



RELOCATION GUIDELINES

OVERVIEW

This document has been designed to provide guidance to managers and recruitment consultants who are intending to make an employment offer to a person external to the University of South Australia, who will need to relocate either from interstate or overseas to commence employment.

When a preferred candidate is identified through a recruitment process and is based interstate or overseas, the University may elect to make funds available to contribute towards relocation to Adelaide in order to commence employment, or to relocate to other locations to undertake work for the University.

These guidelines are designed to apply to both academic and professional staff new to the University, who have been or will be offered a continuing or substantial fixed term contract.

1. The Recruiter will discuss the possibility of a relocation allowance with the hiring manager during the 'Approval to Appoint' process.
2. The provision of a relocation allowance is at the discretion of the cost centre manager.
3. Prospective staff will not be eligible for a relocation allowance if another member of their household is also in receipt of a relocation allowance.
4. A relocation allowance will have regard to the following circumstances pertaining to the new staff member
 - the level of appointment of the staff member
 - the amount of funding available
 - whether the new staff member will be relocating from interstate or overseas; and
 - the personal circumstances of the new staff member (e.g. single, relocating with a spouse/partner and/or dependent children).
5. A relocation allowance can be used to cover the following expenses:
 - i. Airfares for self, spouse/partner and dependent children (if relevant)
 - ii. Reasonable removal expenses to transport personal effects from existing location
 - iii. Storage of personal effects
 - iv. Settling in expenses related to short-term accommodation upon arrival in Adelaide
 - v. Other reasonable fringe benefit tax (FBT) exempted expenses (as defined in the University's guidelines on salary sacrificing relocation expenses)
6. The figures in Appendix 1 of this document will be provided to the cost centre manager by the Recruiter as a guide in determining the monetary value of the allowance:
7. Items covered by the relocation allowance must be 'allowable relocation expenses' or otherwise be Fringe Benefit Tax (FBT) exempt. Claiming any expenses that are subject to FBT will attract an FBT liability as an additional cost which will be deducted from the relocation allowance. For further information please refer to the [Guidelines on Salary Sacrificing Relocation Expenses](#).



8. Should a new staff member require assistance with packing and transportation of their personal effects, sourcing long term accommodation, schools for their children, and/or familiarising themselves with Adelaide etc, they can utilise the services of a relocation company with associated costs paid from the relocation allowance. The Relocation Consultant will provide the staff member names of companies who specialise in these services.
9. Should a new staff member require a visa to legally work in Australia, all associated costs required to obtain an appropriate visa (including FBT if applicable) can be paid from the relocation allowance.
10. The University will not take responsibility for relocation costs incurred by a staff member in excess of the approved relocation allowance. Additional funds will only be provided in exceptional circumstances and with the approval of the cost centre manager. Eligible staff members may choose to salary sacrifice further allowable relocation expenses and should contact Payroll Services for further information.
11. The Recruiter will include the amount allocated as one of the conditions of the new staff member's employment contract as well as the relevant relocation clauses.
12. Once the staff member accepts their contract, the Relocation Consultant will receive an email notification (automatically re-directed from Recruitment inbox) that a contract contains Relocation and/or special conditions.
13. The Relocation Consultant will then contact the new staff member to introduce themselves, and to provide them with information about their relocation allowance and to help with their relocation to Adelaide.
14. If required, the Relocation Consultant will work with the Travel Team to make arrangements for flights and short-term accommodation for the new employee.
15. The Relocation Consultant will arrange payment of any invoices relating to shipping or relocation of goods by UniSA. In order to do so, the University must be invoiced directly.
16. Upon commencement with UniSA, the new staff member will be reimbursed for their associated, eligible relocation expenses upon presentation of receipts up to the approved amount. Reimbursement occurs via ProMaster. The Recruitment Consultant will liaise with the new staff member as to the documents that are required and the process they need to follow for reimbursement.
17. The Relocation Consultant will track the staff member's relocation expenses via ProMaster reports and the Finance system to ensure that they do not exceed the approved amount.
18. The relocation allowance must be expended within six (6) months of a staff member commencing employment with the University. Any unspent funds will not be paid as cash in lieu.
19. At the completion of the 6-month period allowed for relocation expenses, the Recruitment Consultant will follow up with the employee to ensure all relevant expenses have been claimed and to then advise the cost centre manager that the allowance can be closed.
20. In the event that the staff member resigns from University within the requisite period specified in the offer of employment, a percentage of the relocation allowance, as per the clause in the staff member's contract, will be required to be repaid.

For further information please refer to the Relocation Guidelines or contact Lisa Whiley-Smith, Relocation Consultant via phone 83020144 or email lisa.whiley-smith@unisa.edu.au



Appendix 1 – Relocation Funds Relative to Classification

- The following figures will be provided to the cost centre manager by the Recruiter as a guide in determining the monetary value of the allowance:

INTERNATIONAL APPOINTMENTS				
Position/Classification	Recommended short term accommodation	Repayment clause	Family	Single/Couple
ELT	6 – 8 weeks	Option 2	Up to \$40,000	Up to \$30,000
Senior Staff (staff governed by the Senior Staff EA)	6 – 8 weeks	Option 2	Up to \$30,000	Up to \$25,000
Academic Level D & E Professional staff at classification HLP	3 – 4 weeks	Option 2	Up to \$25,000	Up to \$20,000
Academic Level A, B & C	2 – 3 weeks	Option 2	Up to \$20,000	Up to \$15,000
Professional staff up to and including classification HEO9	2 – 3 weeks	Option 1	Up to \$15,000	Up to \$10,000
DOMESTIC APPOINTMENTS				
Position/Classification	Recommended short term accommodation	Repayment clause	Family	Single/Couple
ELT	6 – 8 weeks	Option 2	Up to \$30,000	Up to \$20,000
Senior Staff (staff governed by the Senior Staff EA)	6 – 8 weeks	Option 2	Up to \$20,000	Up to \$15,000
Academic Level D & E Professional staff at classification HLP	3 – 4 weeks	Option 2	Up to \$20,000	Up to \$15,000
Academic Level A, B & C	2 – 3 weeks	Option 2	Up to \$15,000	Up to \$10,000
Professional staff up to and including classification HEO9	2 – 3 weeks	Option 1	Up to \$10,000	Up to \$5,000