

Relocation Assistance Policy

RFDS Central Operations offers relocation assistance in accordance with the following policy. This policy is effective 1 December 2011

It is important to note that in all circumstances, relocation assistance is only provided where a person (in accordance with the criteria detailed below), specifically relocates to another location to accept an RFDS offer of employment.

1.1 Short Term Contract/Secondment (up to three months)

Eligibility Criteria

- External staff recruited and employed for a period of up to three months
- Existing RFDS Central Operations staff seconded to a base for a period of up to three months, at the request of RFDS
- Existing RFDS Central Operations staff who self-initiate a transfer
- RFDS staff transferring from another RFDS section (i.e. outside of Central Operations) for a period of up to three months

Travel

The RFDS will provide:

- Air travel between usual home location and base at commencement and completion of contract
- where it is agreed the employee will drive their own motor vehicle, the RFDS will reimburse the employee with an equivalent discounted return economy airfare (including taxes), the value of which will be determined by the RFDS at the time the contract is offered*
- One paid travel day, paid as normal salary

Accommodation

The RFDS will provide self contained accommodation, including utilities and a telephone allowance to a maximum of \$10 per week for local and STD calls. All ISD (international) call costs and local/STD costs in excess of the allowance, will be recoverable (by way of automatic salary deduction) from the employee. Accommodation may be provided on a shared basis.

In the event the short term contract is re-negotiated and the term extended, the provision of accommodation will not extend past three months, irrespective of the extended length of the contract.

Motor Vehicle

The RFDS will provide access to a pool motor vehicle for business use, when the employee is rostered for duty. (Note - not available to contract/seconded staff who have elected to drive their own motor vehicle).



Relocation Assistance Policy

Roster Relief Allowance

For existing RFDS Central Operations staff specifically seconded for roster relief purposes, a roster relief allowance to assist with meal and incidental costs (\$360 per week / \$51.43 per day) is payable. Due to taxation rulings, the payment of the roster relief allowance is capped at a maximum of four weeks. Further details (including eligibility criteria) are provided in RFDS' Roster Relief Policy.

Recovery of Relocation Expenses

In the event either party terminates the employees' employment with RFDS Central Operations, prior to completion of their contract, they will be required to reimburse all expenses associated with their relocation (including accommodation, travel etc).

1.2 Short Term Contract/Secondment - four to 12 months (Inclusive)

Eligibility Criteria (refer **note below)

- External staff recruited and employed for a period of between four and twelve months
- Existing RFDS staff seconded to a base for a period of between four and twelve months, at the request of RFDS
- Existing RFDS Central Operations staff who self-initiate a transfer
- RFDS staff transferring from another RFDS section (i.e. outside of Central Operations) for a period of between four and twelve months

Travel

The RFDS will provide:

- Air travel between usual home location and base at commencement and completion of contract
- Where it is agreed the employee will drive their own motor vehicle, the RFDS will reimburse the employee with an equivalent discounted return economy airfare (including taxes), the value of which will be determined by the RFDS at the time the contract is offered.*
- One paid travel day, paid as normal salary

Temporary Accommodation & Transport

- The RFDS will provide up to three months' self contained accommodation, including utilities and a telephone allowance to a maximum of \$10 per week for local and STD calls. All ISD (international) call costs and local/STD costs in excess of the allowance, will be recoverable (by way of automatic salary deduction) from the employee. Accommodation may be provided on a shared basis.
- Alice Springs Only
Where a contract or secondment period exceeds three months and the provision of self-contained accommodation ceases, the employee may become eligible to receive Remote Area Housing assistance (RAH), where the entitlement exists within an Enterprise and/or Collective Agreement relevant to their employment and in accordance with RFDS' RAH policy.



Relocation Assistance Policy

- Any associated fringe benefits tax liability that may be incurred due to the receipt of this allowance will be the responsibility of the individual employee. Where existing RFDS Central Operations staff currently access salary packaging entitlements, their salary sacrifice amount will be adjusted accordingly (i.e. reduced) as the RAH is taken into account for FBT purposes.
- Access to a pool motor vehicle for business use when the employee is rostered for duty for up to four weeks. (Note - not available to contract/seconded staff who have elected to drive their own motor vehicle).

Roster Relief Allowance

Not applicable.

Recovery of Relocation Expenses

In the event either party terminates the employees' employment with RFDS Central Operations, prior to completion of their contract, they will be required to reimburse all expenses associated with their relocation (including accommodation, travel etc).

1.3 Long Term Contract (12 Months or more) and/or Permanent Appointments

Eligibility Criteria (refer **note below)

- External staff recruited and employed either permanently or on a long term contract of 12 months or more.
- Existing RFDS staff who transfer to another base either permanently or for a period of 12 months or more, at the request of RFDS.
- Existing RFDS Central Operations staff who self-initiate a transfer
- RFDS staff transferring from another RFDS section (i.e. outside of Central Operations), either permanently or for a period of 12 months or more.

Assistance

RFDS Central Operations will provide:

- Up to \$5,000 towards relocation expenses (within FBT guidelines). All relocation expenses will be reimbursed (up to this amount) upon completion and submission of a Reimbursement of Expenses form, together with relevant tax invoices/receipts. Relocation expenses are excluded from the transferring employees' salary sacrifice entitlement.
- One paid travel day, paid as normal salary.
- Up to four weeks'* temporary self-contained accommodation (may be provided on a shared basis), including utilities and a telephone allowance to a maximum of \$10 per week for local and STD calls. All ISD (international) call costs and local/STD costs in excess of the allowance, will be recoverable (by way of automatic salary deduction) from the employee. Accommodation may be provided on a shared basis.
- * Up to three months' temporary accommodation will be offered to operational personnel relocating to Alice Springs.



Relocation Assistance Policy

- Alice Springs Only
After three months when the provision of self-contained accommodation ceases, the employee may become eligible to receive Remote Area Housing assistance (RAH) where the entitlement exists within an Enterprise and/or Collective Agreement relevant to their employment and in accordance with RFDS' RAH policy.
- Any associated fringe benefits tax liability that may be incurred due to the receipt of this allowance will be the responsibility of the individual employee.
- Where existing RFDS Central Operations staff currently access salary sacrifice entitlements, their salary sacrifice amount will be adjusted accordingly (i.e. reduced) as the RAH is taken into account for FBT purposes.

In the event either party terminates the employees' employment with RFDS Central Operations, all relocation expenses (including accommodation and travel etc) will be recovered as follows:

- Up to and including six months - 100% of relocation expenses
- Seven to twelve months - 50% of all relocation expenses

1.4 Permanent Transfer to Another RFDS Section

In the event an existing RFDS Central Operations secures a position with another RFDS section, the transferring employee:

- Is responsible for negotiating any relocation assistance with the receiving section, i.e. assistance will not be provided by Central Operations.
- May have their existing annual and long service leave entitlements and superannuation benefits transferred with them. It is the responsibility of the receiving section to liaise with the employee and Central Operations regarding the transfer of these entitlements.

It should be noted that benefits, allowances and entitlements may differ between RFDS Central Operations and the receiving section. In the event the receiving section's entitlements are less favourable, RFDS Central Operations is not responsible for providing any compensation to make up any shortfall of benefits.

1.5 Enterprise Agreements

Where relocation and transfer provisions have been negotiated within Enterprise and/or Collective Agreements (EBA or CA) these entitlements will apply in accordance with the relevant EBA/CA and where possible, in alignment with this policy. Where any conflict exists between the EBA/CA and this policy, the EBA/CA entitlements will prevail.

*Note – Use of Private Motor Vehicle

Where it is agreed that a transferring employee will drive their private motor vehicle, the motor vehicle must be roadworthy, currently registered and fully comprehensively insured. Evidence of registration and insurance may be requested by RFDS.



Relocation Assistance Policy

The employee will be required to indemnify the RFDS against any further claims or liability in respect to the road travel.

The travel allowance will cover all out-of-pocket and associated travel expenses (i.e. meals, accommodation, vehicle “wear and tear” etc).

**** NOTE****

For the purposes of relocating to/within RFDS Central Operations, employees (in accordance with the eligibility criteria) may access one “package” (to the maximum of \$5,000) of relocation assistance, once every five years, ie a further relocation package of \$5,000 will be offered for any subsequent relocations within Central Operations, after five years.

Staff who received relocation assistance in accordance with RFDS’ policy prior to 1 September 2009, (i.e. capped at \$3,000) will have access of up to an additional \$2,000 within five years of their relocation. In the event they relocate again within Central Operations after five years, they will be entitled to a further relocation assistance package of up to \$5,000. No retrospective reimbursements/payments will be made relating to relocations prior to 1 December 2011.

In the event the employee transfers to another Section, the receiving Section is responsible all relocation expenses, as negotiated as part of the employee’s transfer to the other Section.

In the event an employee leaves the employ of the RFDS, any funds not fully expended cannot be used to relocate from the RFDS location at which they are employed at the time of exit.

POLICY REVIEW

This policy will be reviewed annually to assess practicality and viability.

