

Financial Assistance Limits Schedule

1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the limits of financial assistance available to new Employees on appointment to the University.

2 Scope

This schedule must be read in conjunction with the Financial Assistance on Appointment Procedure and is subordinate to it.

This schedule applies to all Employees whose appointment at the University is for a period of at least two years.

3 Schedule

New Employees appointed to positions of at least two years duration may be entitled to financial assistance on appointment.

3.1 Financial assistance limits

3.1.1 Travelling costs

Travelling costs of the appointee (and partner and/or dependants where applicable) covering the direct route economy class airfare, or if the mode of transport is by any other means, then actual direct route costs not exceeding the economy class airfare. The cost of meals and accommodation for the appointee (and family members where applicable) while travelling en route are also covered.

3.1.2 Removal expenses

Reimbursement of costs for packing and transportation of reasonable household furniture and personal effects for the personal use of family members from residence to residence or residence to store with reference to the University's expectations outlined in the Financial Assistance on Appointment Procedure.

Removal and/or storage must take place within 12 months of the Employee commencing duties

at their new place of employment.

For appointees from within Australia the following financial limits will apply (where the distance from the point of departure to the University is determined using the official RACQ 'Road Travel Planner'):

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| Up to 600 kms from the University (includes Brisbane, Gold Coast, Sunshine Coast, Armidale*) | \$2750 |
| Over 600 kms and up to 1200 kms from the University (includes Rockhampton, Sydney, Canberra*) | \$3500 |
| Over 1200 kms and up to 1800 kms from the University (includes Melbourne, Townsville, Cairns*) | \$4000 |
| Over 1800 kms from the University (includes Perth, Hobart, Darwin, Adelaide*) | \$4500 |

** location examples provided are from the Toowoomba Campus only.*

For appointees from outside Australia, the following limits will apply:

- appointee - up to a maximum of half a 20 foot steel shipping container (approximately 15 cubic metres)
- appointee plus 1 or more additional persons - up to a maximum of one 20 foot steel shipping container (approximately 28 to 30 cubic metres).

3.1.3 Insurance of effects

Insurance of approved personal effects during transit will be covered by the University's Insurance.

Insurance for storage of approved personal effects will be reimbursed upon production of appropriate receipts to a maximum of \$500 for appointees from within Australia and a maximum of \$1000 for appointees from overseas.

3.1.4 Settling in expenses

Settling in expenses associated with relocating will be reimbursed to the following limits:

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| Appointee | \$450 |
| Appointee plus 1 additional person | \$550 |
| Appointee plus 2 additional persons | \$750 |
| | |

Appointee plus 3 or more additional persons

\$900

Settling in expenses are limited to items which are Fringe Benefits Tax (FBT) exempt and include:

- costs of motel or other temporary rented accommodation and leasing of goods for domestic use in relation to such accommodation (while actively engaged in seeking permanent accommodation)
- costs of connecting/reconnecting a telephone service (the Employee must have had a telephone connected at the previous dwelling) and reconnecting only of gas/electricity services
- incidental costs of the sale of the old dwelling, and incidental costs of the purchase of a new dwelling*. This generally covers expenses such as stamp duty, advertising, legal fees, agents' commission, mortgage discharge costs and borrowing expenses.

* To be eligible to claim incidental costs of purchase of a new dwelling, the Employee must enter into a contract of sale for their former dwelling within two years of commencing employment at the new location. Purchase of the new dwelling must occur within four years of commencement at the new location.

4 Delegated Responsibilities

| Approver | Level of Delegation |
|---------------------|---|
| Category 4 Delegate | Approval of claims for financial assistance |

5 References

Nil.

6 Schedule Information

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| Accountable Officer | Chief People Officer |
| Responsible Officer | Chief People Officer |
| Policy Type | University Procedure |
| Policy Suite | Recruitment, Selection and Appointment Policy |
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| Approved Date | 12/12/2018 |
| Effective Date | 3/4/2019 |
| Review Date | 3/4/2024 |
| Relevant Legislation | |
| Policy Exceptions | Policy Exceptions Register |
| Related Policies | |
| Related Procedures | Appointments: Continuing Procedure Appointments: Fixed-term Procedure Financial Assistance on Appointment Procedure Recruitment and Selection Procedure |
| Related forms, publications and websites | |
| Definitions | <p>Terms defined in the Definitions Dictionary</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Insurance</p> <p>The equitable transfer of the Risk of a loss from one entity to another in exchange for payment. It is a form of Risk Management primarily used to hedge against the Risk of a contingent, uncertain loss. An Insurer, or Insurance carrier, is a company selling the Insurance. The insured, or policyholder, is the person or entity buying the Insurance policy for a premium. The insured receives a contract (called the Insurance policy), which details the conditions and circumstances under which the insured will be financially compensated.</p> |

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| | <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> |
| | <p>Definitions that relate to this schedule only</p> |
| | <p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this schedule, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p> |
| <p>Keywords</p> | <p>Financial, assistance, new Employee, relocation, removal expenses</p> |
| <p>Record No</p> | <p>15/2929PL</p> |