



Procedure 3.02 – Relocation

1. Application

This procedure applies to all NQBP employees including Marine Pilots but does not include directors or contractors.

This procedure applies to relocation from any Australian State or Territory to any NQBP office location.

For employees recruited from an overseas location, applications for relocation should be referred to and approved by the CEO.

2. Procedure

Assistance with relocation may be available to new employees who are not recruited from the current role location, due to the lack of suitably qualified candidates or transferring employees. All relocation expenditure applications should be endorsed by the Manager HR/IR and approved by the CEO prior to the expense being incurred.

Appointments of more than two (2) years durations:

When a new permanent employee or fixed term employee with an appointment of two (2) years or greater is appointed, whose place of recruitment is outside their local area, NQBP will pay for:

a) Travel Expenses

Travel by Domestic Airline

Economy class one-way air fares for the employee, partner and dependents from place of recruitment to the relevant NQBP office.

Partners and dependents of the employee, who do not accompany the employee, retain the entitlement to air travel as above, for up to six months from the date of the employee's travel, unless otherwise approved by the CEO.

Travel by Private Motor Vehicle

In instances where an employee chooses to drive to the relevant NQBP Office, reimbursement for the shortest route will be made according to the Australian Taxation Office Car Expenses cents per kilometre method for claiming a deduction for use of own vehicle. Reimbursement may also include the cost of accommodation and meals while travelling but the total reimbursed shall not exceed the cost of the relevant one-way economy airfare/s.

Overnight Accommodation and Meals in Transit

Reimbursement of the following is permitted:

- One overnight stay for each 500 kilometres driven; and
- One meal for each 166 kilometres of completed travel to a maximum of 3 meals per day per person.

Note: A travel diary must be submitted attaching receipts/tax invoices.

b) Temporary Accommodation

Accommodation for the employee (including partner and dependents) for an initial four week period, up to a maximum eight week period (on application to Manager HR/IR), while looking

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for suitable permanent accommodation at the new location, will be provided. Where the accommodation is fitted with cooking facilities, no meal expenses are payable.

Where suitable accommodation with cooking facilities cannot be provided, receipts up to a maximum of \$55 per person, per day will be reimbursed.

In the case of concurrent appointment of a partner to an NQBP position, the two employees shall be treated as separate individuals for the purpose of travel, and transfer of effects. However, only one of the appointees shall be paid travel, transfer of effects in respect to dependents.

c) Transport of Furniture and Effects

“Removal” in this section means removal and relocation of the professional, personal and household effects of the employee, partner and dependents from the place of recruitment to the relevant NQBP office, together with related insurance cover for those effects.

Removal Costs and Process

NQBP will contribute to the removal costs to a maximum cost of \$10,000 (plus GST) per family. The employee must obtain three (3) written quotes, of which the lowest quote will usually be accepted. Following the removal and on receipt of the tax invoice NQBP will arrange reimbursement to the employee.

NQBP’s reimbursement of expenses/direct payment of some relocation costs is a contribution towards the total cost of removal and will not necessarily cover all direct or indirect costs incurred. If costs exceed the payment limit, the additional expenses will be the responsibility of the employee. If costs are less than the payment limit, the balance is not regarded as a credit to the employee. An employee who believes that their particular circumstances would cause them to be seriously disadvantaged by the limits imposed may make application for special consideration to have their removal expenses increased. Final approval for an increased expenditure will rest with the CEO.

Transport of Pets and/or Plants

The employee may claim to be paid for the expense of relocating domestic pets or plants in pots (within the total removal cost included in the maximum removal cost stated above). The entitlement includes actual freight charges, cost of special carrying boxes and cost of pet accommodation in transit and at the destination.

Special leave

Up to two (2) days special leave (paid) is available on application for the purpose of Travel (where transferring) transporting effects; arranging utilities or in relation to relocation.

Leave may be applied for as individual days or consecutive days, and is subject to prior approval.

d) Insurance

NQBP will cover the insurance costs for a consignment valued up to \$150,000 (includes motor vehicles) less \$100 excess per claim. If the declared value of the consignment is in excess of \$150,000 special arrangements for insurance will be negotiated between the employee and Manager HR/IR. Otherwise the employee will be responsible for the payment of any difference in the cost of insurance in excess of \$150,000.

NQBP is not responsible for arranging insurance or loss or damages if the candidates has not arranged and completed the relevant documentation for insurance. NQBP recommends applying for insurance on all transportation and will reimburse costs as outlined above. A member of the NQBP’s Risk and Assurance team should check the insurance policy prior to transport. It is the employee’s responsibility to ensure this has been completed before booking.

e) Motor Vehicle Transport

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Freight and handling charges for one private motor vehicle. Insurance coverage costs must be included within total consignment cover value listed in d) above.

f) Storage of Furniture and Effects

NQBP will only cover the cost of storage for personal effects whilst the employee is in temporary accommodation. Storage includes all costs such as cartage to and from storage, unloading, receiving etc.

Summary of costs NQBP will pay for:

Travel Expenses	+ Temporary Accommodation	+ Transport of Furniture and Effects	+ Motor Vehicle Transport	+ Insurance	+ Storage of Furniture and Effects
Total cost not to exceed cost of economy airfares for self, partner and dependents	Initial four week period of temporary accommodation, up to a maximum eight week period	Max. cost \$10,000 per family; Includes transport of pets/plants	Freight and handling for 1 vehicle per family	Consignment valued up to \$150,000 (includes motor vehicle transport cover) less \$100 excess per claim	Cost of storage while in temporary accommodation only
For a full description of costs NQBP will pay, see a) to f) above.					

Appointments of at least one (1) year but less than two (2) years duration

NQBP will meet the cost of economy class airfares for direct travel for the appointee, partner and accompanying dependents.

For an appointee wishing to use their own vehicle or other private transport, NQBP will reimburse the cost of fuel and meet the cost of any necessary overnight accommodation to a maximum cost of economy class airfares for direct travel. Tax invoices and receipts must be provided for fuel and any overnight accommodation claimed.

A proportionate amount for relocation expenses (as described above) will be applied to appointments of at least one (1) year, but less than two (2) years.

Appointments of less than 12 months.

NQBP will not relocate an employee and their family for a contract of less than 12 months duration. In the instance where a role is required for less than a 12 month period, other contract arrangements should be investigated and options discussed with a member of the Human Resources Team.

Claims and Documentary Evidence

All claims for reimbursement of relocation expenses must be supported by documentary evidence of the expenses incurred. Documentary evidence may be in the form of receipts, tax invoices, itemised statements, quotes, diary entries or declarations. Reimbursement of relocation expenses will be to the limits stipulated within this procedure.

Time limit to claim for reimbursement

An employee has up to twelve (12) months from the date of appointment to claim for relocation expenses unless the Chief Financial Officer has given prior approval for an extension of time.

All offers of relocation assistance, unless otherwise outlined in the employee's contract are one way, that is, to the designated location of the role. NQBP will not redeploy employees back to place of recruitment.

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Early Resignation / Termination

- Employees (excluding Pilots):

A minimum service period applies; this is the lesser of either two (2) years of effective service to NQBP or the period of the appointment specified in the contract of employment. If an employee resigns before completing the minimum service period, the employee is required to repay to the NQBP a proportionate amount of the removal and relocation expenses incurred.

The amount to be repaid to NQBP by the employee will include travel, and relocation costs as tabled above, and will be calculated as follows:

$$\frac{(730 \text{ days} - \text{period worked})}{730 \text{ days}} \times \text{expenses paid}$$

NQBP will consider an application to waive some or all of the repayment on compassionate grounds, where the employee has clearly demonstrated that pressing personal circumstances require early termination of employment. Such grounds will not include seeking or taking up employment elsewhere.

In special circumstances the CEO has the authority to waive the repayment. Any disputes regarding the decision should be directed to the CEO and endorsed by the Manager HR/IR. Peter S: query on who endorsed by. Don't think this needs clarification, is dependent on circumstance.

Where the employee tenders their resignation prior to completing two (2) years of service, NQBP will deduct the amount from the employee's final pay.

- Marine Pilots:

A minimum service period of three (3) years applies. If a Marine Pilot resigns before completing the minimum service period, the Pilot will repay to NQBP costs involved in his/her taking up duty to the extent as set out hereunder and in their contract:

Probation to 12 months from completing probation	Full cost (100%)
13 to 24 months from completing probation	75% of cost
25 to 36 months from completing probation	50% cost
37 months or more	No repayment required

3. Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This Procedure should be read in conjunction with:

Policy 3 – Human Resource Management

4. Procedure Review Date

This Procedure should be reviewed by 31 January 2019.

5. Definitions (this procedure only)

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees including Marine Pilots of NQBP but does not include NQBP directors or contractors.

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