

Relocation Assistance Policy

Policy No:	HR-017
Council Resolution Ref:	073/22
Date Adopted:	17.11.2022
Review Date:	November 2025
Version No:	2.0
Responsible Officer:	HR Manager

Purpose

The purpose of this Policy is to facilitate the appointment of employees by providing financial assistance to meet relocation expenses.

Council recognises employees are the most valuable resource and accordingly endeavours to attract highly skilled and trained people to work within the organisation. Sometimes this involves appointment of staff from outside of the Local Government Authority and their consequent relocation.

Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other specific relocation assistance policies (whether written or not).

Application

This policy applies to all Murweh Shire Council employees whose employment has been identified as eligible for a relocation package and includes terms and conditions for reimbursement of expenses.

Policy

Eligibility for Relocation Assistance

A person will be eligible for relocation assistance where:

1. Upon acceptance of a contract, permanent or fixed term position with no less than 2 years appointment, where the employment with Council is to be on a full-time basis.
2. They are permanently residing outside of Murweh Shire – or a minimum of two hundred (200) kilometres from what will be their normal work area with Council at the time of being offered employment with Council.
3. A member of their immediate family is not simultaneously receiving similar assistance from his/her employer.

Payment of relocation assistance will be at the CEO's discretion depending on level of applicant's experience, qualifications and position within the organisation.

Human Resources will include a copy of this Policy with the candidate's Letter of Offer.

Payment of Relocation Assistance

Payment of relocation expenses will only occur after Council has approved a recognised removalist service provider following the provision of 3 quotes by the new employee. Generally the lowest quote will be accepted, and the new employee is responsible for making all removalist arrangements. Council will not accept liability for services that the new employee secures by deposit but fails to utilise.

Relocation Assistance Policy

Council will reimburse up to the value of \$5,000.00 (Incl-GST) for incurred expenses. Authorisation for any payment under this policy must be given by the Chief Executive Officer or delegate.

All costs are initially directly paid by the employee.

Reimbursement is made on the basis of actual expenses paid. Claims must be supported by appropriate statements/receipts/invoices and a completed Relocation Expenses Claim Form which is to be forwarded to Human Resources. Human Resources will then co-ordinate the claim for reimbursement.

Reimbursement to Employee

Relocation expenses will be reimbursed in the following manner:

- 50% is payable once the employee has completed 6 months of satisfactory service.
- Remaining 50% will be reimbursed upon completion of twelve (12) months satisfactory service.
- No reimbursement for claims submitted more than 6 months after the commencing of employment will be approved.

Reimbursable Items

- Removal of household furniture and effects.
- Accommodation on route depending on the distance involved.
- Motor vehicle fuel expenses subject to the production of receipts for such expenses. Mileage will not be paid.
- Accommodation, food/meals.

Employee Reimbursement to Council

Where an employee ceases their employment voluntarily prior to one year of service being completed, the employee is required to pay back to Council a percentage of the relocation expenses paid by Council based on the following scale:

Period	Description
0 – 6 months	100% of relocation expenses claimed by the employee
6 – 12 months	75% of relocation expenses claimed by the employee

Audit and Review

This policy shall be reviewed every ***three years*** or as required due to changes to in legislation.

Definitions

Nil

References

- *Local Government Act 2009*

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Version Control

Version No.	Date	Approved	Amendment
1.0	9 August 2019	CEO	Council Resolution
2.0		CEO	

Approval

Chief Executive Officer		Neil Polglase	
Date:	dd/mm/yyyy	Signature:	