and reporting are completed in accordance with legislative and University requirements.
- 9.2 The Talent Acquisition team is responsible for maintaining records pertaining to relocation in accordance with the University's obligations under the Privacy Act 1988 (Cth) and consistent with our [Information Privacy Policy](#).

10 Monitoring, Review and Assurance

- 10.1 The Chief People and Culture Officer is responsible for approving exceptions, and continuous monitoring of the effectiveness, application, and improvement of this Procedure.

Legislative Context

| Relevant Legislation or Regulations |
|---|
| <i>University of Western Australia Act 1911 (WA)</i> |
| <i>University of Western Australia Statute (2020)</i> |

Appendix A: Summary of Inclusions

Core Inclusions are core relocation services provided to Eligible Appointees. **Additional Inclusions** may only be considered where all Core Inclusions have been paid for and there is excess budget.

Table 1: Summary of Core Inclusions and Additional Inclusions

| Core Inclusions | Additional Inclusions |
|---|---|
| Travel/airfares for Eligible Appointee, partner and dependents <ul style="list-style-type: none"> • Removal expenses including packing, transport, insurance, delivery and unpacking • Transit insurance • Temporary accommodation prior to departure (up to 2 weeks) • Temporary accommodation upon arrival in the contractual location (up to 6-weeks) • Repatriation on completion or termination of appointment (temporary residence visa holders only) • Transportation and insurance of one motor vehicle (interstate or intrastate moves only) | <ul style="list-style-type: none"> • Pet relocation • Airport transfer on arrival in the contractual location • Local orientation programs • Home search • School search • Partner support services • Extended accommodation • Excess luggage |

A.1 Airfares/Travel Expenses

A.1.1 Eligible Appointees who are eligible for relocation assistance that includes airfares are, in the first instance, entitled to the actual cost of one-way economy class airfares for themselves, their **Partner** and any **Dependents**. Travel must be from the place of engagement to the contractual location of work, noting that repatriation costs may apply. All repatriation costs are subject to prior approval and reasonable cost thresholds. Flights must follow the most direct and economical route available (typically standard economy class).

A.1.2 Reasonable travel expenses to and from airports (e.g. taxi or bus) will be covered.

A.1.3 Eligible Appointees relocating from within Australia may choose to travel by rail or road:

- (a) Rail travel: Available up to the equivalent cost of standard economy airfares for the Eligible Appointee, their partner and dependents. Eligible expenses include rail tickets, food, non-alcoholic drinks, **Incidentals** during the journey, and public transport used to get to the train station.
- (b) Road travel: Available for reasonable expenses incurred during the journey, up to the equivalent cost of standard economy airfares for the Eligible Appointee, their partner and dependents. Eligible expenses include petrol, overnight accommodation, food, non-alcoholic drinks, and Incidentals.

A.1.4 If the Eligible Appointee does not use the approved supplier, they must arrange their own airfares/travel.

A.2 Removal Expenses

A.2.1 If relocation includes removal expenses, the University will cover costs including packing, transportation, transit insurance, destination charges, delivery to residence and unpacking of ordinary/standard household goods and personal effects. Transportation of unusual items (such as antiques, wine collections or pianos) is not covered.

A.2.2 If the consignment exceeds the allowable limit, the Eligible Appointee must cover the additional cost unless prior approval is obtained from the School or Centre.

- A.2.3 Essential professional items required for immediate use on or prior to commencement of duty may be transported as air freight at the time of travel, provided they are included in the approved relocation quote.
- A.2.4 Relocation assistance may also cover the transport of research-related assets (such as lab equipment or materials) if essential to the Eligible Appointee's role. These must be approved by the relevant Senior Leader and may be included in the relocation allowance or negotiated separately.
- A.2.5 If storage of household goods and personal effects is required, the University will pay either:
- (a) 100% of storage costs for the first four weeks and 50% of storage costs for a further four weeks; or
 - (b) 100% of storage costs for six weeks.
- A.2.6 For interstate and intrastate relocations, the University will pay for transporting and insuring one motor vehicle.

A.3 Transit Insurance

- A.3.1 Transit (Marine) Insurance cover is provided for both sea and air freight by the approved supplier. The Eligible Appointee must notify the approved supplier if the shipment includes fragile or valuable items.
- A.3.2 In the event of a claim for loss or damage, the Eligible Appointee is responsible for paying any insurance excess.

A.4 Temporary Accommodation Prior to Departure

- A.4.1 If required, the University will cover up to 2-weeks accommodation in the Eligible Appointee's home location after furniture and personal items have been removed and before travel to the contractual location of work.

A.5 Temporary Accommodation upon Arrival in Contractual Location

- A.5.1 If relocation assistance includes temporary accommodation upon arrival to the contractual location, the University will cover up to:
- (a) 100% of accommodation costs for four weeks and 50% of accommodation for another four weeks; or
 - (b) 100% of accommodation costs for up to six weeks.
- A.5.2 If the Eligible Appointee chooses to use the University's approved supplier, the University or the approved supplier will contact them to arrange suitable accommodation on the University's behalf. This accommodation may be in one of the University Colleges, a serviced apartment, hotel or motel.
- A.5.3 If the Eligible Appointee does not use the approved supplier, they must arrange their own accommodation.

A.6 Repatriation (temporary residence visa holders only)

- A.6.1 The University is responsible for repatriating any Eligible Appointee who holds a temporary residence visa following the end of their appointment, including where the appointment ends due to redundancy.
- A.6.2 Exceptions to this ruling are:
- (a) If the employee resigns prior to the end of their appointment, or their employment is terminated by the University, repatriation is at their own cost; or
 - (b) If the employee obtains alternative work in Australia and a new visa is obtained with the new employer, the new employer becomes liable for their repatriation.

End