



## **ADMINISTRATION POLICY AND GUIDELINES**

<b>SUBJECT</b>	<b>RELOCATION EXPENSES AND ALLOWANCES FOR NORFOLK ISLAND CENTRAL SCHOOL TEACHERS EMPLOYED BY NSW DEPARTMENT OF EDUCATION &amp; TRAINING</b>
<b>CHAPTER</b>	<b>2. HUMAN RESOURCE MANAGEMENT</b>
<b>REFERENCE NO.</b>	
<b>RELEASE NO.</b>	<b>2004/10</b>
<b>AUTHOR</b>	<b>EXECUTIVE DIRECTOR CORPORATE &amp; COMMUNITY SERVICES</b>
	Approved by Corporate Management Group Date: 17 September 2004

### **Preamble:**

There is a Memorandum of Understanding between the Norfolk Island Government and the New South Wales Department of Education and Training on teacher staffing of Norfolk Island Central School. Clause 5.1 of this Memorandum states:

‘Teachers appointed to Norfolk Island Central School are eligible for a Relocation Expense Allowance from the Norfolk Island Government.’

This policy defines the relocation allowance described above.

### **Policy:**

Relocation Expenses and Allowances are provided as an incentive and compensation for temporary employment at the Norfolk Island Central School in particular circumstances. These allowances are payable if the position had been externally advertised off-shore, and where a person (who is not a resident or a GEP holder on Norfolk Island), is engaged to teach at the Norfolk Island Central School under a Temporary Entry Permit for longer than 6 months. That person shall be paid on a reimbursement basis to assist with actual costs of relocation and removal. Such an allowance will be deemed to cover:

- Cost of economy class air travel for employee, their spouse and any dependent children under 18 years of age
- Relocation and removal expenses covering:
  - Removal of household and personal effects from place of residence;
  - Immigration Entry permit fees;
  - Cost of medical examination for immigration purposes;
  - Charges associated with the loading and unloading of household and personal effects and transportation of such effects from their place of residence.

The maximum allowance amount (one-way) is \$4,000.

The following costs are not met by the Administration and do not form part of the removal allowance:

- Removal of cars, boats, animals or plants;
- Passport costs associated with the appointee and/or members of their family.

An allowance referred to above is not payable to a person whose spouse, defacto or de jure has been employed by the Norfolk Island Administration or Norfolk Island Central School and is receiving an allowance in respect of their joint relocation expenses.

If for reasons beyond the Administration's control an airline ticket is cancelled, reimbursement will not occur a second time. If the NSW Department of Education and Training are also reimbursing or providing any portion of the eligible items listed in this policy, the amount being provided will be deducted from the maximum allowance receivable.

The responsibility for arranging removal of personal and household effects, including insurance, rests with the appointee. The Administration accepts no responsibility or liability for lost or damaged goods.

In addition to the relocation allowance, the appointee will be provided with use of a hire car for the first week upon relocation on island, with petrol costs to be borne by appointee.

Policy conditions may vary on relocation expenses as a result of termination or varying immigration status. In the absence of any written agreement to the contrary, upon successful completion of the three year term of employment, this policy also applies on relocation back to New South Wales.

All allowances are dependent on production of receipts and invoices.