Recruitment Procedures

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1. Governing Policy

Recruitment Policy

2. Purpose

These procedures outline the processes, criteria and steps undertaken by Flinders University in recruiting for academic and professional employees, including casual and sessional employees.

3. Approval of new or vacant positions

a. Prior to proposing a vacancy for approval, consideration must be given to whether the position meets a strategic and/or operational requirement. In addition, any potential industrial issues must be discussed in advance with the relevant People and Culture Business Partner.

b. Unless otherwise approved by the Vice-Chancellor, the filling of a vacancy will only be approved when the funds required are included in the relevant annual salary budget or where there is additional funding (outside the budget) available to cover the unbudgeted cost in the case of fixed-term positions only.

c. The Vice-Chancellor approves the creation or continuation of senior executive positions reporting to the Vice-Chancellor, in accordance with the Organisational Structure Policy.

d. All other vacancies must be approved by the Vacancy Management Review Group (VMRG) through the vacancy management process (see ServiceOne VMRG Request), and/or by such other processes as may be determined from time to time by the Vice-Chancellor or Vice-President (Corporate Services) in accordance with s.3.4.b of the Recruitment Policy.

e. All continuing and fixed-term positions must have an up-to-date position description and a commencement date aligned with payroll processing dates. Fixed-term positions must also have a

fixed-term circumstance that is compliant with the Enterprise Agreement. These requirements must be met before approval can be granted.

4. Determining the method of recruitment

a. Vacant positions may be filled using:
   i. competitive selection, or
   ii. direct appointment (without advertisement).

b. The default expectation is that positions will normally be recruited via competitive selection.

c. A position may be identified for direct appointment if it meets one of the following criteria:
   i. there is an immediate or unexpected need (appointment up to one year)
   ii. the specialised skills or knowledge required for the position so limits the pool of applicants that the person making the direct appointment is reasonably aware of all possible appointable candidates (appointment up to three years)
   iii. the appointment is part of an identified succession plan or career development strategy for an individual or an area of the University (continuing positions only)
   iv. the appointment meets identified strategic needs of the College/Portfolio or University (continuing positions only)
   v. the appointment is a currently enrolled student to a grant-funded research position of 12 months or less
   vi. in the case of research-only appointments, the individual has been named in the grant (appointment fixed to the term of the grant)
   vii. the appointment will mitigate the effects of restructuring or changing work requirements, where the employee meets the requirements of the position, or
   viii. the appointment is a redeployment consistent with industrial obligations.

4.1. Third-Party Providers

a. The default expectation is that recruitment activities will be managed by the Flinders Recruitment Team. Due to the added cost, it is expected that third party providers will be engaged only sparingly to conduct components of the recruitment and selection process.

b. Approval from the budget owner, with advice from the Recruitment Team, must be obtained to engage a third-party recruitment or search agency.

c. The engagement of a third-party provider must comply with all relevant University finance and procurement obligations. The Hiring Manager must ensure that providers are informed of, and abide by, the requirements of this policy, including ongoing communication with the Recruitment team and final handover at offer stage for contract issue and compliance checks.

d. All costs of using a third-party provider must be met by the recruiting area, including any fees associated with future employment by the University of temporarily engaged staff.

e. Applications forwarded by third party providers not engaged by the University (i.e. recruitment agencies) must not be accepted without advice from the Recruitment Team.

4.2. Competitive Selection

a. Where a position is identified for competitive selection, it must be advertised in a way that obtains a suitable pool of potential applicants.

b. The filling of a vacancy will be considered competitive if it is advertised through one of the following methods:

   i. external (open to all candidates)

   ii. internal via Jobs@Flinders (open to all Flinders staff)

   iii. internal via Expression of Interest (EOI) (quarantined to a particular team/area/group).

c. An internal advertisement may be appropriate where:

   i. it is considered that there is an appropriate pool of suitably qualified applicants within the University, or

   ii. the essential experience required is specific to the University, or

   iii. the organisational area wishes to mitigate the effects of restructuring, or

   iv. the position is considered a career development opportunity for existing staff.

d. To be eligible to apply for an internally advertised vacancy, applicants can be employed on any basis –

   i.e. continuing, convertible, fixed-term or casual – except that they must be employed by the University at some stage during the period the vacancy is advertised (Aboriginal and Torres Strait Islander applicants excepted in the case of internal via advertisements only[1]).

e. If there is a chance that the successful applicant for a position may be a foreign national and will need a temporary work visa to take up employment with Flinders, Labour Market Testing (LMT) requirements may need to be met to nominate the individual for a temporary work visa. This means:

   i. the position must be advertised for at least 28 full days, and

   ii. in addition to the University's public-facing website, the advertisement must also run on an Australian platform with national reach.

f. The method of advertisement and advertisement costs must be approved and met by the recruiting area.

g. All competitive selection processes, including EOIs, must comply with the application, selection committee and pre-employment check requirements set out in Procedure 4.2.1, 4.2.2 and 5 to be considered merit based.

4.2.1. Selection Committees

a. A Selection Committee will be established for each continuing and fixed-term position to be filled through competitive selection.

b. In the case of casual and sessional positions, the Hiring Manager may choose to interview alone rather than using a Selection Committee to expedite the process, unless a real, potential or perceived conflict of interest is identified.

c. Selection Committees will normally include members suitable to achieve an appropriate gender and other diversity balance. Best practice for Indigenous employment (e.g. for identified positions (where Aboriginality is a genuine occupational qualification (GOQ) requirement) or targeted positions (Equity

[1] For the purposes of meeting the University's Indigenous Workforce Strategy targets, where appropriate, internal-only vacancies may be promoted to the Indigenous candidate pool and/or relevant external Indigenous networks, and applications may be received from external Aboriginal and/or Torres Strait Islander job seekers.

Position / Roles) is to have an Aboriginal and/or Torres Strait Islander staff member on the interview panel. The Flinders Indigenous Programs Lead can assist with finding suitable panel members, if required.

d. Selection Committees must not include any person that will directly report to the position being recruited, or any contractors, consultants or other parties external to the University that may have a direct involvement with the position.

e. Selection Committees for professional and research-only positions will normally comprise:

   i. the Hiring Manager (typically the position's direct supervisor, or nominee), who will normally be the Chair

   ii. a person with relevant and sufficient expertise in the area of appointment, and

   iii. a person from outside the area who is sufficiently removed from that area to ensure a broader view of the process and transparency. In the case of professional positions, this will ideally be a customer or person that interacts with the position.

f. Selection Committees for academic Level A – C positions will normally comprise:

   i. the supervisor of the position (or nominee), who will normally be the Chair

   ii. subject matter expert of discipline area (if different from the above), and

   iii. a person from outside the area who is sufficiently removed from that area to ensure a broader view of the process and transparency

   iv. (optional) additional members co-opted by the Chair, as appropriate.

g. Selection Committees for academic Level D and E positions will normally comprise:

   i. the Vice President and Executive Dean (or nominee), who will normally be the Chair

   ii. a Dean of College

   iii. subject matter expert of the discipline area (if different from the above), and

   iv. a Dean from outside the area who is sufficiently removed from that area to ensure a broader view of the process and transparency

   v. (optional) additional members co-opted by the Chair, as appropriate.

h. Selections Committees for positions advertised internally via an EOI will normally comprise two members, with one member being a person from outside the area who is sufficiently removed from that area to ensure a broader view of the process and transparency.

i. Selection Committees for senior executive positions reporting to the Vice-Chancellor will be approved by the Vice-Chancellor.

j. The Chair of the Selection Committee and members of the selection committee must familiarise themselves with these procedures and the Recruitment Policy. If clarification is required, contact the Recruitment Team.

k. Selection Committee members must declare any actual, potential or perceived conflicts of interest to the Chair of the Committee as soon as they are known (for example conflicts of interest see the Conflict of interest webpage), and lodge the conflict in the central conflict of interest register using the Register a conflict of interest form in Service One. If the member or Chair of the Committee believes they are unable to be impartial, the Chair must seek a replacement.

l. Each member of the Selection Committee will normally be involved in each part of the selection process from short-listing to selection. If a committee member is unable to fulfil their responsibilities the Chair of the Committee should consult with the Recruitment Team.

4.2.2. Selection Process for Competitive Selection

a. Positions identified for competitive selection will typically go through the following steps:

   i. the Position Description / capabilities statement is developed by the Hiring Manager and confirmed by the People and Culture Advisor

   ii. the position is approved for filling

   iii. in conjunction with the Hiring Manager, the Recruitment Team develops the advertisement and approves the advertising plan (whether internal-only or external)

   iv. the position is advertised. Advertisements must state any requirement for essential qualifications, licence/registration, or other essential pre-employment checks

   v. applications are submitted via Workday, or via email if the advertisement is an EOI

   vi. late applications may be considered on a case-by-case basis at the discretion of the Hiring Manager

   vii. applications are assessed and shortlisted by the Selection Committee or Hiring Manager and/or third-party provider, if one is used

   viii. shortlisted applicants are invited to participate in selection activities, which may include interviews, practical assessment tasks, seminars or presentations

   ix. a preferred candidate is identified, reference checks completed, a verbal offer made and a recommendation to appoint is completed by the Hiring Manager. Pre-employment checks are carried out by Recruitment

   x. an offer of employment is made by the Chief People Officer (or delegate).

b. Where a candidate declines an appointment or resigns within six months of the completion of the selection process, then the next ranked appointable candidate(s) may be appointed to the position.

4.3. Direct Appointment

a. In addition to VMRG approval to fill the vacancy, continuing positions identified for direct appointment require the approval of the Chief People Officer (or nominee). Hiring Managers must forward a recommendation to the Chief People Officer (or nominee), including:

   i. the Position Description

   ii. a justification for why the position has been selected for direct appointment, referring to the criteria at s.4.c

   iii. one reference check, and

   iv. the candidate's resume.

b. Direct appointment for fixed-term positions requires VMRG approval to fill the vacancy only.

4.4. Internal Secondments

a. Appointments that will result in a fixed-term internal secondment where the appointee holds a continuing position with the University will be managed as follows:

   i. appointments between six months and two years will be supported, and the appointee is entitled to return to their substantive continuing position at the end of the term

   ii. appointments less than six months will be supported, unless there will be significant impact to the business of the substantive work area, and the appointee is entitled to return to their substantive continuing position at the end of the term

iii. appointments greater than two years will not be considered secondments, rather a new employment arrangement requiring the appointee to relinquish their substantive continuing position to accept the new position, if so determined by their existing manager

iv. extensions to a secondment beyond the initial term are subject to mutual agreement between both business areas

v. where the appointee requests to return to their substantive position prior to the agreed end date, the substantive and secondment managers must be agreeable to the return date and notice period in supporting this process.

b. An appointee who holds a continuing position with the University must discuss the potential fixed-term internal secondment with their existing manager prior to accepting the offer.

c. If an internal secondment is supported, the agreed terms must be as per the Recommend to Appoint form provided in Workday and a new employment contract will be issued.

d. Any variation to the conditions at s.4.4.a. must be approved by the Chief People Officer.

4.5. Conversion

a. The University may approve the conversion of positions from one employment type to another (i.e., from casual to fixed-term or continuing, or from fixed-term to continuing), in accordance with the provisions of the Enterprise Agreement where applicable.

b. Employees whose positions are converted will not be required to undertake a new selection process provided their performance has been assessed as satisfactory.

5. Pre-employment Checks

a. Relevant pre-employment checks must be conducted for every position no matter what selection process is used, unless the appointee is already working for the University and has satisfied all required pre-employment checks previously.

b. Pre-employment checks routinely performed by Flinders are detailed in the table below. Other pre-employment checks may also be performed if justified by the position.

c. The pre-employment checks which will be required for a position must be stated in the position description and made clear to applicants in an advertisement and reiterated at interview. The specific pre-employment checks to be performed in respect of the position must be notified to the successful candidate in the formal offer of appointment.

d. No appointment can be made without conducting and evaluating the outcomes of all relevant pre-employment checks.

e. Where a pre-employment check identifies a declaration or Disclosable Court Outcome, People and Culture will assess the matter against a risk matrix. Any employment offer will be determined based on the outcome of that risk assessment, having regard to the inherent requirements of the role and the applicant's suitability for employment.

Type	Purpose	Applicability	Pre-employment	Ongoing
Reference checks	To check on the candidate's past employment performance and assess this in respect of the key capabilities of the recruited position.	Reference checking is usually the final and confirmatory selection activity conducted prior to a recommendation to appoint. Further checks may be required at the discretion of the Chair of the Selection Committee.	Competitive External: 2x reference checks. Competitive Internal: 1x reference check. Direct Appointment: 1 x reference check. In the event the Hiring Manager is the Supervisor, a statement of endorsement via email can be accepted in lieu of the reference. It is strongly recommended that at least one reference check is from a current supervisor/manager. Seek consent from the candidate, informing them they have progressed to the next stage before contacting referees. The Chair of the Selection Committee (or nominee within the Selection Committee) is responsible for conducting reference checks and developing the list of questions to be asked.	N/A

Type	Purpose	Applicability	Pre-employment	Ongoing
Eligibility to work in Australia	To ensure compliance with immigration legislation.	All new employees (including casual/sessional).	Candidates must provide evidence in the form of an original/certified copy of an Australian passport, citizenship certificate or a valid working visa for Australia. The Recruitment team will initiate the Check through the Third-Party Provider.	P&C Services are responsible for management of visa compliance.
Department of Foreign Affairs and Trade (DFAT) Consolidated List	To ensure compliance with Australian sanctions laws.	All new employees not an Australian citizen or a dual citizen.	Candidates will be checked against the Consolidated List by People and Culture, a list of all persons and entities who are subject to targeted financial sanctions or travel bans under Australian sanctions laws. A sanctions assessment may be required for individuals completed by the Hiring Manager and People and Culture.	N/A
Qualifications or Equivalency	To ensure compliance with Australian academic regulatory standards. To ensure the integrity and quality of delivery of services meet the Australian Qualifications Framework.	All new engagements (including casual/sessional) where the Position Description defines the requirement as essential.	The Recruitment team will initiate the check through the Third-Party Provider and candidates will need to provide qualification details for verification purposes. The verification result will be managed by the Recruitment team.	It is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to the Recruitment team.

Type	Purpose	Applicability	Pre-employment	Ongoing
Nationally Coordinated Criminal History Check	To meet selection criteria of a position and/or contractual requirements.	All fixed-term and continuing internal (including secondments) and external appointments, and any other position deemed necessary by the University. NOTE: As per 5.a existing employees are only required to complete this check if not previously supplied.	Candidates must provide evidence of a Nationally Coordinated Criminal History Check that has been issued equal to or less than 6 months prior to the intended commencement date, to People and Culture. International candidates must have a check completed through Fit2Work for their place of origin.	It is the responsibility of the employee to advise People and Culture of any material changes to their personal circumstances relevant to their Nationally Coordinated Criminal History Check and Criminal Record. Failure to do so may result in disciplinary action.
Confirmation of Aboriginality	To confirm Aboriginal and/or Torres Strait Islander descent.	Any position identified for Aboriginal and/or Torres Strait Islander applicants only.	To be eligible for such identified positions candidates must: i. be of Aboriginal or Torres Strait Islander descent ii. identify as an Aboriginal or Torres Strait Islander iii. be accepted as an Aboriginal or Torres Strait Islander by the community in which they live or have lived. Candidates must provide evidence they meet the above criteria in the form of a document signed under Common Seal by an incorporated Aboriginal and/or Torres Strait Islander organisation in the community from which the candidate originates or is recognised, confirming that the candidate is recognised by that community. The CoA is to be provided within a three-month period, with provision of a three-month extension upon request. Beyond the six months a case-by- case special considerations process will be executed through the Chief People Officer and PVC (Indigenous).	N/A

Type	Purpose	Applicability	Pre-employment	Ongoing
Working with Children Check or OCHRE Card (NT based Positions)	To ensure compliance with legislation and University policy. To ensure Flinders provides a safe environment for all children/ students under 18 years of age.	All positions identified as prescribed requiring an WWCC or OCHRE in accordance with the law and the University's Child Safe Environment Policy and procedures.	Candidates must provide a current WWCC or OCHRE to be viewed and verified by People and Culture.	It is the joint responsibility of the supervisor and employee to ensure the employee's WWCC or OCHRE is current.
Gender-based Violence Declaration	To ensure compliance with the *National Higher Education Code to Prevent and Respond to Gender-based Violence*.	All new employees (including casual/sessional).	Candidates must respond to the specified declaration questions in the application process.	N/A
Industry Professional Registration	To meet selection criteria of a position and/or legislative requirements.	All positions where the approved Position Description states the mandatory requirement of an Industry Professional Registration.	Candidates must provide original or certified copies of the registration documentation to People and Culture.	It is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to People and Culture.
Licences, Trades and other Certificates	To meet selection criteria of a position and/or legislative requirements	Where a position is mandated requiring specific qualification verification within the Position Description or as prescribed by the Enterprise Agreement (Academic Level B and above.	Candidates must provide original or certified copies of licences or certificates at the point of the employment agreement being issued, to People and Culture.	It is the joint responsibility of the supervisor and employee to ensure the employee re-qualifies if required and provides updated details to People and Culture

Type	Purpose	Applicability	Pre-employment	Ongoing
Fit and Proper Person	To meet TEQSA registration requirements.	Vice-Chancellor and direct reports.	TEQSA 'Fit and Proper Person requirements declaration' to be completed by the candidate, returned to People and Culture, who will forward it to the Governance, Legal and Risk Team.	Annual declaration in September each year completed by Governance, Legal and Risk team. TEQSA to be notified of any changes.

6. Making an Offer

a. A formal offer of employment can only be made by the Chief People Officer (or delegate).

b. All correspondence regarding salaries and conditions of appointment must be conducted through the Recruitment Team in People and Culture.

c. The Hiring Manager or Selection Committee members may only enter discussions and negotiations with a candidate in consultation with a People and Culture Business Partner or member of the Recruitment Team. No undertaking or assurances in respect of key conditions or terms of employment can be made without verification from a People and Culture Business Partner.

7. Confidentiality and Recordkeeping

a. Applications for employment, including referee reports, and all proceedings of the Selection Committee are confidential to the University.

b. Where public seminars or presentations are given as part of the selection process, these need not be considered to be part of the proceedings of the committee.

c. The University is subject to the South Australian Freedom of Information Act 1991 and as such may be required to produce documents if an application is made under the legislation. Selection Committees must ensure that referees are advised of this fact at the time information is sought.

8. Responsibilities

a. Hiring Manager (typically the position's direct supervisor) or Chair of Selection Committee, if not the Hiring Manager	i. Submit request to fill a vacant position via ServiceOne VMRG Request. ii. In conjunction with People and Culture, develop the Position Description / capabilities statement (P&C Advisors), advertisement and advertising plan (Recruitment Team). iii. Complete and attach the Position Description to the vacancy request for the College/Portfolio P&C Advisor to complete a final check. iv. Nominate as the contact person for all job advertisements or delegate to a supervisor with the relevant expertise. v. Convene and manage the Selection Committee and schedule interviews. vi. Nominate as the contact person where reasonable adjustments are sought at interview stage.

	vii. Identify and address any potential conflicts of interest prior to commencing a recruitment process. viii. Perform reference checks for preferred candidates and confirm with Panel the final outcomes. Where the Recruitment team is supporting this task, provide them with relevant questions to incorporate. ix. After reference check and selection, complete the Recommendation to Appoint (RTA) form via Workday. x. Provide the Recruitment Team with the names of the unsuccessful applicants not shortlisted so that they may be advised of the outcome. xi. Advise unsuccessful interviewed applicants of the outcome in a timely manner and provide constructive feedback upon request. xii. Make the verbal offer of employment at the conclusion of the recruitment process. xiii. Collect and store all interview notes in a secure manner compliant with the Records and Information Management Policy. xiv. Make themselves familiar with the Recruitment Policy and these procedures. xv. Attend any training relevant to the recruitment process as required by the University.
b. Selection Committee (if used)	i. Assess and shortlist applicants. ii. Schedule interviews with relevant applicants and conduct selection activities. iii. Identify a preferred candidate. iv. Make themselves familiar with the Recruitment Policy and these procedures.
c. Recruitment Team	i. Complete the job requisition in Workday. ii. Once the position is approved by the VMRG, obtain a job brief from the Hiring Manager, ensuring the Conflict of Interest Policy is understood and applied. iii. Advertise the vacancy as required and subsequently close the vacancy. iv. Nominate as the contact for applicants where reasonable adjustments are sought at Interview stage and confer with the Hiring Manager if appropriate. v. As requested by the Hiring Manager: • provide administrative support for shortlisting and screening • perform third-party provider or verbal reference checks, where the Hiring Manager has provided reference check content, and • take part in interview panels, subject to operational needs. vi. Advise unsuccessful applicants not shortlisted, as notified by the Hiring Manager, via Workday or verbally. vii. Coordinate, record and review outcomes of pre-employment compliance checks. viii. Generate the employment agreement. ix. Complete Workday Hiring and Onboarding.

d. P&C Advisor / Business Partner	i. Assess Position Description and ensure it contains all relevant clauses prior to progressing to the Recruitment Team via the VMRG process. ii. Review the vacancy request via Service One to ensure it is compliant with the University's Enterprise Agreement and relevant policies and procedures. iii. In consultation with Workplace Relations, provide any required advice or guidance as to whether a position should be prescribed based on legislation and the University's Child Safe Environment Policy.

9. Visa Advice

People and Culture Recruitment Advisors can provide visa advice for new appointments. Requests for visa advice can be made to Visa Advice <visaadvice@flinders.edu.au>.

a. Visa sponsorship requests are available to those relocating from overseas to Australia for the purpose of employment with Flinders University.

b. This support is available for untied-funded positions for academic staff Level B and above, or professional staff HEO8 and above. The Skilling Australians Fund Levy, Nomination Fee and Professional Fees for Permanent visa's will be funded by the University centrally, for the appointee only.

c. For tied-funded positions, visa sponsorship costs will not be centrally funded and must be met by the Hiring Manager from tied funds, where eligible for use for this purpose. This may include the appointee's partner and any dependent children under 21 years of age at the discretion of the grant (tied fund) holder.

d. It is the responsibility of the employee to ensure they obtain and maintain a valid visa and legal entitlement to work in Australia for the duration of their employment contract. Where an existing employee seeks visa sponsorship, they may request endorsement and funding approval from the relevant College/Portfolio. Visa sponsorship costs for existing employees will not be met centrally and are subject to approval and funding by the relevant College/Portfolio.

e. All Visa sponsorship requests must meet Labour Market Testing (LMT) requirements, including advertising the position for a minimum of 28 days across at least two nationally recognised external job platforms, or as otherwise required by the Department of Home Affairs.

f. If, at the employee's request, they are released from employment at Flinders University before three years has been served, the employee will be required to repay visa costs incurred by the University(with the exception of any Employer Nomination Fee and SAF Levy). Except in special circumstances determined by the relevant College or Portfolio Head, the repayment will be pro-rata to the period by which service falls short of three years.

10. Relocation

a. Relocation support is available for employees appointed to untied-funded academic positions at Level B and above, and professional staff positions at HEO8 and above.

b. This support applies to both international and domestic appointees relocating to a Flinders University campus location, where relocation is required to commence the position. An appointee is eligible for relocation support where they are changing their primary residence from overseas or interstate to the primary place of work as specified in their Contract of Employment.

c. Financial assistance for relocation for tied funded positions may be available subject to approval from the grant-holder.

d. New fixed-term appointments of less than three years will receive the pro-rata equivalent of assistance. This amount may not be increased if the fixed-term appointment is subsequently extended.

e. The financial assistance available for relocation is set out in s.10.1 – s.10.3 below and will be centrally funded. Any financial assistance above the amounts provided under this procedure is at the discretion of the hiring College or Portfolio and must be funded by the College/Portfolio. Hiring managers must seek approval from their Vice-President and Executive Dean (or nominee) or Portfolio Head to secure additional financial assistance.

f. Approved relocation funds must be used within six months of contract acceptance. Any use of funds beyond this period will require approval of the Associate Director, People and Culture Services and will be subject to written agreement in the employment contract at the time of appointment.

g. The University uses a preferred provider for relocation. The Recruitment team will provide these details to eligible appointees at the time of appointment.

h. If an appointee seeks to use their own relocation provider, they will be responsible for managing the process directly with the provider and for ensuring costs are within approved funds. At the time relocation support is approved, the total value of any transferable travel-related funding must be clearly specified and aligned to the equivalent cost of standard airfare for the approved journey. If an appointee chooses not to use the funds for the specified travel purpose (e.g. opting to drive instead of fly), any use of funds for alternative expenses, such as fuel, accommodation, or food and beverage, is limited to the approved funding amount.

10.1. Moving costs

a. The University will contribute to the cost of packing and transporting of personal belongings and tools of trade excluding artwork, from one primary residence, by way of reimbursement, to the maximum value set out in the table below. Appointees must keep all receipts connected with their relocation to be reimbursed by the University.

b. The University will not cover any associated insurance costs with moving pets, motor vehicles or significant pieces of artwork and/or musical instruments. The appointee will need to take out independent insurance if moving these items. House cleaning expenses may be included within the limit of the maximum allowance.

International	Up to a maximum value of AU$8,500 + GST for new employees and their partner, plus AU$800 + GST for each fully dependent child under the age of 21 years
Domestic	Up to a maximum value of AU$4,000 + GST for new employees and their partner, plus AU$800 + GST for each fully dependent child under the age of 21 years

10.2. Travel costs

The University will reimburse economy class airfares to Adelaide (or destination city) for the appointee, their partner, and any fully dependent children under the age of 21 years.

10.3. Temporary accommodation costs

New untied funded appointees are entitled to claim up to A$2,000 for a period of up to four weeks after arrival while in temporary accommodation. This may also be available for new tied funded appointees at the discretion of the grant holder.

10.4. Breaking of contract

a. If the appointee is released from employment at Flinders University before three years has been served, the University will require a refund. Except in special circumstances, determined by the relevant College or Portfolio Head, the refund will be pro-rata to the period by which their service falls short of three years.

b. If, at the employee's request, they are released from employment at Flinders University before three years has been served, the employee will be required to repay any relocation costs incurred by the University. Except in special circumstances determined by the relevant College or Portfolio Head, the repayment will be pro-rata to the period by which service falls short of three years.

11. Links and forms

ServiceOne (VMRG Request) to initiate recruitment process in Workday

Recruitment resources

Relocation Guide

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Chief People Officer
Approval Date	16 July 2026
Effective Date	16 July 2026
Review Date*	2029
Last amended	
CM file number	CF21/332
* Unless otherwise indicated, this policy or procedures still apply beyond the review date.	

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ABN: 65 542 596 200 CRICOS No: 00114A

FEARLESS