



POLICY	
Relocation Expenses	
<b>Scope (Staff):</b>	Prospective employees (including transferred and seconded employees) and hiring managers
<b>Scope (Area):</b>	Child and Adolescent Health Service (CAHS)

## Aim

The purpose of this policy is to provide guidance on the reimbursement of relocation expenses that can be negotiated during an offer of employment period in order to ensure a consistent approach across the health service.

## Risk

Not adhering to this policy may impact on CAHS's ability to attract prospective employees with specialist skills and may also lead to inconsistencies and inequities in the provision of financial assistance to prospective employees.

## Definitions

**Immediate family:** includes dependent children (who are under 18 years old) and a spouse (married or defacto) of the employee.

- There may be considerations, for example, members of the immediate family who are over 18 years old who are dependent due to a disability or special circumstances.

## Principles

- The extent of the provision of financial assistance towards relocation expenses for prospective employees is:
  - in accordance with the relevant industrial instrument
    - Refer to the WA Health [Industrial Awards and Agreements Library](#).
  - at the discretion of the authorised delegate in accordance with the financial delegation in the [CAHS Authorisations and Delegations Schedule](#).
- Any financial assistance agreed to will be pre-determined and provided on a reimbursement basis only.
  - Original receipts are required to be submitted for all claimed expenses.
  - No retrospective claims will be considered.
- Departments are advised to develop their own operational procedures that are in line with the industrial instrument applicable to the occupational groups.

## **Relocation Expenses**

- Where it is not explicit within the relevant industrial instrument, the following may be used as a guide in negotiations during the offer of employment period.

### ***Travel expenses***

- Economy class air travel will be provided to employees and their immediate family.
- If the employee elects to drive to their new location, the appropriate kilometre allowance will be paid up to equivalent economy class airfare for the employee and their immediate family.
- Reimbursement of actual costs for reasonable meals and accommodation en-route to the destination will be allowed and incorporated in the above arrangements.

### ***Removal expenses***

- The cost of removal of household and personal effects of the employee and their immediate family is based on a maximum of 45 cubic metres of storage space.
- The range of items included as household and personal effects includes:
  - suites of furniture (bedroom, dining, kitchen and lounge)
  - portable outdoor furniture
  - refrigerator
  - washing machine
  - clothes dryer
  - television
  - other general household and personal items
- Two quotes are to be obtained from removal companies, with the lowest quote being accepted.
  - An [AP2 Reimbursement of Expenses / Subsidy Payments Form](#) must be used to process approved reimbursement expenses.

### ***Storage of household and personal effects***

- Storage costs of all household and personal effects for a period of up to two weeks, plus the cost of transfer of the effects from the store to the employee's place of residence is allowable.

### ***Insurance***

- Insurance of household and personal effects during relocation is covered by RiskCover.

### ***Other Expenses***

- Other expenses involved in relocation including temporary accommodation, transporting of domestic pets, freight of vehicle and care hire will be at the

discretion of the authorised delegate in accordance with the relevant industrial instrument.

### ***Recovery of Payments***

- In the event that an employee leaves employment with CAHS within 12 months of commencement, they may be required to repay relocation costs on a pro-rata basis.

### **Compliance**

- The relevant hiring manager is responsible for ensuring compliance with this policy and the applicable industrial instruments.

### **Record Keeping**


- Records involving negotiation of relocation expenses will be retained in accordance with public sector record keeping practices and the CAHS [Corporate Records Management](#) Policy.
  - Refer to the [CAHS Recordkeeping Plan 2015027](#)

<b>Related CAHS internal policies, procedures and guidelines</b>
<a href="#">CAHS Authorisations and Delegations Schedule</a> (Corporate Services)
<a href="#">Corporate Records Management</a> (CAHS Policy Manual)
<a href="#">CAHS Recordkeeping Plan 2015027</a>

<b>References</b>
<a href="#">Industrial Awards and Agreements Library</a> (WA Department of Health)

<b>Useful resources (including related forms)</b>
<a href="#">AP2 Reimbursement of Expenses / Subsidy Payments Form</a>

This document can be made available in alternative formats on request for a person with a disability.

File Path:	W:\Safety & Quality\CAHS\Policy\POLICY MANAGEMENT - Area Health Service\CAHS Policy_Word\CAHS.HR.RelocationExpenses.docx				
Document Owner:	Executive Director Corporate Services				
Reviewer / Team:	Workforce Services				
Date First Issued:	June 2019	Last Reviewed:	NEW	Review Date:	June 2022
Approved by:	CAHS Corporate Governance Committee			Date:	17 June 2019
Endorsed by:	Executive Director, Corporate Governance			Date:	17 June 2019
Standards Applicable:	NSQHS Standards: 				
<b>Printed or personally saved electronic copies of this document are considered uncontrolled</b>					