



Graduate Program Relocation Assistance Fact Sheet

Introduction

The Department of Education and Training provides reasonable relocation assistance for Graduate Program participants who will require to relocate to Canberra to commence employment with the department. Relocation assistance is provided in accordance with the departments Relocation Policy.

Relocation assistance is intended to *assist* with the cost of relocating and it is important to note it *may not* cover all of the costs of your relocation. Relocation assistance is subject to approval by the delegate, Branch Manager People, Culture and Capability.

What do you need to know?

- Relocation assistance is available to Graduate Program participants who are required to relocate from one geographic location to Canberra to join the department.
- If you choose not to request assistance, **you cannot request relocation assistance at a later date.**
- The relocation assistance you may be eligible for will depend on your current geographic location and how many financial eligible dependants you relocate. You are to supply these details on the Request for Relocation Assistance form.
- After an assessment of your relocation assistance request details, a **relocation cap amount** (to cover all or some of the relocation costs) will be determined by the delegate and advised to you in writing.
- For the purpose of relocation, a spouse, partner and/or dependant/s are classified as the following:
 - **Spouse/Partner:** 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. licence, phone bill with both names etc.) will need to be forwarded to the People Services Team.
 - **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 Services Team.

- **You must coordinate and incur the initial costs of your relocation** (except for temporary accommodation).
- You may make a written request for an upfront financial relocation assistance **equal** to your applicable capped amount. These **requests will be considered on a case-by-case basis**.
- The department may cover the following full or partial costs.
 - **Travel** – airfares or ground travel costs from your current geographic location to Canberra.
 - **Taxi fares** – from your home at your current geographic to the nearest airport, bus or train station and from Canberra airport, bus or train station to your accommodation.
 - **Removal of goods** – uplift and transport of your house items (and storage if required) from your current geographic location to Canberra.
 - **Temporary accommodation** – Self-contained unit in the Canberra city vicinity for a period of seven (7) days.
 - **Relocation of pets** – kennelling and transport of domestic pets from your current geographical location to Canberra.
- You are required to retain all receipts and records of expenditure relating to your relocation.
- Receipts and completed paperwork **must be** provided to the People Services Team to account for expenditure and reimbursement.
- Non-claimable expenses include the following.
 - Travel to/from Canberra to scout for accommodation prior to relocating to Canberra for the commencement of Graduate Program
 - Food purchased on route to Canberra and food purchased during the temporary accommodation period.
 - Extended family member's (other than dependants) accommodation on route to Canberra.
 - Fuel for any trip.
 - Internet connection.
 - Bond money.
 - Bank cheque fees associated with bond monies.
 - Rent of a permanent property.
 - Uplift of additional items such as caravans, trailers, boats and extra vehicles.
- If you receive relocation financial assistance and decide prior to the commencement date not to commence work with the department, the entire amount must be repaid to the department as a **lump sum payment within seven (7) days of notifying of your decision not to join the department**.

More information

- [Department of Education and Training Enterprise Agreement 2016–2019](#)
- Department of Education and Training Relocation Policy
- Call the People Services hotline on (02) 6121 5000
- Email people@education.gov.au.

Document information

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