

Relocation

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained in the CSIRO Enterprise Agreement 2020-2023 (EA), specifically clause 78. These relocation entitlements are included in the EA because of sustained advocacy by the Staff Association.

1) What is the difference between inter-city and intra-city relocation?

The EA defines the terms as:

- Inter-city: relocation from one city or regional area to another
- Intra-city: relocation within a city.

2) When relocation is being considered does consultation have to occur?

Yes. When either Inter or Intra-city relocation is being considered early and informal discussion will occur with officers and their representatives (workplace delegates) (clauses 78.1 (a) and 78.2 (a)).

3) If compulsory relocation is confirmed do I have to be given notice?

Yes. Reasonable formal written notice must be given for both inter-city (clause 78.1 (b)) and intra-city relocation (clause 78.2 (b)).

4) Are there processes in place to compensate for the cost and inconvenience of intra-city relocation?

Yes. For intra city relocation, arrangements will be determined consultatively by the Business unit, officers and their representatives taking into account the circumstances of the move and the likely expense to impacted officers. This may include but is not limited to:

- Excess travelling time and fares
- Motor Vehicle allowance and/or
- Other costs associated with any individual's particular situation (clause 78.2 (c)).

5) What about inter-city relocation?

In the case of inter-city relocation, the provisions that apply can include:

- Familiarisation, pre-transfer and post transfer visits
- Temporary accommodation and meal costs
- Reimbursement of transport and removal costs
- Incidental relocation expenses
- Access to miscellaneous leave
- Reimbursement of costs relating to the sale and purchase of houses
- Education Costs
- Fares and travelling expenses
- Other costs specific to any individual officers particular situation; and
- Advances to cover other reimbursable expenses (clause 78.1 (d)).

Where necessary, specific arrangements will be determined consultatively by a Business Unit, officers and their representatives for each relocation taking into account the circumstances of the move and likely expenses to the impacted officers (clause 78.1 (e)).

6) What if I'm not a union member?

Then it's time to join and make sure your rights are protected! Complete the form overleaf, join online via www.csirostaff.org.au/join or email csstaff@cpsu.org.au for more information.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today. **For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.csirostaff.org.au**

KNOW YOUR RIGHTS

Important points

- When CSIRO staff are required to relocate to another worksite – either intra or inter-city – special conditions, entitlements and arrangements may apply.
- Informal and formal consultation must occur with affected staff throughout the process.
- Business unit leaders and representatives may determine compensation for excess travel time and other costs for intra-city relocation.
- For moves between cities a large suite of conditions may apply including reimbursement of relocation costs, types of leave and assistance with travel expenses.



APPLICATION FOR MEMBERSHIP



I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

DR/MR/MRS/MS/MISS (Circle one) **D.O.B:** _____ **M / F** (Circle one) **ATSI ORIGIN YES / NO** (Circle one)

BUSINESS UNIT: _____ **LOCATION:** _____

CSIRO LEVEL/ STEP: _____ **FULL or PART TIME** (Circle one) **TENURE: INDEFINITE or SPECIFIED** (Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the bottom section of the form, then hand it to your delegate, email to csstaff@cpsu.org.au or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks' notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **SURNAME:** _____ **FIRST NAME:** _____

D.O.B: _____ **WORK EMAIL:** _____

CSOF LEVEL/STEP: _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____

✂ _____

Sign up here for regular updates and to be contacted by the CSIRO Staff Association

Name: _____ Email: _____

Mobile: _____ Delegate: _____ Workplace: _____

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members' personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at www.cpsu-csiro.org.au or by calling us on (03) 8620 6348.