



Relocation assistance (Revision 1)

Target audience: All Great Barrier Reef Marine Park Authority employees engaged under the Public Service Act 1999

Purpose

1. To provide for the consistent compensation of relocation expenses, which may be offered to new and existing employees relocating to take up an employment opportunity within the Great Barrier Reef Marine Park Authority (the Authority).

Context/scope

1. The Authority's main office is in Townsville, Queensland. Regional offices are in Cairns, Mackay, Gladstone and Yeppoon with a satellite office also located in Canberra, the Australian Capital Territory. Assistance may be provided in some circumstances where employees are required to relocate to, or between, locations that have an office of the Authority from elsewhere in Australia.
2. This document provides the framework (policy and process) for approval of reasonable relocation assistance for employees (new and current) relocating to take up:
 - 2.1. ongoing engagement with the Authority;
 - 2.2. temporary reassignment of duties or non-ongoing engagement within the Authority;
 - 2.3. permanent reassignment of duties to, or within, the Authority;
 - 2.4. promotion within, or to, the Authority.
3. Casual employees are not eligible for relocation assistance.

Definitions

- **Casual** has the same meaning as defined by the Authority's Enterprise agreement (document no. 100114, on the [master document list](#)).
- **Dependant** has the same meaning as defined by the Authority's Enterprise agreement (document no. 100114, on the [master document list](#)).
- **Employee** means a person employed by the Authority on an ongoing or non-ongoing basis under the *Public Service Act 1999*.¹
- **Non-ongoing engagement** means a person engaged as an Australian Public Service (APS) employee for a specified term or for the duration of a specified task, as stated in section 22(2)(b) of the *Public Service Act 1999*.
- **Ongoing engagement** means a person engaged as an ongoing APS employee, as stated in section 22(2)(a) of the *Public Service Act 1999*.
- **Partner / spouse** has the same meaning as defined by the Authority's Enterprise agreement (document no. 100114, on the [master document list](#)).

Related documents/ legislation

- *Public Service Act 1999*
- *Public Service Regulations 1999*
- Department of Finance's Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare
- GBRMPA Enterprise agreement (document no. 100114, on the [master document list](#))
- Delegation – CEO – People Services (document no. 100380, on the [master document list](#))
- Accountable Authority Instructions (document no. 1000199, on the [master document list](#))
- Travel – Official Policy (document no. 100019, on the [master document list](#))

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Replaces: version 0 (dated 13-Feb-2013)

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Document originator: Assistant Director, Workplace Relations and Safety

Approved by: Director People Services, on 25-Feb-2021

Next review date: 25-Feb-2024

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4. Where an employee is relocating from a country other than Australia, any relocation assistance considered shall only be offered from the point of entry into Australia.
5. The applicability of policy statements below depend on an employee's circumstances of engagement.

Assistance for non-ongoing engagement (less than one year)

6. A person who relocates from outside the region to take up an initial non-ongoing engagement of less than one (1) year's duration will have no automatic entitlement to relocation assistance.
7. A level of relocation assistance may be negotiated with the recruiting section's General Manager, however there is no entitlement and any assistance that might be offered must not exceed:
 - 7.1. Travel costs via one of the below options:
 - (a) the cost of an Airfare(s) for the person and eligible dependants, from the current permanent living location within Australia, to the location that has an office of the Authority (this will be arranged by the relevant officer within the Finance section); or
 - (b) reimbursement of the cost of alternate travel on presentation of legible and genuine receipts (not exceeding the cost of the Lowest Practical Fare available to the Authority, as per Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare, and arranged by the employee, and with prior written approval from the Chief Finance Officer in accordance with the Authority's Accountable Authority Instructions (document no. 100199) and Travel – Official Policy (document no. 100019)); and
 - 7.2. up to a maximum two weeks continuous self-contained accommodation from the time of arrival at the work location (as arranged by the relevant officer within the Finance section).
8. Where approved, the cost of relocation assistance offered for non-ongoing engagements of less than one year shall be provided from the gaining section's budget.

Assistance for non-ongoing engagement (one year to three years)

9. A person who relocates from outside the region to take up an initial non-ongoing engagement between one and three years duration will be provided with the following relocation assistance:
 - 9.1. Travel costs via one of the below options:
 - (a) the cost of an airfare(s) for the person and eligible dependants, from the current permanent living location within Australia, to the location that has an office of the Authority (as arranged by the relevant officer within the Finance section); or
 - (b) reimbursement of the cost of alternate travel on presentation of legible and genuine receipts (not exceeding the cost of the Lowest Practical Fare available to the Authority, as per Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare, and arranged by the employee and with prior written approval from the Chief Finance Officer in accordance with the Authority's Accountable Authority Instructions (document no. 100199) and Travel – Official Policy (document no. 100019)); and
 - 9.2. reimbursement of half the reasonable cost of household removals as arranged by the relevant officer within the Finance section including: transport of one (1) vehicle where the employee has no eligible dependants; or two (2) vehicles where the employee has eligible dependants.
 - 9.3. reimbursement of half the reasonable cost of relocation of pets (not including farm animals) within Australia (as arranged by the relevant officer within the Finance section); and
 - 9.4. reimbursement of the cost for up to two weeks storage of household removals (as arranged by the relevant officer within the Finance section); and
 - 9.5. full payment of two weeks self-contained accommodation from the time of arrival at work location (as arranged by the relevant officer within the Finance section).

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10. Where approved, the cost of relocation assistance offered for non-ongoing engagements of between one and three years duration shall be provided from the gaining section's budget.

Assistance for ongoing engagement, permanent reassignment of duties and promotion

11. New or existing employees who relocate from outside the region to take up ongoing engagement, ongoing reassignment of duties, or ongoing promotion within the Authority will be provided with the following relocation assistance:
- 11.1. Travel costs via one of the below options:
- (a) the cost of an airfare(s) for the person and eligible dependants, from the current permanent living location within Australia, to the location that has an office of the Authority (as arranged by the relevant officer within the Finance section); or
 - (b) reimbursement of the cost of alternate travel on presentation of legible and genuine receipts (not exceeding the cost of the Lowest Practical Fare available to the Authority, as per Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare, and arranged by the employee and with prior written approval from the Chief Finance Officer in accordance with the Authority's Accountable Authority Instructions (document no. 100199) and Travel – Official Policy (document no. 100019));
- 11.2. reasonable cost of household removals as arranged by the Authority including transport of one (1) vehicle where the employee has no eligible dependents; or two (2) vehicles where the employee has eligible dependents; and
- 11.3. reasonable cost of relocation of pets (not including farm animals) within Australia (as arranged by the relevant officer within the Finance section); and
- 11.4. reasonable cost of up to one month storage of household removals (as arranged by the relevant officer within the Finance section); and
- 11.5. full payment of up to three weeks self-contained accommodation from the time of arrival at work location (as arranged by the relevant officer within the Finance section).
12. Non-ongoing employees engaged at the Senior Executive Level (SES) on specified term contracts between three and five years will have access to the same level of relocation assistance as ongoing employees.
13. Where approved, the cost of relocation assistance offered for ongoing engagements, permanent reassignment of duties and promotion will be provided from the People Services section's budget.

Assistance for temporary reassignment of duties within the Authority

14. Where approved, assistance provided for temporary reassignment of duties within the Authority shall be funded from the relevant section's budget.
15. Temporary relocation assistance may be provided at the discretion of the Chief Executive Officer (CEO), or delegate, where an employee temporarily works in another region at the employee's request.
16. Where an employee is required to work in a different region for a period of three (3) weeks (that is, 21 calendar days) or less, they will be reimbursed in accordance with the Travel – Official policy (document no. 100019).
17. Where an employee is required to work by the Authority for operational reasons in a different region for a continuous period in excess of three (3) weeks and up to 13 weeks, the CEO (or delegate) will negotiate an agreed package of assistance which will include the following elements (where they apply):
- 17.1. Travel costs via one of the below options:
- (a) the cost of an airfare to and from the new location for the employee (as arranged by the relevant officer within the Finance section); or
 - (b) reimbursement of the reasonable cost of alternative travel on presentation of legible and genuine receipts (not exceeding the cost of the Lowest Practical Fare available

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to the Authority, as per Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare, and arranged by the employee and with prior written approval from the Chief Finance Officer in accordance with the Authority's Accountable Authority Instructions (document no. 100199) and Travel – Official Policy (document no. 100019)); and

- 17.2. reasonable accommodation (as prescribed in the Authority's Travel – Official policy (document no. 100019) and as arranged by the relevant officer within the Finance section) at the new location; and
 - 17.3. Where the employee's home at their usual place of work is left unoccupied, reimbursement for any reasonable and unavoidable continuing expenses incurred, such as caretaking or maintenance costs (but does not include rates, land tax, insurance and normal household bills).
 - 17.4. Twenty-five (25) percent of the weekly meal allowance for travel, where the employee's eligible dependant(s) or partner/ spouse remain at their usual work location.
18. Where an employee is required to work in a different region for a continuous period in excess of 13 weeks, the agreed package of assistance may include the following elements (where they apply):
- 18.1. Travel costs via one of the below options:
 - (a) the cost of an airfare to and from the new location for the employee (as arranged by the relevant officer within the Finance section); or
 - (b) reimbursement of the reasonable cost of alternative travel on presentation of legible and genuine receipts (not exceeding the cost of the Lowest Practical Fare available to the Authority, as per Resource Management Guide No. 404 – Official Domestic Air Travel – Use of the Lowest Practical Fare, and with prior written approval from the Chief Finance Officer in accordance with the Authority's Accountable Authority Instructions (document no. 100199) and Travel – Official Policy (document no. 100019)); and
 - 18.2. reasonable accommodation in accordance with the Authority's Travel – Official policy (as arranged by the relevant officer within the Finance section) at the new location up to 6 months; and
 - 18.3. reasonable cost of relocation of pet(s) excluding farm animals to the new location (as arranged by the relevant officer within the Finance section); and
 - 18.4. where the employee's home at their usual place of work is left unoccupied, reimbursement for any reasonable and unavoidable continuing expenses incurred, such as caretaking or maintenance costs (but does not include rates, land tax, insurance and normal household bills); and
 - 18.5. where the employee's eligible dependant(s) or partner/ spouse remain at their usual work location:
 - (a) twenty-five (25) percent of the weekly meal allowance for travel for a period up to six (6) months; and
 - (b) the cost of a reunion airfare for each continuous thirteen (13) week period the employee does not return to their usual place of work on official business-related travel.

Cessation of employment

19. An employee who leaves the Authority within one year of receiving relocation assistance (for reasons other than redundancy or invalidity retirement), will reimburse the Authority the total cost (not including airfares, alternative travel and/or accommodation costs) of all assistance received.
20. An employee who leaves the Authority within two years of receiving relocation assistance (for reasons other than redundancy or invalidity retirement), will reimburse the Authority half the total cost (not including for airfares, alternative travel and accommodation) of all assistance received.

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21. Upon advice of ceasing employment, where applicable, the Finance section will raise an Authority tax invoice to recover reimbursement of any relocation costs. The employee will be required to pay the full outstanding amount prior to ceasing employment with the Authority.

Claimable relocation costs

22. The relevant officer within the Finance section will provide details of preferred companies from which quotes for relocation assistance may be sourced.
23. Removalist will generally have a removal guide that lists what they will carry and what is prohibited. In addition to normal household goods, but subject to removalist's guides, the Authority includes the following items as part of relocation (some limits may apply if quantities are excessive, and approval for these will be subject to the delegate's approval):
 - 23.1. Removable and portable outdoor items (if they have been cleaned, dismantled and packed securely by an employee, to be later reassembled by the employee), such as garden shed shelving, swing sets, trampolines, large outdoor toys, lawn lockers and tool sheds;
 - 23.2. Sealed foodstuffs; however unopened bottled liquors and wines, must have the manufacturers' seal intact;
 - 23.3. Small boats, canoes, kayaks, and other small watercraft no longer than 5.7 metres and/or no heavier than 51 kilograms. Boat motors may be transported but removalists generally do not accept responsibility for any damage to them;
 - 23.4. Motor bikes, trail bikes and mini bikes if they are packed and crated by the employee and drained of all petrol and oil;
 - 23.5. Barbeque or liquid petroleum gas (LPG) bottles where certified 'empty' by a licensed provider;
 - 23.6. Scuba tanks prepared to manufacturer's specifications.

Review of decisions

24. Employees may apply for a review of decisions / actions made by the CEO (or delegate) in accordance with the Authority's enterprise agreement.

Accountabilities and responsibilities

25. All those employed by the Authority will comply with their accountabilities and/or responsibilities as outlined within Table 1 below, noting that some people may have more than one set of obligations.

Table 1: Accountabilities and responsibilities of various workers under this policy

Who	Accountability/ responsibility
Employee seeking relocation	1. Responsible for complying with policies and procedures implemented to facilitate relocation assistance
Finance Section	2. Responsible for facilitating relocation assistance which has been approved for employees being engaged within the Authority including, where applicable, booking/arranging: <ol style="list-style-type: none"> 2.1. air travel, 2.2. accommodation, and /or 2.3. removals in consultation with employee, 2.4. where applicable, reimbursement of the costs of alternate travel as approved by Chief Finance Officer on presentation of legible and genuine receipts, 2.5. calculation of costs for employee reimbursement on cessation of employment with the Authority 2.6. the issue of a tax invoice and the receipt of any money recovered from an employee.

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Who	Accountability/ responsibility
People Services	<p>3. Responsible for providing all relevant employee details (including relocation assistance entitlements) to the Finance Section in order to facilitate the provision of relocation assistance.</p> <p>4. Responsible for, where applicable, the approval of payments / reimbursements of entitlements.</p> <p>5. Responsible for advising the Finance Section when an employee who received a relocation allowance ceases their employment within timeframes specified under the 'cessation of employment' heading of this policy, so an appropriate tax invoice can be raised by the Finance section for recovery on any outstanding money.</p>
All section directors	<p>6. Responsible for seeking approval from the relevant delegate to offer relocation assistance in circumstances consistent with this policy.</p> <p>7. Responsible for facilitating relocation assistance which has been approved for employees being engaged within the Authority for a period of less than one year.</p>
Employees who have a delegation to approve relocation assistance	<p>8. Responsible for exercising their delegations in accordance with the instrument of delegation 'Delegation - CEO - People Services', and in a manner which:</p> <p style="margin-left: 20px;">8.1. promotes the proper use and management of public resources, and</p> <p style="margin-left: 20px;">8.2. demonstrates consistency with the Accountable Authority Instructions, and this policy.</p>
Chief Finance Officer	<p>9. Responsible for approval of use of private vehicles in accordance with the Authority's Accountable Authority Instructions (document no 100199) and Travel – Official policy (document no. 100019).</p>
CEO	<p>10. As per s15 of the <i>Public Governance, Performance and Accountability Act 2013</i>, accountable for governing the Authority in a way that promotes proper use and management of public resources. That is, in a way that promotes the achievement of the purposes of the Authority and is efficient, effective, economical, ethical, and financially sustainable.</p> <p>11. Responsible for the review of decisions made in relation to relocation assistance.</p>

References/ endnotes

- 1 *Public Service Act 1999*

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