



Recruitment relocation instruction

What is it?

This instruction outlines the recruitment relocation options available to eligible staff including conditions of the provisions.

The terms and conditions included in this instruction are a guide only, and do not constitute a contractual entitlement for the employee. Specific terms and conditions should be considered and communicated to each employee and documented in each relevant employment contract.

Who is this for?

This instruction is to be utilised by RMIT University and RMIT Training when considering the need to provide relocation support for eligible new staff members relocating from overseas or interstate (within Australia) to Melbourne, Australia at the time of their appointment.

Relocation support is available for a period of up to 12 months from the date of commencement of employment at the University.

This instruction applies to Continuing and Fixed Term external new hires on a contract greater than two years.

This instruction excludes current RMIT staff, Casual external new hire employees, RMIT Online and overseas entities.

1. Relocation benefit options

Travel costs

Where included as part of the approved relocation package, travel for the staff member and approved accompanying dependent family members from their current residence to Melbourne, Australia via the most cost effective and direct route will be booked via the University travel management company in line with the Travel Policy. Travel insurance will be provided under the Corporate Business Travel Insurance Policy where travel is booked via the University travel management company.

Removal of personal and household goods:

Where included as part of the approved relocation package, transportation (including reasonable insurance) of reasonable personal and household effects will be provided via the University's preferred relocation provider in line with the below guideline based on accompanying family size. Items of unusual size, weight or nature such as motor cycles, boats and pianos are excluded. The University will not pay for pet relocation costs.

Guidelines for volume of household removal for sea/rail and/or airfreight

	Volume of removal (sea/rail)	Airfreight weight
Single	15m3	50 kg
Couple	20m3	50kg per person
Family	20m3 + 5m3 per accompanying dependent	50kg per person up to 300kg

Items of unusual size, weight or nature such as motor vehicles, boats, collectables, bottles of alcohol, antiques and pianos are specifically excluded as are items of high value.

Temporary accommodation

Where included as part of the approved relocation package, up to 14 days of temporary accommodation may be provided upon arrival in Melbourne, Australia. Accommodation will be booked via the University travel management company in line with the Travel Policy.

Relocation Allowance or Reimbursement Budget

A relocation allowance may be provided to support the relocation expenses of a staff member in addition to or as a replacement to the benefits listed above. This allowance may be paid via the staff members salary in which case it will be subject to tax. Alternatively, relocation expenses may be claimed against the allowance with Fringe Benefits Tax to apply where applicable. The amount and structure of this allowance or reimbursement budget, when provided, will be outlined in the employment contract between RMIT and the staff member. All reimbursements for eligible relocation expenses will require submission of receipts and once approved will be reimbursed into the employee’s nominated bank account following their commencement with the University.

Relocation Costing

To further understand approximate relocation costing, contact the Talent Team.

Immigration assistance

Where approved as part of the relocation package, the University may provide immigration support for the employee and approved accompanying family members. The [RMIT People Visa Guide](#) outlines the common visas RMIT accept and support. The Talent, Integrity and Contracts team must be consulted as soon as possible in the recruitment process where it is anticipated that immigration assistance may be required.

2. Dependents

Dependent family members arriving later than the appointee

On occasions where an approved accompanying family member does not accompany the appointee at the time of relocation, they may qualify for travel or “reasonable” removal expense costs if they join the appointee within 12 months of the date of appointment to the University. Where approved as part of the relocation package, this support will be

outlined in the employment contract.

For the purpose of this instruction, dependent family is defined as the approved dependent partner/spouse, of the same or opposite sex, and/or children up to age 18 or full-time students up to 25 years of age.

3. Extension to the initial appointment

A staff member initially appointed for two years or less and subsequently appointed as a continuing member of staff or to another fixed term appointment is not eligible for further relocation assistance.

4. Termination of employment

If for any reason a staff member leaves the employment of the University within three years of appointment, a reimbursement for recoverable relocation costs of the following scale will be required based service as at the resignation date:

- Resigning within 12 months – 70%
- Resigning within 2 years – 50%
- Resigning within 3 years – 25%

5. Delegated authority for approving payment of travel, removal and accommodation costs

Delegations for approving payment of travel, removal and accommodation are in line with RMIT's Delegation of Authority.

6. More information

- [People Connect](#)
- [Associated Information of the Employee Lifecycle Policy:](#)
 - RMIT People Visa Guide
 - Recruitment and Selection Guideline
 - Direct Appointment Guideline
 - Global Mobility Guideline (for current RMIT staff)

Document history

Version	Effective date	Authority	Author
1.0	8 April 2010	Employee Lifecycle Policy	Executive Director, Human Resources
2.0	19 December 2023	Employee Lifecycle Policy	Performance & Reward team