



# Relocation: Know Your Rights

## CSIRO STAFF ASSOCIATION

CSIRO Staff Association members often seek advice about relocation—whether between cities or within the same region—and what support they're entitled to when balancing personal impacts with their ongoing commitment to public research.

### PERMANENT RELOCATION BETWEEN CITIES OR REGIONS

#### Early Conversations

Before CSIRO makes a final decision about moving staff to another city or regional location, they must start early and informal discussions with the people affected and their union reps.

#### Written Notice

Once CSIRO decides to go ahead with the relocation, affected staff must get formal written notice with reasonable lead time. This is to give you time to think about how the move will affect your work and family, and to make any preparations. If you're okay with a shorter notice period, you can agree to reduce it.

#### Telling CSIRO your plans

After receiving formal notice, you're encouraged to let CSIRO know informally if you're planning to move. However, you must give your official response at least eight months before the transfer date, unless you and CSIRO agree otherwise.

#### Support & Reimbursement

If you are required to relocate, CSIRO will cover reasonable costs and inconvenience. This includes:

- Pre- and post-move visits to your new location
- Temporary accommodation and meals

- Transport and moving costs
- Relocation-related expenses (e.g. utility connection fees)
- Extra leave options
- Help with buying or selling your home
- Schooling costs if you have children
- Travel fares
- Advance payments for costs you can claim back later
- Any other reasonable expenses specific to your situation

### Tailored Relocation Package

For each relocation, CSIRO will work with you, your team, and union reps to agree on a relocation package that reflects the specific situation. This will be clearly documented and apply to everyone affected during that move.

### MOVING LOCATIONS WITHIN A CITY

#### Early Conversations

Just like with city-to-city moves, CSIRO must talk with you and your union reps early when planning a move within the same city.

#### Written Notice

Once the relocation is approved, CSIRO must give formal written notice of transfer. The notice must provide enough time for you to:



- Think through the impact on your work and family life
- Make any necessary preparations

You can agree to a shorter notice period if you wish.

## Support for Local Moves

Even local moves can cause disruption or extra costs. CSIRO will talk with you and your union reps to arrange support that suits the situation.

This may include:

- Help covering extra travel time and transport costs
- Mileage reimbursement if you're driving further
- Any other relevant expenses specific to your situation

This support package will be clearly outlined and will last for an agreed period.

## WORKPLACE ACCOMMODATION

CSIRO is responsible for ensuring that the new workplace accommodation is suitable for your job role, function and responsibilities.

You are entitled to work in a space that supports the requirements of your position.

### LOOKING FOR ADVICE?

**This information was produced by the Staff Association and paid for by union members. Every member contributes to the resources, strength, and capacity of our union.**



Members are encouraged to email or call our team at [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or speak directly with your Delegate or Staff Association Organiser.

### NOT YET A MEMBER?

Join today at [csirostaff.org.au](http://csirostaff.org.au) for access to advice, support and representation when you need it.

