



# Supported relocation procedure

## Purpose

This procedure describes how Toowoomba Catholic Schools (TCS) will support eligible employees, both in accordance with, and in addition to, the [Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2019-2023](#), in relation to the costs involved with relocation of employment.

## To whom it applies

This procedure applies to eligible employees commencing employment in a regional, rural or remote TCS school, and to those employees relocating from a rural or remote TCS school in accordance with the Teacher relocation procedure.

## Related policies and procedures

[Toowoomba Catholic Schools Employment policy](#)

[Toowoomba Catholic Schools Teacher relocation procedure](#)

## Procedure

1. This procedure applies to relocations to and from the locations in Table one (see Appendix 1).
2. Eligible employees under this procedure are teachers, business managers, counsellors, middle and senior leaders and principals who are relocating to the locations listed in Table one (see Appendix 1) or are relocating from a rural or remote school under the provisions of the Teacher relocation procedure, and whose appointment is continuing or contracted for a minimum of twelve months.
3. Where an employee is eligible for relocation support under this procedure, People and Engagement Services, Toowoomba Catholic Schools Office (TCSO) will
  - a. ensure that the employee has access to this procedure
  - b. contact the employee and request that they complete and return the Supported relocation form.
4. An employee is to arrange their own relocation and submit tax invoices or receipts for reimbursement up to the capped amount within one month of commencement to [tcsrecruitment@twb.catholic.edu.au](mailto:tcsrecruitment@twb.catholic.edu.au).

**Please note:** Reimbursement will not occur until the first pay following commencement of employment.

5. The following costs can be reimbursed under this procedure.
  - a. Flights
    - i. applies to appointees required to relocate further than 1,000 km
    - ii. one-way ticket, economy class, most direct route for appointee and dependents (as defined by the Australian Taxation Office (ATO))
    - iii. any relevant airport taxes
    - iv. transport costs to the departing airport
    - v. transport costs from the arrival airport

- b. Travel by train
    - i. one-way ticket, economy class, most direct route for appointee and dependents (as defined by the ATO)
    - ii. any relevant taxes
    - iii. transport costs to the departing train station
    - iv. transport costs from the arrival train station
  - c. Private vehicle costs
    - i. Fuel and wear and tear of vehicles will be reimbursed at the motor vehicle allowance as determined by the current ATO cents per kilometre motor vehicle expenses deduction rate, with the understanding that this applies to the cost of the use of up to two vehicles.
    - ii. Confirmation of kilometres travelled is required in writing by providing the odometer reading at the commencement of journey and completion of journey, thus evidencing the total kilometres travelled.
  - d. Accommodation
    - i. the actual cost of accommodation whilst in transit
  - e. Meals
    - i. reimbursement for meals whilst in transit excluding alcohol purchases
  - f. Packing and removal costs
    - i. The costs of reasonable packing supplies, the charge of removalist and packing services, and the cost of insurance of goods in transit will be paid.
    - ii. Payment of costs associated with self-transport of belongings such as the cost of hire of any vehicle or trailer and associated fuel costs will be paid. Fuel is calculated using the appropriate ATO rates at 100% when towing a trailer or at actual cost when using a commercial vehicle.
6. The following costs are excluded from this procedure.
- a. any professional unpacking at the employee's new location
  - b. any costs associated with the sale of the employee's residence(s)
  - c. any costs associated with the purchase of the employee's new residence
  - d. any costs relating to the employee's previous rented residence, including but not limited to, break-lease, cleaning, pest control treatments and loss of bond
  - e. any costs relating to the employee's new rented residence, including, but not limited to, bond payment, rent in advance, cleaning, and pest control treatments
  - f. any costs relating to the connection or disconnection of utilities, including telephone, electricity, gas, etc or break of contract for any of these utilities
  - g. phone calls during travel
  - h. alcohol during travel
  - i. any freight or transportation costs in relation to large items, such as farming equipment and machinery or recreational vehicles, such as trailers, caravans, camper trailers, golf buggies or similar
  - j. any costs associated with the relocation of pets
  - k. if an employee relocates within two years of receiving supported relocation under this procedure, they will not be eligible for further support
  - l. any claims for reimbursement that are not supported by relevant tax invoices and receipts.
7. The following applies when an employee claims reimbursement for relevant costs under this procedure.

- a. Reimbursement of costs will be provided subject to eligibility and written acceptance of the obligation for completion of contract (see Supported relocation form).
  - b. Reimbursements, with relevant supporting documentation, will be made to the bank account nominated by the employee.
  - c. All claims must be finalised within one month of the appointee's start date, specified within their appointment contract.
8. The following applies where any employee resigns prior to the end of their contract or within two years of a continuing position (whichever is shorter).
- a. The employee is required to repay a proportion of the costs incurred by TCS in relation to the relocation provided at the commencement of the appointment.
  - b. A written commitment to repay any reimbursement given to an employee must be given prior to the reimbursement of any costs incurred by the employee.
  - c. Employees on a contract will be required to repay in proportion to the amount of the contract that will be unfulfilled.  
*Example: If employee A is provided with supported relocation for a two year contract however resigns after twelve months, there will be a requirement to repay 50% of the costs met by TCS.*
  - d. Employees on permanent appointments who resign within the first two years of their appointment will be required to repay in proportion to the amount of the appointment of the two years that will be unfulfilled. After two years, the appointee will not be required to repay any costs.
9. The Director: People and Engagement Services may, in exceptional circumstances, approve the application of all or part of this procedure to other relocations.

## Authority

This procedure is the responsibility of the Director: People and Engagement Services. Any changes to this procedure can only be made with approval by the Director: People and Engagement Services or the Executive Director: Catholic Schools.

## Version control and change history

### Effective date

23/08/2023

### Review date

23/08/2025

### First published

24/10/2019

### Republished

14/07/2021

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## Appendix 1

**Table one – Locations eligible for relocation support**

Location	Principal	Senior Leadership	Teacher/Counsellor/ Business Manager
Cunnamulla (remote)	\$7,000	\$6,500	\$6,000
Quilpie (remote)	\$7,000	\$6,500	\$6,000
Charleville (rural)	\$6,500	\$6,000	\$5,500
Mitchell (rural)	\$6,500	\$6,000	\$5,500
St George (rural)	\$6,500	\$6,000	\$5,500
Goondiwindi (rural)	\$5,500	\$5,000	\$4,500
Inglewood (rural)	\$5,500	\$5,000	\$4,500
Roma (rural)	\$5,500	\$5,000	\$4,500
Tara (rural)	\$5,500	\$5,000	\$4,500
Chinchilla (rural)	\$5,500	\$5,000	\$4,500
Dalby (regional)	\$4,500	\$4,000	\$3,500
Millmerran (regional)	\$4,500	\$4,000	\$3,500
Stanthorpe (regional)	\$4,500	\$4,000	\$3,500
Warwick (regional)	\$4,500	\$4,000	\$3,500

Each relocatee can have support to move additional household members at a maximum of \$500 per person and capped at three household members.  
*'Household members' are those persons that currently live with the employee and are relocating to reside with the employee in the new location.*

**Please note**

- The employee will be responsible for meeting the relocation costs in excess of the capped amount in Table one specified above.
- It is the responsibility of the employee/appointee to obtain appropriate insurances for their removals.