

Employee Relocation Assistance Policy

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1. Purpose

Council acknowledges the challenges in attracting people to work in the Shire.

The aim of this policy is to establish guidelines for the payment of removal / relocation expenses for employees who are successful in securing a role within council.

2. Application

This policy applies to candidates who are seeking to relocate to the Shire when commencing employment. It does not apply to employees who are working remotely.

3. Commencement

This policy will commence from the date endorsed by Council. It replaces all other policies and practices relating to relocation assistance and/or expenses (written or not).

4. Definitions

Nil

5. Principles

5.1 Council shall pay a contribution towards removal expenses on the basis of 50% on commencement and a further 50% on completion of eighteen months satisfactory service.

5.2 The employee shall be informed of this policy in the written offer of employment.

5.3 The employee shall be required to submit three quotations for removal expenses and present final invoice showing payment. Council shall reimburse the lowest of three quotations unless, in the opinion of the General Manager, extenuating circumstances exist for acceptance of a higher quotation.

5.4 All arrangements for removal (and storage where required) of furniture/personal effects and for appropriate insurance cover are the responsibility of the employee concerned. Any loss/damage associated with the relocation is a matter between the employee and the insurance company selected.

6. Records

All documents associated with the payment of relocation expenses will be retained on the employee's personnel file.

7. Legislation

Nil

8. Related Documents

Recruitment and Selection Policy

9. Monitoring and Review

This policy will be monitored and reviewed by the HR Officer to ensure compliance through regular reporting to the Management Executive Group. Once endorsed by Council, it remains in force until it is reviewed by HR Officer or when legislation changes. It is to be reviewed approximately every two (2) years to ensure that it meets business requirements, or sooner if the General Manager determines appropriate.