1 PURPOSE
To ensure consistent use of Faculty of Science and Engineering resources to support recruitment at Department and Faculty level.

Policy Hierarchy
Relocation Guideline and Schedule
Recruitment, Selection and Appointment Policy
Fringe Benefits Tax Guideline
Travel Policy/Procedure/Guideline/Per Diem Schedule/Expenses Schedule
Credit Card Policy / Procedure / Guideline

Other Resources
Relocating to Sydney website

2 SCOPE
This Procedure applies to all types of recurrently funded staff recruitment, or when a grant or contract administered through the Faculty precludes the use of funds for relocation support. The Australian Research Council (ARC) does not permit funds to be used for relocation or visa costs for Fellowships. Funds are available from the Faculty to support these staff within the parameters provided at item 4. Procedure.

3 DEFINITIONS
Commonly defined terms are located in the University Glossary. The following definitions apply for the purpose of this Procedure.

Recurrently funded
Staff funded from Macquarie University operating funds. Project funds are classified as non-recurrent as allocated for a defined activity or timeframe. Research grants are considered non-recurrent.

4 PROCEDURE

4.1 Relocations

4.1.1 Eligibility
For eligibility requirements, refer to the MQ Relocation Guideline which states the guideline is applicable to staff who are:

- required to relocate from their current residence (normally considered to be outside of a 100-kilometre radius) in order to accept an appointment with Macquarie University, and
- professional staff HEW Level 9 and above, or
- academic staff, or
- academic fellows (that is, have a fellowship).

This guideline is of particular relevance to all continuing and fixed-term appointments of two years or more. Casual staff are not eligible.

Faculty requires appointments to be greater than three months to be eligible for relocation assistance and support.
4.1.2 Allowed Expenses
Allocated funds can be spent on the Relocation Components as specified in the MQ Relocation Guideline.

4.1.3 Available Funding
The table below provides an overview of the funding amount and type of relocation assistance that the Faculty or Department may provide. Note that the funding provision is a contribution towards relocation expenses and is not intended to cover the entire cost of relocation.

<table>
<thead>
<tr>
<th>ARC Level</th>
<th>MQ Level</th>
<th>Relocation – Domestic or NZ</th>
<th>Relocation – International</th>
<th>Examples of what could be covered</th>
</tr>
</thead>
</table>
| Level 1   | Academic Level A or B | $1,500 + $500 for partner + $500 per child under 18 years | $3,000 + $1000 for partner + $750 per child under 18 years | • One-way economy flight and 1 week accommodation  
• One-way flights for 2 people  
• Contribution toward relocation of goods (and/or excess baggage) |
| Level 2   | Academic Level C  
HEW Level 9 | $2,500 + $500 for partner + $500 per child under 18 years | $5,000 + $1000 for partner + $750 per child under 18 years | International  
• The above plus $2k toward relocation of goods  
• One-way economy flight plus 3 weeks accommodation  
  Domestic  
• One-way economy flight plus 2 weeks accommodation |
| Level 3   | Academic Level D/E  
HEW Level 10 | $4,000 + $500 for partner + $500 per child under 18 years | $8,000 + $1000 for partner + $750 per child under 18 years | By negotiation  
By negotiation |
| Executive member, eg.  
Head of Department,  
Faculty General Manager | By negotiation | By negotiation |

4.1.4 Fringe Benefits Tax (FBT)
Flights, temporary accommodation, removals are FBT exempt.
4.2 Visas

4.2.1 Research Only positions

Where possible, for research only positions, a subclass 408 Visa (Research) will be used:


Criteria: Must be working on an Australian research project.

Visa duration: Visa is granted for a maximum period of 2 years, however, can apply for one more 408 visa. Note that the period of stay cannot exceed 4 years.

Cost: There is no cost to the university for the subclass 408 visa and a low visa application fee for the applicant ($310 per adult).

Funding source: For MQ and ARC Fellowships the subclass 408 Visa (Research) the first visa application fee will be funded by the Faculty. Further financial support for visa renewals and permanent residency applications is at the discretion of the Department and subject to budget availability.

4.2.2 Positions that involve teaching/lecturing (can also include research)

The subclass 482 Temporary Skills Shortage visa would be used:

Criteria: Labour market testing (ie. advertising in 2 places for a minimum period of 4 weeks) is a mandatory requirement of the TSS visa.

Visa duration: Visa can be granted for up to 4 years and it can provide a pathway to permanent residency.


For further information on visas and employment refer to: https://staff.mq.edu.au/work/employment-and-benefits/working-rights-and-visas

Funding source: Visa costs will be funded by the Faculty. Further financial support for visa renewals and permanent residency applications is at the discretion of the Department and subject to budget availability.

4.3 Administration

The visa and relocation forms part of the MQ offer process. The individual is provided with a University Relocation Agreement as part of the offer.

In line with the Agreement, the individual can elect how the funding is allocated. Depending on the allocation, support is available as follows:

- Flight bookings and accommodation – the Department administration team
- Relocation of goods – MQ Immigration and Relocation consultant (currently Karen Geldard). In normal circumstances an invoice is provided by the removalist which is paid by the Department or Faculty
• For approved relocation and visa costs, upon request from Faculty Finance, the Department will receive a funds uplift equal to the amount paid for the relocation.

4.4 Funding Source

Funds held for relocation and initial visa costs at Faculty and will be transferred to the Department after relocation and/or visa assistance is approved.

5 NOTES

<table>
<thead>
<tr>
<th>5.1 Implementation Officer</th>
<th>Faculty General Manager, Faculty of Science and Engineering</th>
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<tbody>
<tr>
<td>5.2 Approval Authority</td>
<td>Executive Dean, Faculty of Science and Engineering</td>
</tr>
<tr>
<td>5.3 Date of Commencement</td>
<td>March 2020</td>
</tr>
<tr>
<td>5.4 Date for Review</td>
<td>October 2020</td>
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<tr>
<td>5.5 Amendment History</td>
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