



Australian Government
Department of Education

Department of Education

Graduate Program Relocation Guide

Opportunity through learning

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Overview

The Department of Education (the department) will provide reasonable relocation assistance for participants of the Graduate Program who are required to relocate to Canberra to take up employment with the department.

This guide should be read in conjunction with the Department of Education Relocation Policy, the Department of Education and Training Enterprise Agreement 2016–2019 and the department's Travel Policy.

This relocation assistance is intended to assist with your relocation costs, but it is important to note it may not cover all of the costs of your relocation so please ensure you familiarise yourself with these guidelines. All requests for reimbursement or prepayment are subject to approval by the People, Culture and Capability Branch Manager.

Eligibility

To be eligible for reimbursement of relocation assistance, you **must**:

- Be relocating to Canberra from another state or territory to take up employment with the department
- Complete the **Request for Relocation Assistance** form
- Complete the **Request for Reimbursement of Relocation Assistance** form
- Retain all your original receipts and records of expenditure relating to relocation to your destination city. If you misplace any of your receipts, you will need to complete a statutory declaration advising the costs and all details associated with the expenditure.

Contacts

If you have any questions regarding relocation assistance please contact the People, Culture and Capability Branch:

Phone: (02) 6121 5000

Email: People@education.gov.au

Relocation Assistance Payment Rates (guide only)

The relocation assistance amount you will be eligible for will depend on your current home location, how many dependants you relocate and your particular situation:

Up to \$2,500	New South Wales, Victoria and South Queensland and metropolitan capital cities that are less than 1,500 kilometres from destination.
Up to \$3,000	Western Australia, South Australia, Tasmania, Northern Territory and North Queensland (Rockhampton and above), regional and rural areas that are over 1,500 kilometres from destination.
Up to \$500	Per dependant <u>other</u> than spouse/de facto.

Relocation Assistance Process

To obtain relocation assistance, you will need to:

- Complete the **Request for Relocation Assistance** form. You will need to identify your relocation needs. On receipt of completion of this form, the department will confirm the capped amount you are entitled to receive.
- Coordinate your relocation and retain all receipts.
- To be reimbursed you will need to complete the **Request for Reimbursement of Relocation Assistance** form and submit to People, Culture and Capability Branch along with your receipts.
- Reimbursement of the approved expenses will be paid into your nominated bank account.

Please note, your **Request for Relocation Assistance** form must be approved by the People, Culture and Capability Branch before any reimbursements can be made.

Prepayment of Relocation Assistance

You can make a written request to the People, Culture and Capability Branch for prepayment equal to your applicable capped amount. These requests will only be considered on a case by case basis such that no graduate is placed under financial stress as a result of relocation. The capped amount will be paid into your nominated bank account at least five (5) days prior to your relocation.

Any un-receipted relocation assistance from a prepayment, must be repaid to the department. The un-receipted amount needs to be repaid as a lump sum payment. This may be paid by cash, cheque or credit card. Within one month of receipts being provided, the department's Finance Operations Unit will issue a Debit Advice Notice and you will have seven (7) working days to repay the money.

Reimbursement

In order for you to receive reimbursement for relocation assistance, it is important that you retain all receipts and records of expenditure relating to your relocation.

Please note, if no supporting receipts and/or documentation are submitted with the claim for reimbursement, the department will not reimburse an employee for relocation costs claimed.

Claimable and Non-Claimable Expenses

The following table outlines the relocation expenses that **can be** claimed *up to* the capped amount:

Personal Transport i.e. car, flights, trains, buses	Car
	<ul style="list-style-type: none">• You and your spouse and/or dependant/s are expected to travel to Canberra by car if you own a vehicle. If you do not own a vehicle, you are expected to travel to Canberra by the most cost effective and direct route.• During your journey it is expected that all road rules and laws will be abided by, the department is not responsible for any costs arising from

any incidents or accidents. To ensure safe travel, it is recommended that you;

- Break and rest every 2 hours
- Share driving responsibilities where possible
- Avoid driving in the dark
- If the distance travelled exceeds 500 kilometres, you are encouraged to seek a night's accommodation to break the journey. Up to \$200 is available for this accommodation and is included in the total capped amount. If you are required to travel more than 1,000 km (or two days driving), we would encourage you to contact People, Culture and Capability Branch to discuss options. In this situation, we may consider alternative arrangements.
- Reimbursement is paid at a rate per kilometre. The mileage allowance covers costs such as fuel, wear-and-tear, tyres etc. Reimbursement of motor vehicle allowance of 75 cents per kilometre up to the cost of the best economy airfare of the day may be available, which will be included in your capped amount.
- To claim any associated costs on tollways, motorways, etc. receipts must be provided.
- Before any payment can be made and before you commence your travel, you must provide the department with a copy of your comprehensive insurance paperwork and a copy of your current driver's licence*

* If someone other than you is the driver, you will need to provide a copy of their driver's licence.

Flights

- Flights are to be best fare of the day. This means that when you are booking your flight, you will need to select the lowest fare that suits your travel needs. Departure time, direct flights and baggage allowance may be considered in the fare selection but upgrades above economy travel or specific seat selection will not be approved. Please keep all documentation i.e. boarding passes for flights.
- You are entitled to claim for one taxi fare from the airport to your temporary/ permanent accommodation.

Bus/Train

- Please keep all documentation i.e. bus/train ticket receipts. You are entitled to claim for one taxi fare from the bus/train station to your temporary/permanent accommodation.

Kennelling and transporting a pet or pets

- Kennelling and transport costs for your domestic pet or pets will be reimbursed upon production of a receipt. Transport and kennelling of pets is to be arranged privately. This cost will be included in the capped amount.

If you are relocating with a spouse and/or dependants

- Removal, storage, transport, packing and unpacking of your household effects from one existing address/ locality only.
- Insurance of removal, storage, transport, packing and unpacking of your family's household effects as defined above.
- Relocation of dependants to Canberra by plane, train, bus or car.

Transport of household items

- The department will provide financial assistance for the removal, storage, transport, packing and unpacking of your household effects by a removalist that is selected by you. The department will only reimburse you for the costs of removals from a single pick up point and will not support the collection of goods from other addresses or retail outlets. The department will not be liable for any insurance or damage claims associated with the relocation.

The following table outlines the expenses that **cannot** be claimed on reimbursement:

- Food purchased en route to Canberra and food purchased during the temporary accommodation period.
- Extended family member's (other than dependants) accommodation en route.
- Fuel for any trip. The mileage allowance covers this expenditure.
- Internet connection.
- Bond money (as these funds are likely to be refunded to you when you move out of the rental property).
- Bank cheque fees associated with bond monies.
- Rent of a permanent property.
- Uplift of additional items such as caravans, trailers, boats and extra vehicles.

Temporary Accommodation

Temporary accommodation is managed by People, Culture and Capability Branch and is designed to assist you with accommodation if your permanent property is not available or you have not secured permanent accommodation on arrival to Canberra.

Up to **14 nights temporary accommodation** is provided. If you require an extension to your temporary accommodation, please contact The People, Culture and Capability Branch. Any requests will be considered on a case-by-case basis by the delegate.

You can relocate to Canberra at a time convenient to you and prior to the commencement of the Graduate Program. People Services will book your temporary accommodation on your behalf and advise you in writing of the details of your accommodation. If you have a vehicle, one car space will be included for the duration of your stay. If you have more than one vehicle, car parking for the additional car must be paid for by you.

You may vacate temporary accommodation earlier if suitable alternative accommodation is secured. However, both the accommodation and the department must be notified in writing at least 48 hours before checking out.

Finding Permanent Accommodation

You are required to actively search for your own permanent accommodation prior to and during your stay in temporary accommodation. Please keep a record of any properties you visit or apply to rent to demonstrate that you are actively seeking permanent accommodation.

In searching for permanent accommodation, real estate agents may ask for contact details in the department to confirm that you will be an employee and your salary and commencement date.

Should you require a reference please ask them to contact the People, Culture and Capability Branch.

To assist in your search for permanent accommodation you may wish to view the following websites:

www.allhomes.com.au

www.realestate.com.au

www.domain.com.au

www.gumtree.com.au

Please note that the department will not cover the cost of any permanent/long term rental property either prior to moving to Canberra or after relocating to Canberra.

Relocating with Spouse and/or Dependants

For the purpose of relocation, a spouse and/or dependant/s are classified as the following:

Spouse/De facto: A person who is a member of a couple and resides at the same residential location as you. Proof of the same residential address (e.g. phone/utility bill with both names) will need to be forwarded to the People, Culture and Capability Branch.

Dependant: A child, parent or other dependant relative of you or your spouse, who ordinarily resides with you and who is wholly or substantially dependent on you or your spouse. Documentation (for example, Centrelink documentation, birth/adoption certificate etc.) will need to be provided to the People, Culture and Capability Branch.

Government Rates for Expenditure

We recommend that you ask major suppliers, such as removalists, if they offer a government rate for the costs of services. If you require proof of your employment to obtain a discounted rate, please contact People, Culture and Capability Branch.

Financial Consequences for Not Commencing Employment

If you receive relocation assistance and later decide not to commence work with the department, the entire amount must be repaid to the department as a lump sum payment within seven days of notifying of your decision not to join the department.