

51. REMOVAL EXPENSES

Application

51.1 This by-law applies only to a compulsorily transferred employee who, prior to his/her transfer to the Northern Territory Public Service, was permanently appointed to:

- (a) the former Northern Territory Public Service or;
- (b) the Commonwealth Public Service in the Northern Territory; and

as a result of that appointment was required to relocate to a locality within the Territory and the expense of that relocation was met by Government.

Travel and removal costs

51.2 Where an employee to whom this by-law applies ceases duty:

- (a) on or after attaining 55 years of age;
- (b) upon retirement due to total and permanent incapacity under the provisions of section 48 of the Act; or
- (c) upon death,

a CEO will, subject to this by-law, authorise payment to the employee, or to the dependents of a deceased employee, the whole or part of the cost of conveyance of the employee, dependents (if any) and furniture and household effects subject to by-law 51.3.

51.3 The maximum value under by-law 51.2 will be the lesser of:

- (a) the cost incurred to remove the employee, dependents (if any) and personal effects from the place they were originally relocated to in the Northern Territory, (notwithstanding that on cessation the employee may be stationed at another locality), back to the place they were recruited from at that time; or
- (b) removal to an alternative locality of the employee's choosing.

51.4 An employee who was appointed in accordance with by-law 51.1 from overseas will for the purposes of this by-law be deemed to have been appointed from the place being his/her first port of call in Australia.

Time limit for removal

- 51.5 Unless otherwise approved by the CEO, removal of an employee and/or personal effects will be effected within a period of 90 days after cessation of duty or 180 days in the case of an employee's death.
- 51.6 A CEO may only approve one extension of the time limit for a period not exceeding 90 days.

Payment

- 51.7 The CEO, in determining the amount of reimbursement or assistance to be made available will consider:
- (a) the circumstances of the appointment and any other relevant details;
 - (b) quotations for the cost of removal provided by the employee in accordance with by-law 51.12; and
- in all cases any assistance determined will only be provided as reimbursement upon proof of expenditure incurred or as a payment direct to a commercial carrier.
- 51.8 Unless removal actually occurs there is no entitlement under this by-law.
- 51.9 Reimbursement under this by-law will not include:
- (a) excess baggage charges for air travel;
 - (b) meal and accommodation expenses;
 - (c) any cost associated with storage of household furniture or effects;
 - (d) freight of pets;
 - (e) vehicle allowance under provisions of other by-laws.
- 51.10 In addition to any other allowance or reimbursement, CEO may approve the cost of freighting a vehicle where sufficient circumstances prevent it being driven by the employee or family representative but in no case will the cost of removing more than two (2) vehicles be approved.
- 51.11 For the purposes of by-law 51.9, 'vehicle' will include a motor vehicle, caravan, boat (on a trailer), trailer or motor cycle.

Arrangements

- 51.12 An employee, or the family of a deceased employee, is responsible for:
- (a) all matters concerning the organisation and conduct of removal; and

- (b) obtaining sufficient quotations for removal to assist the CEO's determination of the amount of assistance or reimbursement, if any, to be provided under this by-law.