

Division of Human Resources Fact Sheet

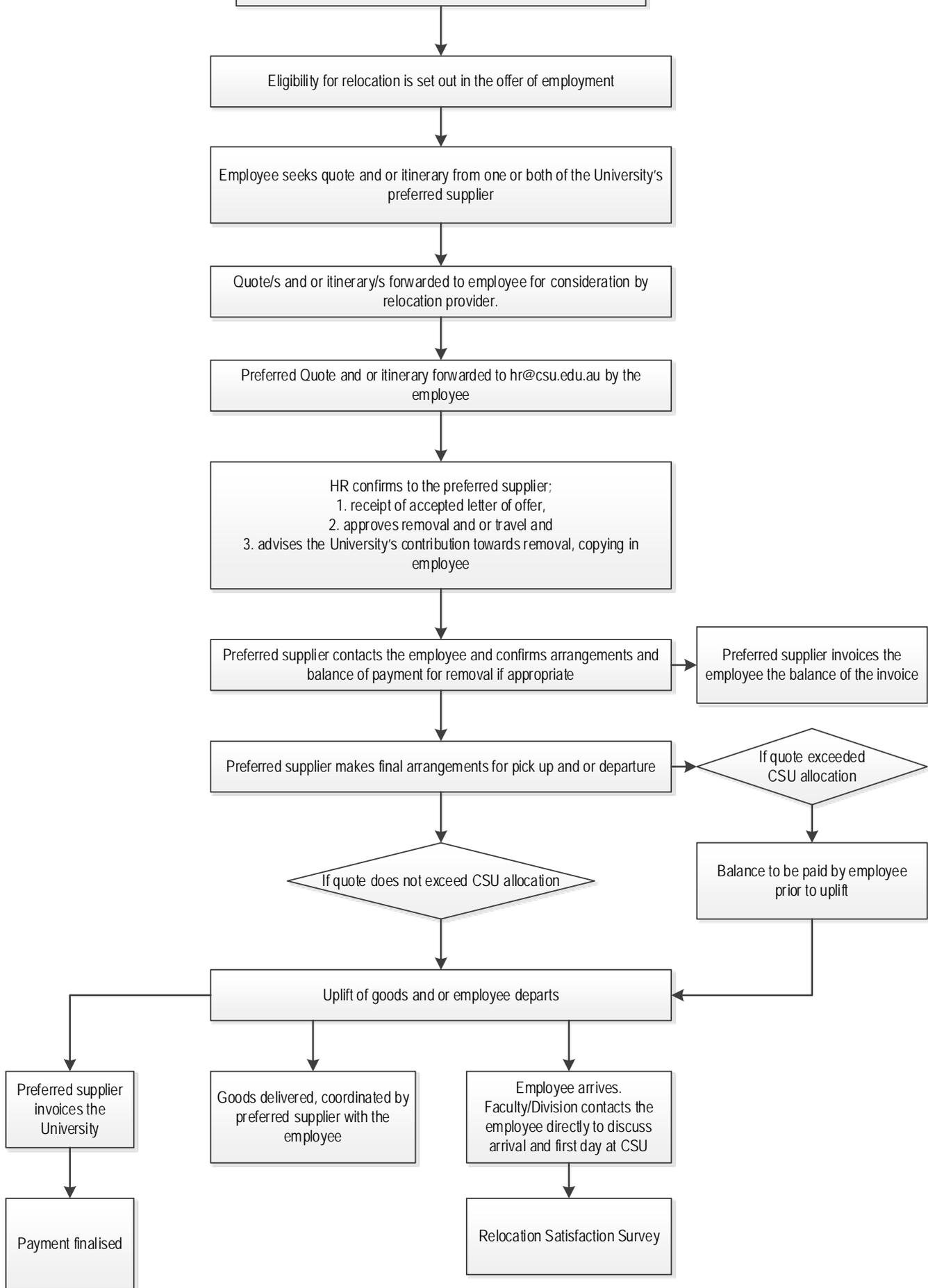
Relocation Within Australia

Purpose of this fact sheet	As a new CSU staff member you may be eligible for a contribution towards your relocation expenses. This fact sheet will guide you through the University's relocation process.
How do I know whether I'm entitled to payment of relocation expenses?	Your offer of employment will detail any relocation entitlements and conditions.
What is provided?	<p>CSU may offer the following relocation services:</p> <ul style="list-style-type: none"> ▪ A single economy airfare for you and any dependent family (or a motor vehicle mileage allowance at the rate set by the University, if air travel is not appropriate) and accommodation in transit where the travel is of more than 10 hours duration; and/or ▪ Within the limit set out in your offer of employment: <ul style="list-style-type: none"> – Reasonable expenses for removal of your household effects to the CSU host city; – Temporary accommodation (see details below); – Motor vehicle hire (see details below); and/or – A lump sum payment of up to \$2,000 to cover incidental expenses. This is paid via payroll with tax deducted at the marginal tax rate, in your first pay. If you select this option you must nominate the amount by emailing hr@csu.edu.au. <p>The University's removalists can arrange:</p> <ul style="list-style-type: none"> ▪ Flights; ▪ Packing and unpacking; ▪ Cleaning; ▪ Transportation of pets; ▪ Transportation of motor vehicles; ▪ Insurance (please note that this is mandatory). <p>CSU approval of your relocation quote is required prior to travel or removal.</p>
Is temporary accommodation available?	<p>Temporary accommodation of up to 4 weeks can be arranged, provided this inclusion doesn't exceed the entitlement set out in your offer of employment.</p> <p>Please complete this form and forward it to hr@csu.edu.au to arrange.</p>
What's not provided?	<p>CSU will not cover the cost of storage of your household effects, school fees/uniforms, nor reimbursement of food, beverages and incidentals.</p> <p>However, you may wish to consider using the lump sum payment of \$2,000 mentioned above for this purpose, provided this inclusion doesn't exceed the entitlement set out in your offer of employment.</p>
What happens if the quotes are more than my entitlement?	CSU will pay up to your entitlement and you will be required to pay the difference.
Who are the University's preferred removalists?	<p>The University's removalists are:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><i>Account Manager:</i> Jacqui Mannion <i>Email:</i> Mobility3@grace.com.au <i>Phone:</i> 02 9838 5654 <i>Mobile:</i> 0417 123 318 <i>Website:</i> www.grace.com.au</p> </div> <div style="text-align: center;">  <p>Melanie Joannou customerservice@sirva.com.au 1800 801 435 www.sirvarelocation.com.au</p> </div> </div>

<p>What do I need to do to access these services?</p>	<ol style="list-style-type: none"> 1. When you have accepted your offer of employment, obtain a quote from one or both of the above removal companies and forward your preferred quote to hr@csu.edu.au. 2. CSU will inform your preferred provider of the University's contribution to your relocation. 3. The preferred provider will contact you to advise of the actual contribution the University will make toward removal costs, and make final arrangements for pick up and payment (if your costs exceed your entitlement). <p>Please note December and January are busy times, the earlier you commence discussions with your relocation provider, the more likely you are to be able to move on your preferred date.</p> <p>The following page provides a flow chart of the process for relocating within Australia.</p>
<p>Can I use a different removalist?</p>	<p>Yes, as long as you get a quote from one of our preferred removalists. CSU will pay up to the amount of the least expensive quote, or the relocation entitlement whichever is the lesser.</p>
<p>How do I claim a mileage for car travel?</p>	<p>Complete this form and forward it to hr@csu.edu.au on your arrival at CSU.</p>
<p>Is it OK if my family move at a different time to me?</p>	<p>Yes, provided there is no additional cost to the University.</p>
<p>I don't want to travel directly to CSU. Can I take a detour?</p>	<p>Yes, but you need to request this in advance and we'll only cover the cost of direct travel. You will be required to pay the difference between the cost of direct travel and your chosen route.</p>
<p>Can I hire a motor vehicle?</p>	<p>Motor vehicle hire for up to 4 weeks can be arranged, provided this inclusion doesn't exceed the entitlement set out in your offer of employment.</p> <p>Please contact hr@csu.edu.au to arrange this.</p>
<p>Can I salary sacrifice relocation expenses?</p>	<p>It may be possible to salary sacrifice some expenses associated with your relocation. For further information please contact the Remuneration Manager at payroll@csu.edu.au.</p>
<p>Where can I find information on CSU's host cities?</p>	<p>Information on lifestyle, facilities, housing etc in some of CSU's host cities is available at http://www.evocities.com.au/.</p>
<p>For further information</p>	<p>Please email hr@csu.edu.au or (02) 6338 4738.</p>

In the event of any discrepancy between this fact sheet and your offer of employment, the terms of your offer will prevail.

Process for Relocation Within Australia



In the event of any discrepancy between this fact sheet and your offer of employment, the terms of your offer will prevail.