



## **Relocation Information applicable to Academic Staff Members (Lecturer Level B – Professor Level E) Professional Staff Members (Level HEO8 and above)**

*\*applies to Staff Members Relocating from Overseas to Australia/ Grant Funded Staff Members Relocating from overseas to Adelaide, South Australia (or another Australian City specified in the offer of employment), Grant-Funded and Non Grant-Funded Staff Members relocating from within Australia to Adelaide, South Australia (or another Australian City specified in the letter of offer)*

Adelaide is a great place to live and work. Information on some of the city's major attractions as well as suggestions about places to visit in South Australia can be found at:

[www.southaustralia.com](http://www.southaustralia.com).

The information in this document is designed to assist you and your family to relocate to Australia from overseas. If you have any queries about any of the matters covered below, please contact the Employment Services Officer identified in your letter of offer, prior to accepting a position with Flinders University.

If you are relocating to an Australian city other than Adelaide, the following information is still applicable.

**IMMIGRATION TO AUSTRALIA** *\*applies only to staff members Relocating from Overseas to Australia and Grant - Funded staff members relocating from Overseas to Adelaide, South Australia*

### **Employer Nomination/Sponsorship**

Once you have accepted an offer of employment, Flinders University will, where appropriate, nominate you for either temporary or permanent residency with the [Department of Immigration and Border Protection \(DIBP\)](#). The kind of visa applicable is determined by the type of offer received.

Flinders University will pay the Employer Nomination fee. It is your responsibility to pay for the visa application and any other costs that may be incurred due to immigration requirements associated with undertaking police and medical checks.

Please note that the process, from the time of lodgement of the forms until your arrival in Australia, can take several months. Flinders University is not able to 'speed up' the process in any way. Further information about the immigration process should be directed to representatives in the relevant Australian Embassy or Australian Consulate Office.

### **Temporary Visas – Health Insurance**

If you are granted a temporary visa, a requirement of this visa is that you take out and meet the cost of appropriate health insurance for the duration of your appointment with the University. This is because you and your family may not be covered by *Medicare* which is Australia's national health care system. You will be required to provide us with evidence of such medical insurance cover prior to the commencement of your appointment at Flinders University. Further information can be found at: [www.iselect.com.au/](http://www.iselect.com.au/).

**PREPARING FOR TRAVEL** *\*applies only to Staff Members relocating from overseas to Australia and within Australia to Adelaide (or to another Australian City Specified in Offer of Employment)*

Flinders University does not pay for the total cost of relocating to or within Australia. We do, however, provide an assistance to assist you with the move. In some cases, the University will consider an application from a staff member for an increase in the removal assistance. Any request for an increase in assistance will need to be negotiated with the Head of the relevant work area prior to the offer of employment being accepted.

**Relocation Assistance** *\*applies only to Grant-Funded staff members relocating from within Australia to Adelaide, South Australia and Staff Members from overseas to Adelaide, South Australia (or another Australian City specified in the offer of employment)*

The grant-holder may be able to provide an assistance to assist you with the relocation and, if appropriate, this will be specified in your letter of offer. It is important, however, that you note the following:

- The assistance specified in your letter of offer is the total amount of money provided to you and may be used for airfares, relocation of personal belongings, insurance and temporary accommodation.
- The assistance is a one-off payment and will not extend to repatriation expenses incurred at the end of the employment contract.
- You must keep all receipts connected with your move in order to be reimbursed by the University.

Any request for an increase in your assistance will need to be negotiated with the grant holder prior to the offer of employment being accepted.

**Travel Assistance** *\*applies only to Staff Members relocating from overseas to Australia/ Adelaide, South Australia and Staff Members relocating from within Australia to Adelaide, South Australia (or to the Australian City specified in the letter of offer)*

The University will pay for economy class airfares to Adelaide (or destination city) for yourself and your partner and any fully dependent children under the age of 21 years. If you prefer to fly Business or First class, then you will need to pay the additional cost over and above the economy airfare.

If you wish to travel by other means (e.g. ship), the maximum amount that the University will contribute towards the travel (and accommodation expenses if required) is the equivalent cost to the University of an economy airfare at the time of travel.

**Relocation of Personal Belongings** *\*applies only to Staff Members Relocating from overseas to Adelaide South Australia and from within Australia to Adelaide, South Australia (or the Australian City specified in the letter of offer)*

## **International**

***Appointee at HEO8 and above (untied/recurrent funding) resident overseas at the time of appointment and must be moving to Australia as a result of this offer***

For Staff Members relocating from overseas, the University will contribute up to a maximum of AU\$8,500 plus the Goods and Services Tax (GST) for the transport of personal effects for you and your partner plus AU\$800 for each fully dependent child under the age of 21 years. It should be noted that staff members appointed to fixed-term contracts of less than three years will only receive the pro-rata equivalent of the assistance. For example, if you are appointed to a one year contract, then you will receive up to a maximum of AU\$2,833 plus the GST for the transport of personal effects plus AU\$267 for each fully dependent child under 21 years. This amount may later be increased if the fixed-term appointment is subsequently extended.

The University assistance is intended to contribute to the cost of packing and transporting of personal belongings and tools of trade from one primary residence. House cleaning expenses may also be included within the limit of the maximum assistance. The University will not cover any costs associated with moving pets, motor vehicles or significant pieces of art work and/or musical instruments to Australia.

## **Domestic**

### ***Appointee at HEO8 and above (untied/recurrent funding) resident in Australia at the time of appointment***

The University will provide you with economy class air fares for you and partner and fully dependent children under 21 years; and approved expenses actually incurred in the transport of personal effects up to an amount of \$4,000 for you and your partner, plus \$800 for each fully dependent child under 21 years of age.

It should be noted that staff appointed to fixed-term contracts of less than three years will only receive the pro-rata equivalent of the allowance. For example, if you are appointed to a one year contract, then you will receive up to a maximum of AU\$1,333 plus the GST for the transport of personal effects plus AU\$267 for each fully dependent child under 21 years. This amount may later be increased if the fixed-term appointment is subsequently extended.

### ***ONLY FOR HEO8 AND ABOVE where position is untied/recurrently funded Temporary Accommodation Allowance***

Staff arriving in Adelaide (or destination city), are entitled to claim up to A\$2,000 for a period of up to four weeks after arrival while in temporary accommodation.

### ***Only include if Uni has paid relocation costs on appointment Breaking of Contract of Employment***

If, at your own request, you are released from appointment before three years has been served, the University will require a refund from you of such proportion of the total relocation expenses incurred by the University on your account as the University shall determine. Except in special circumstances, the refund will be pro-rata to the period by which your service falls short of three years.

The University allowance is intended to contribute to the cost of packing and transporting of personal belongings and tools of trade from one primary residence. House cleaning expenses may also be included within the limit of the maximum allowance.

## **Flinders University Insurance**

Flinders University will arrange for an independent Insurer to cover your goods while in transit to your destination or city provided the goods are professionally packed by the removalist company. No action is required from you, insurance will be activated once the inventory list is sent to us from Crown Relocation Services. (Crown provide the inventory list to the customer, who will complete it, return it to crown and CRS then send to [riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au) on the customers behalf). Should you choose to go with a third party and CRS have not been engaged, Flinders University P&C will send you a copy of the inventory list to complete and return, at least 1 week prior to the date packing is organised.

## **Removal Process**

Currently our preferred provider is *Crown Relocation Services (CRS)*. Crown have extensive experience with the process and working with Flinders. CRS will need to be contacted in advance, with as much notice as possible, and will obtain two quotes on behalf of the

University. Usually going with the lower quote to ensure the cost is as close to the allocated allowance as possible, Crown will then coordinate the process, liaising with the customer to arrange dates, the inventory list (as mentioned above) and packing of the property. **In the event Crown are not available, you may engage the services of another provider.**

### **Packing of Goods**

A condition of the insurance is that goods should be professionally packed by the removalist to mitigate any risk of damage or loss. In cases where you are concerned about packing valuable items, we encourage you to be nearby when these goods are being packed.

### **Storage**

If you must place your goods in storage upon arrival in Adelaide, please note Flinders University insurance will only extend to goods that are *temporarily* stored and up to a maximum of 30 days.

### **Alternative Companies If you choose to arrange your own removal and transportation of personal belongings:**

- You must inform your P&C Business Partner or Coordinator immediately as Flinders University will be charged an administration fee if we enlist the services of CRS and then must cancel the arrangement.
- You must ensure that your personal belongings are professionally packed by the removal company.
- A summary sheet of personal items to be relocated (generally provided by the removal company, however P&C can provide a copy of this if requested) must be in English and forwarded to the P&C Business Partner or Coordinator and Risk and Assurance Services [riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au) as soon as possible so that insurance may be arranged prior to the move.
- You must keep all receipts to be reimbursed by the University.

### **Making a claim**

In the event a potential claim arises through your goods being lost or damaged in transit please contact your P&C Business Partner. To lodge a claim, you will need to:

1. Email the removal company to notify them of the loss or damage, requesting reimbursement of the costs from the removalists. It is expected that they will refuse to pay and you will need this communication for your claim.
2. Take photos of all damaged items showing all the damage.
3. Obtain a quote for repair or replacement if repairs are not possible.
4. Email the evidence of steps 1-3 above, together with your Crown consignment number and insurance inventory to [riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au). The Risk and Assurance Services team will work with you to proceed with the claim. The \$1,000 excess on these claims will be borne by your College or Portfolio.

For all other insurance enquiries please contact Risk and Assurance Services Team at [riskandinsurance@flinders.edu.au](mailto:riskandinsurance@flinders.edu.au)

### **Time Schedules** *\*applies only to staff relocating from overseas to Australia*

Please note that whilst we would like you to commence work at Flinders University by the date specified in your letter of offer, we are not able to authorise the transportation of your personal belongings to Australia until such time that we have received confirmation that your visa application has been approved.

### **ARRIVAL IN AUSTRALIA/ OR ADELAIDE, SOUTH AUSTRALIA/ OR DESINTATION**

## CITY

**Quarantine and your personal belongings** *\*applies to Staff Members Relocating from Overseas to Australia and Grant-Funded staff members relocating from Overseas to Adelaide, South Australia*

When the shipping container arrives in Australia with your personal belongings, you may experience some delays in gaining access to your goods due to Australian Quarantine Laws. Quarantine Officers are required to inspect and clean all goods if they contain traces of dirt/soil from overseas countries. You should note that if your goods have to be cleaned, you will be charged for this. The University is unable to take responsibility for paying the costs associated with cleaning your personal belongings. It is in your interest to ensure that your goods are cleaned prior to departure, particularly items such as garden tools and children's bicycles. Further information about quarantine issues should be directed to representatives in the relevant Australian Embassy or Australian Consulate Office.

Please note that if you have enlisted the assistance of the University's preferred relocation specialist, all queries relating to Australian Quarantine may be directed to their office.

**Temporary Accommodation** *\*applies to Staff Members relocating from Overseas within Australia and within Australia to Adelaide, South Australia (or another Australian City specified in the offer of employment)*

CRS is able to provide you with assistance in this matter if you have enlisted their services. Other options for you to consider include:

- the student accommodation at Flinders University;
- local cabins in caravan parks;
- private rental properties advertised in *The Advertiser*, the weekly *Trading Post* or through real estate companies; and
- apartments, hotels/motels.

Further information may be obtained from: [www.flinders.edu.au/living/](http://www.flinders.edu.au/living/).

Our local newspaper is *The Advertiser* and it can be accessed at: [www.adelaidenow.com.au/](http://www.adelaidenow.com.au/).

### Temporary Accommodation Assistance

Staff arriving in Australia from overseas are entitled to claim up to AU\$2,000 for a period of up to four weeks after arrival while in temporary accommodation.

In this regard, you are asked to keep all receipts in order to be reimbursed by the University. It should be noted that an assistance will not be paid if temporary accommodation is arranged with family and/or friends.

**Temporary Storage of Personal belongings in Adelaide (or destination city)** *\*applies to Staff Members relocating from Overseas within Australia and within Australia to Adelaide, South Australia (or another Australian City specified in the offer of employment)*

Temporary storage of personal belongings is not covered by a University assistance. Staff arriving in Australia may wish to negotiate some form of assistance with the Head of the relevant work area. Payment for temporary storage may only be negotiated for a period of up to four weeks after arrival in line with the Temporary Accommodation Assistance. Insurance cover is not provided while goods are in storage. If you must

place your goods in storage, please note Flinders University insurance will only extend to goods that are *temporarily* stored and up to a maximum of 30 days.

## **EMPLOYMENT ISSUES**

### **Previous Employment**

The University accepts no obligation to reimburse a newly appointed staff member for any indebtedness for travel or removal expenses incurred by reason of previous employment.

### **Breaking of Contract of Employment**

If you resign from your appointment at Flinders University before three years has been served, the University will require the refund of a proportion of the total travel and removal expenses incurred by the University at the time of appointment. The refund will normally be pro-rata to the period by which the service falls short of three years.

### **Repatriation for Staff on Fixed-term Contracts**

On completion of the fixed-term contract and provided that you are not proceeding to a new appointment which provides travel and removal expenses, the University will meet the costs of economy airfares for yourself, your partner and any dependent children under the age of 21 years to your next destination and up to an amount not exceeding the cost of the fares at the time of appointment with Flinders University. In addition, the University will meet the costs actually incurred in the transport of personal belongings up to the amount made available at the time of appointment.

## **ANY OTHER MATTERS**

If you have queries about matters not covered in this information pack, please contact the Employment Services Officer identified in your letter of offer by telephone or email.

We wish you a safe and pleasant journey to your destination in Australia. Any feedback regarding your relocation experience will be most welcome once you have settled into your new position.

We look forward to working with you at Flinders University.