



Australian Government
Department of Education

Graduate Relocation Guidelines

2023



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The document must be attributed as the Graduate Relocation Guidelines.

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Overview

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

The relocation assistance amount graduates will be eligible for, will depend on their current home location and their personal situation i.e. dependants etc. Relocation assistance may include access to up to 21 nights temporary accommodation and reimbursement of up to a specified cap amount to cover reasonable relocation costs.

This assistance is intended to help with relocation costs, but not to mirror living or lifestyle circumstances at the pre and post locality. It is important to note it may not cover all the costs of relocation, so please ensure you familiarise yourself with these guidelines. All requests for reimbursement or prepayment are subject to approval by the Director, Recruitment Team prior to any relocation taking place.

This guide was prepared in conjunction with the department’s Travel Policy (including the travel rates), Relocation Policy, the [Department of Education and Training Enterprise Agreement 2016-2019](#) and the [Department of Education, Skills and Employment s24\(1\) \(non-SES employees\) Determination 21-019](#).

Contacts

If you have any questions regarding relocation assistance, please contact the Recruitment Team:

Phone: (02) 6240 6973

Email: recruitment@education.gov.au

Relocation Assistance Caps (guide only)

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

Up to \$3,000*	New South Wales, Victoria and South Queensland and metropolitan capital cities that are less than 1,500 kilometres from destination.
Up to 4,000*	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*	For your partner and each dependant

*Includes GST

Relocation Assistance Process

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

- Be relocating to Canberra from another state or territory in Australia to take up employment with the department.
- **Prior to any relocation**, complete the **Request for Relocation Assistance** form, to identify your relocation needs. On receipt of the completed form, the Recruitment team will review and confirm the amount you are entitled to receive.
- Once your request for relocation is approved, you can coordinate your relocation. **Ensure you retain all receipts.**
- Once you have relocated, complete the **Request for Reimbursement of Relocation Assistance** form and submit to the Recruitment Team, recruitment@education.gov.au, along with your receipts (reimbursement of the approved expenses will be paid into your nominated bank account **once you commence with the department**).
- If travelling by car, complete the **Motor Vehicle Allowance (MVA)** form once you have travelled to Canberra. Please note this is separate to the Request for Reimbursement of Relocation Assistance form. MVA is processed and reimbursed separately via the Service Delivery Office.
- Ensure you retain **all your original receipts and records of expenditure** relating to relocation to your destination city.

Please note, your Request for Relocation Assistance form must be approved by the Recruitment Team in order for any reimbursements to be approved.

Prepayment of Relocation Assistance

You can make a written request to the Recruitment team for prepayment equal to your applicable capped amount. These requests will only be considered on a case-by-case basis, to ensure that no graduate is placed under financial stress as a result of relocation. An agreed amount will be paid into your nominated bank account.

Where the pre-paid amount is not fully expended, repayment must be made to the department. Within one month of receipts being provided, the department's Service Delivery Office (SDO) will issue a Debit Advice Notice and you will have thirty (30) days to repay these outstanding monies. The un-receipted amount needs to be repaid as a lump sum payment. This may be paid by Direct Debit or credit card.

Reimbursement

For you to receive reimbursement for relocation assistance, it is important that you retain all receipts and records of expenditure relating to your relocation. If supporting receipts and/or documentation is not submitted with the claim for reimbursement, the department will not reimburse an employee for relocation costs claimed.

Please note your reimbursement will be processed **once you commence with the department**. Upon your commencement, we will provide guidelines outlining how to submit your Request for Staff Reimbursement.

There will be a cut-off date after which no reimbursements will be processed. This is in June prior to the end of the financial year.

Claimable Expenses

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

<p>Personal Transport i.e. car, flights, trains, buses</p>	<p>Car</p> <ul style="list-style-type: none"> ● If travelling by car you and your spouse and/or dependant/s 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; <ul style="list-style-type: none"> ○ break and rest every two 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 the Recruitment team to discuss options. In this situation, we may consider alternative arrangements. ● Kilometres travelled should be determined using the most direct route based on the distance calculated by the NRMA Trip Planner. ● The NRMA Trip Planner should be used as supporting documentation of the number of kilometres travelled. ● Reimbursement will be determined in accordance with the current travel policy and is reimbursed through the Motor Vehicle Allowance (MVA) form. ● The allowance covers costs such as fuel, wear-and-tear, tyres etc. ● 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 car insurance and car registration paperwork and a copy of your current driver’s licence* (as requested on the Request for Relocation Assistance Form). <p>* If someone other than you is the driver, you will need to provide a copy of their driver’s licence.</p> <p>Flights</p> <ul style="list-style-type: none"> ● Flights are to be booked based on the lowest practical fare (LPF) of the day. ● This means that in assessing the LPF it is not appropriate to consider:
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	<ul style="list-style-type: none"> ○ a preference for a particular airline ○ a preference for jets or full-service airlines ○ access to airline lounges ○ accumulating airline benefits, such as reward or loyalty points. ● When you are booking your flight, you will need to select the lowest fare that suits your travel needs. ● Flights to be reimbursed are Australian based flights only – no international flights will be reimbursed. ● Departure time, direct flights and baggage allowance may be considered in the fare selection but upgrades above economy travel will be not considered. Please keep all documentation i.e. boarding passes for flights. ● You are entitled to claim a ride share/taxi fare from your home to the airport, and from the airport to your temporary/ permanent accommodation noting reimbursement will form part of your reimbursable expenses (receipts must be kept). <p>Bus/Train</p> <ul style="list-style-type: none"> ● Please keep all documentation i.e. bus/train ticket receipts. You are entitled to claim taxi fare from the bus/train station to your temporary/permanent accommodation.
Kennelling and transporting a pet or pets	<ul style="list-style-type: none"> ● Kennelling and transport costs for your domestic pet or pets will be reimbursed upon production of a receipt. Transport and kennelling of pets are to be arranged privately. This cost will be included in the capped amount.
Transport of household items	<ul style="list-style-type: none"> ● Removal, storage, transport, packing and unpacking of your household effects by a removalist that is selected by you. ● Insurance of removal, storage, transport, packing and unpacking of your family’s household effects as defined above. ● The department will only reimburse you for the costs of removals from a single pick-up and single delivery address 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.
If you are relocating with a spouse and/or dependant(s)	<ul style="list-style-type: none"> ● Removal, storage, transport, packing and unpacking of your household effects from a single pick-up and single delivery address 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.

Non-Claimable Expenses

The following expenses cannot be claimed on reimbursement:

- food purchased on route to Canberra and food purchased during the temporary accommodation period
- extended family member's (other than dependants) accommodation on route
- fuel for any trip (the motor vehicle 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 organised by the Recruitment team and is designed to assist you with accommodation if your permanent property is not available, or you have not secured permanent accommodation upon arrival to Canberra.

Up to **21 nights temporary accommodation** is organised. If you require an extension to your temporary accommodation, please contact the Recruitment team. Any requests will be considered on a case-by-case basis by the delegate.

Once you have accepted your offer of employment, you can relocate to Canberra at a time convenient to you, and prior to the commencement of the Graduate Program.

You will need to liaise with the Recruitment Team who 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 (where possible) 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 establishment and the department must be notified in writing **at least five business days** before checking out, as outlined in the accommodation provider's cancellation policy, to ensure no cancellation fees are incurred by the Department.

Impact of COVID-19 on relocations

As COVID-19 is an evolving situation and restrictions are adjusted accordingly, the department will update the advice outlined in these guidelines to reflect current public health advice.

We encourage you to refer to your local state government for the latest responses to COVID-19 including local restrictions in all states and territories.

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 recruitment@education.gov.au

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.zango.com.au
- www.gumtree.com.au
- www.flatmates.com.au
- www.flatmatefinders.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 defined according to the [Australian Taxation Office website](#) and outlined below:

Spouse/De facto: A person who is legally married to you or is not married to you but lives with you on a genuine domestic basis in a relationship as a couple. Proof of the same residential address (e.g. phone/utility bill with both names) will need to be provided to recruitment@education.gov.au.

Dependant: Your spouse (above), your child, any other person you are in an interdependent relationship with, or a person who is substantially financially dependent on you. You will need to provide documentation (e.g. Centrelink documentation, birth/adoption certificate etc.) to the Recruitment Team.

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 email recruitment@education.gov.au.

Financial Consequences for Not Commencing Employment

If you receive relocation assistance and later decide not to commence employment with the department, the entire amount must be repaid to the department as a lump sum payment within thirty (30) business days of notifying of your decision not to join the department.

The Department of Education, its employees, contractors and agents (collectively, the department) is subject to the [Privacy Act 1988](#) (the Privacy Act) and to the requirements of the [Australian Privacy Principles](#) (APPs) contained in the Privacy Act. Any personal information collected as part of this process is for the sole purpose of arranging reimbursements in alignment with the Relocation Policy. Further information about access to personal information can be obtained from our Privacy Policy on our website.

Document Details

Policy Owner	People Branch
Document Status	Final
Point of Contact	Assistant Secretary People Branch
Approver(s)	Gemma Smith, Assistant Secretary
Date of Approval	23 November 2022



Request for Relocation Assistance

Contact Details			
Name			
Current Address			
Suburb		State	Postcode
Phone		Email	
Travel Details			
What means of travel will you be using to relocate? Note: If travelling by CAR , please complete the next section	<input type="checkbox"/> AIR	<input type="checkbox"/> CAR	<input type="checkbox"/> BUS/TRAIN
Travelling by Car (if travelling by car, please complete this section)			
Please note if travelling by car, it is mandatory that you attach a copy of your car registration, Comprehensive Car Insurance and current Drivers Licence. At the end of the trip you must complete the Motor Vehicle Allowance (MVA) Claim Form. If someone other than you is the driver, you need to provide a copy of the individuals current driver's licence. MVA is processed and reimbursed separately via the Service Delivery Office (SDO) after onboarding is complete.			
I have provided the following:	<input type="checkbox"/> Car Registration	<input type="checkbox"/> Comprehensive Car Insurance	<input type="checkbox"/> Current Drivers Licence
Dates of travel	Start date: Click or tap to enter a date. End date: Click or tap to enter a date.		
Licence plate			
Insurance Policy Number			
Total distance expected to travel.	You must use the NRMA Trip Planner to determine this. Please attach a copy of this as evidence. ___km		
Estimated expense	0.75 cents (or as per the current travel policy rate) x km = \$		

Temporary Accommodation		
Do you require temporary accommodation when you arrive in Canberra?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Please indicate your preferred check in / check out dates. These dates must be between 13 January 2023 to 17 February 2023.</p> <p>Check in: Click or tap to enter a date.</p> <p>Check out: Click or tap to enter a date.</p> <p>Note: If vacating temporary accommodation earlier than indicated, you must notify the Recruitment team at recruitment@education.gov.au at least five business days before checking out.</p>		
Do you require a parking space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Your temporary accommodation will be a one bedroom self-contained apartment. Do you require an apartment with more than one bedroom room?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered yes to the above, please provide details:		
Relocating with Spouse/Dependant/s		
Are you relocating with a <u>spouse</u> ? If yes, please include documentary evidence that shows they resides with you e.g., Marriage certificate, current lease documentation, or recent utility bill in both names (gas, electricity, phone).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name of spouse/partner:		
Are you relocating with any <u>dependants</u> other than your spouse/partner?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name	Age	
Name	Age	
Name	Age	
Name	Age	
Will you require relocation assistance for your spouse and/or dependant/s?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you answered yes to the above, please provide details on what relocation assistance you are seeking for your spouse and/or dependant/s:		



Request for Reimbursement of Relocation Assistance

Name of requestor:				
Date	Expense Type	Receipt Attached Y/N	Expense \$	Balance \$
CAP AMOUNT – Place CAP amount in the Balance Column				e.g. \$2500.00
<i>Example Only 13/01/23</i>	<i>Removalist</i>	Y	<i>\$650.00</i>	<i>\$1850.00</i>
		TOTAL \$		

Please indicate and sign one of the following options:

For Graduates seeking reimbursement:

- I confirm that I have attached all the relevant receipts and documentation

For Graduates required to repay any un-receipted relocation assistance (Pre-Payment Only):

- I confirm, according to the above defined costs, that I have spent part of the Relocation Assistance Allowance paid to me by the department for the purposes of relocating for commencement as part of the 2023 Graduate Program. I confirm I will repay the remainder of the Relocation Assistance Allowance to the department within 30 days of receiving an invoice to pay the remainder issued by the department’s Service Delivery Office (SDO).

Name	Signature	Date
Delegate name	Signature	Date



Claim for Motor Vehicle Allowance (MVA)

If claiming Motor Vehicle Allowance, please note the following information that **must be adhered to**. This information is taken from the department's Travel Policy.

- Private vehicles should only be used where there is a clear business reason, and the expense is publicly defensible.
- Private vehicles should not be used for official business travel except where alternative transport, including air, vehicle hire/rental, coach, train or taxi, is either not available or not operationally efficient. Where the use of a private vehicle is deemed necessary, prior approval from the delegate must be obtained.
- Prior to approving the use of a private vehicle for official business travel, the delegate must sight documents to confirm:
 - the vehicle is registered
 - the vehicle has comprehensive insurance which includes intermittent business use to cover the cost associated with any accident or mechanical failure
 - the traveller holds a current valid driver's licence.
- Delegates should carefully consider the approval of the use of a private vehicle for trips when it would be more cost-effective to fly.
- Where the delegate provides approval for a traveller to use their private vehicle for official business purposes, the traveller will be entitled to a flat rate Motor Vehicle Allowance (MVA) of 75 cents per kilometre, capped at the cost of the LPF of the day of the employee's travel.
- Kilometres travelled should be determined using the most direct route. The online NRMA Trip Planner should be used as supporting documentation of the number of kilometres travelled. A copy of this supporting documentation is to be saved on the employees Content Manager file.
- On completion of the trip, travellers must complete the Motor Vehicle Allowance form, attach the supporting documents, seek approval from their delegate and then email the documents to payroll@sdo.gov.au.
- The Commonwealth credit card must not be used to purchase fuel (or any other running costs) when the employee is using a private vehicle for official business travel. The cost of fuel is provided as part of the MVA.

Traveller name	
AGS Number	
HUB Trip Request number	N/A
Date(s) of travel	
Insurance company	

Insurance policy number	
Registration of the vehicle used	
Driver's license number	
Total distance – kilometres*	
Total expense	0.75 cents (or as per the current travel policy rate) x km = \$
Calculation Method (please circle appropriate option)	<u>NRMA Trip Planner</u> / Other (please specify)
Supporting documentation attached (please circle appropriate option) *	<input type="checkbox"/> Y / <input type="checkbox"/> N (please specify reason if you have selected No)

**Note: distance is to be confirmed by the NRMA Trip Planner. If your destination is not listed on this site, please provide another third party, reliable source, for the distance calculation.*

**Note: Supporting Documentation is to include evidence in relation to the method of calculation, as well as a copy of the approved trip request.*

Traveller declaration

I confirm that the information contained in this form is accurate and true and that the travel was undertaken for official business purposes.

Graduate's Name	Signature	Date

Delegate approval

I confirm that use of a private motor vehicle was the most efficient option available, for the purposes of this official business trip. I am satisfied the driver is licensed and that comprehensive insurance cover is in place.

I approve the reimbursement of the noted motor vehicle allowance in this form, in accordance with the department's Travel Policy. I am satisfied that this proposal promotes the proper use and management of public resources, achievement of the purpose of the department and promotes financial sustainability of the department. I approve the commitment to spend relevant money in my capacity as a delegate under the Public Governance, Performance and Accountability Act 2013. The approval is subject to the limits and conditions specified in the department's current financial delegations schedules.

Delegate name	Signature	Date

***Submission Process:** Once completed, please forward this claim form to your delegate via email, seeking their approval. Please ask that the email approval, along with this MVA form, is then sent to the SDO – Payroll Team for payment in the next available payroll cycle.*

Should you have any concerns and need assistance, please contact the Travel and Credit Card Team on (02) 6121 6446.