

RELOCATION POLICY

Purpose

The purpose of this policy is to provide an overview of relocation assistance that may be offered as an incentive for new and existing staff members required to relocate residences to accept a position with the Royal Flying Doctor Service of Australia (Queensland Section) and the Royal Flying Doctor Service (Qld) Services ("RFDS").

Scope

This policy applies to all Royal Flying Doctor Service ("RFDS") employees, excluding casuals.

Legislation

Not applicable

Eligibility

Reasonable relocation expenses may be paid by the RFDS in the following instances (unless otherwise specified by an Industrial Agreement):

- > To new appointees, who are required to relocate to take up a permanent appointment with the RFDS. Self-initiated relocation is generally excluded, however is payable at the discretion of the Executive Leader.
- > Internal transfers to another Base, where that employee has requested relocation assistance and has worked in their current location for a period of more than two years (not including any periods of unpaid leave).
- > Upon transfer of an existing employee at the request of the RFDS.
- > At the request of the Executive Leader, a maximum term employee may source relocation assistance in limited circumstances.
- > International relocation will be considered on a case-by-case basis. Approval for international relocation will be at the sole discretion of the Chief Executive Officer after having received advice from the relevant Executive Leader.
- > All other relocation assistance requests will be considered on a case-by-case basis and is payable at the discretion of the Executive Leader.

Conditions

Any monetary values stated in this policy are maximum values and are provided for relevant expenses that are utilised as part of the employee's relocation. It is not intended that there be a total "pool" that can be redistributed for other purposes.

The parameters of relocation assistance should be agreed by the Executive Leader before recruitment of the role. Any proposed expenses outside of these parameters must be agreed by the Executive Leader. All costs associated with relocation assistance are funded from the budget where the employee is allocated.

Employees and managers should opt for the most cost-effective options. For positions that are subject to external funding there may be limitations.

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Items Covered by this Policy

The RFDS may pay relocation expenses for the removal, storage and relocation of property.

Expenses to a maximum of \$7,000 may be negotiated at the time of offer of employment. The maximum amount may change dependent on factors such as the seniority of the position, the destination and budget considerations. If relocation costs exceed \$7,000, the employee will be responsible for the additional payment.

Where required, the RFDS may pay for stowing, unstowing and storage costs for a maximum period of three weeks. This will be inclusive of the total relocation cost of \$7,000.

Relocating personal vehicles

The Executive Leader will decide if the relocation cost of one personal motor vehicle, which may be reimbursable to a maximum value of \$1,500, is inclusive or in addition to the total approved relocation amount. If the \$1,500 is in addition to the total approved relocation amount of \$7,000, additional approval from the Executive Leader is required.

Exclusions

- > The removal and relocation of any additional and miscellaneous items (such as art, speciality items, tools, pets, boats, caravans, trailers, aircraft, any additional motorised vehicles and miscellaneous items)
- > Redelivery charges
- > Cleaning costs
- > Any rental or mortgage charges such as break-lease fees or bond payments
- > Additional sundry expenses whilst in transit, such as food or drink

Relocation Assistance Procedure

- > Managers must seek appropriate approval for relocation costs on a Recruitment Requisition or Change of Employee Details form
- > Once a candidate has been selected, details of the included relocation costs are to be included in the Offer Details form for inclusion in the employment contract
- > After receiving the signed employment contract, the People & Culture team will send an Employee Removal Request Form to the employee for completion.
The RFDS uses The Corporate Relocator for all employee relocations.
- > Once the Removal Request Form is received, the People and Culture team will activate the removal with The Corporate Relocator to coordinate the relocation on the employee's behalf.
- > The Corporate Relocator will then liaise directly with the employee.
- > The Corporate Relocator will obtain three quotes for relocations and the employee's appropriate manager will make the final decision on the most appropriate company to engage for the relocation.
- > The Corporate Relocator will then make the necessary relocation arrangements with the employee directly.
- > On completion of the relocation, The Corporate Relocator will email invoices directly to Finance.
- > The manager will be required to process the invoices via ELAP.

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Insurance

The RFDS can provide insurance of property during the removal process to a maximum of \$250,000. In the event of a claim, any applicable excess will be payable by the employee. A valuation of personal effects must be submitted so that insurance can be arranged under the existing RFDS cover. It will be at the employee's expense if they elect to take out their own insurance or require additional insurance above the RFDS insurance cover.

Process

- > If an employee wishes to lodge an insurance claim, they can contact The Corporate Relocator directly.
- > The employee will be asked to return relevant paperwork to The Corporate Relocator.
- > These documents will be emailed directly to the RFDS Finance team to progress. The Finance team will process the claim and will liaise directly with the employee from this point forward.

Travelling to the new location

Relocation by Aircraft

A one-way economy airfare to the new location may be provided for the employee, and any partner and dependent children who reside with the employee. The Executive Leader will decide if the airfare expense is inclusive or in addition to the total approved relocation amount.

Relocation by Vehicle

Should an employee elect to transfer to the new location via vehicle, it will be in lieu of transfer by aircraft, not in addition to the airfare. The RFDS will reimburse petrol expenses to the lower of receipted expenses or a one-way economy airfare ticket. The RFDS may reimburse for reasonable accommodation costs whilst the employee is in transit. The cost of transfer by vehicle is included in the relocation limit unless approved in addition to the total approved relocation amount.

Employees electing to transfer to the new location via vehicle must seek prior approval from the relevant Executive Leader or their delegate.

To claim reimbursement from the RFDS, the employee must complete an Expense Reimbursement Claim Form (located on the RFDS Intranet) and attach the tax receipt. The tax receipt must be in the employee's full name.

Temporary Accommodation

Temporary accommodation may be provided at the expense of the RFDS for the employee, the employee's partner and dependent children who reside with the employee, for a maximum period of three weeks from the date of commencement. The location of the accommodation will be at the discretion of the RFDS.

All pets, cars, boats and other vehicles will be accommodated at the employee's expense.

Where an employee wishes to stay in the premises provided for a period greater than three weeks, it will be at the employee's expense if it is in commercial premises. If it is RFDS-owned accommodation, the employee will be required to pay the RFDS a nominal rental payment, based on current market rates. This can be deducted from the employee's fortnightly salary at the

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employee's request. Employees wishing to extend their stay in RFDS accommodation will need prior approval from the Executive Leader.

Orientation Allowance – Food and Beverage

The employee may claim \$300 per week (up to a maximum of \$900) for an orientation period in a new location. This allowance is paid when an employee is in temporary accommodation in their primary base location whilst waiting to secure longer-term housing. If an employee has been able to move into their own accommodation within this three-week period, the amount will be pro-rata.

Where an employee is being paid the orientation food and beverage allowance, they are not eligible for expenses such as meals, beverages, telephone and data costs as usually covered by the Travel Policy. None of these expenses can be charged to the hotel room or claimed as reimbursement.

When an employee is away from their primary base to undertake an orientation for a period of greater than three days, a \$300 per week allowance (non-taxable) will apply in addition to the above allowance.

Where the employee is in the one location for the orientation for a period greater than three weeks, the allowance will no longer apply.

No other overnight, breakfast, lunch, dinner allowances as specified in the Travel Policy will apply during this period.

Resignation

Should an employee resign from the RFDS, or change their employment status to casual, or have their employment terminated (excluding redundancy), within 12 months of the relocation date, the employee will be required to repay to the RFDS all costs paid or reimbursed as part of the relocation package. The RFDS reserves the right to withhold any outstanding monies from the employee's termination pay.

Related Documents

- > Employee Removal Request Form
- > Expense Reimbursement Claim Form
- > Payroll Deduction Form
- > Travel Policy

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