



RELOCATION ASSISTANCE POLICY

1. INTRODUCTION

McKinlay Shire Council (MSC) acknowledges the difficult employment climate faced by Council, with geographical seclusion and inter-industry competition impacting the candidate pool.

MSC is committed to attracting and recruiting the best possible candidates for available positions and in order to do so offers assistance with relocation expenses for Senior Management staff, staff subject to individual contracts or workplace agreements and any other employee that the CEO deems suitable.

2. POLICY OBJECTIVE

To provide guidelines for the payment of relocation expenses for employees relocating to McKinlay Shire.

4. POLICY

MSC will pay the reasonable costs associated with the relocation of an incoming employee from their current place of residence (Origin) to an address within the Shire boundaries (Destination) up to the amount of \$10,000 depending on distance travelled, or otherwise specified in writing by the CEO.

The Human Resources Officer will discuss the relocation assistance with eligible staff as part of their offer of employment.

The conditions of the financial assistance, as such approved by the CEO, must be presented to the eligible employee in writing. This [Relocation Assistance Confirmation Letter](#) is to be signed by both parties (employer and employee) to signify their acceptance of the terms therein.

Where there is an agreed skill shortage this policy may be applied to positions other than those identified in the Introduction. On this occasion the CEO's approval must be sought.

An agreement to repay the relocation expense assistance payment, if the employee leaves Council within the first year of employment, must be included in and form a condition of employment as outlined in the Relocation Assistance Confirmation Letter.



4.1 Relocation Assistance Approval

Financial assistance for relocation expenses will be approved subject to the submission of three appropriate quotes and justification if the employee's desire is not to go with the cheapest quote. All invoices from the recognised removalist must be supplied and Council will pay the removalist company directly.

4.2 What is Covered

MSC recognises that current and future recruitment may entail attracting perspective employees from any State or Territory within the Commonwealth as well as globally and offers of employment should be tailored to suit the individual(s) involved.

Relocation expenses for relocating to Julia Creek, the principal place of engagement will be as follows:

- From places located in mainland Australia excluding Western Australia and Tasmania, up to \$5,000
- From places located in Western Australia and Tasmania, up to \$7,500
- From places located in off shore Territories administered by the Commonwealth of Australia, up to \$10,000
- From places covered under the Trans-Tasman Travel Agreement, up to \$10,000 negotiable. With CEO approval

MSC will pay for:

- The reasonable costs to transport household goods, personnel effects and furniture, including Inter-state relocation;
- The relocation expenses of an incoming employee from outside of Australia with the expressed authority of the Chief Executive Officer.

Claimable expenses apply only to packing, freight and insurance of household goods when supported by receipts.

Relocation expenses can only be accessed once throughout employment with MSC and will not be valid for multiple return trips between the Place of Origin and Destination.



4.3 What is Not Covered

Unless varied by the CEO;

MSC will not pay for:

- Multiple trips for any person between the incoming employees Place of Origin and Destination;
- The transport costs for the incoming employee;
- The travel and accommodation costs of persons who will be residing with the employee;
- Transportation of motor vehicles or motor vehicle spare parts.

4.4 Repatriation

MSC will not pay for costs associated with returning an employee to their place of origin, or any other location after termination of employment.

4.5 Reimbursement of Relocation Expenses

The relocation assistance is paid on condition that if within twelve (12) months of commencement of employment:

- a) The employee resigns from their employment with McKinlay Shire Council; or
- b) The employee's employment is terminated due to a breach of their employment contract;

Council will deduct the relocation contribution on a pro-rata basis from the employee's termination pay. In the event of insufficient funds being available the employee shall within seven (7) days of the termination of the employment, repay to Council the relocation contribution on a pro-rata basis.

If the employee leaves their position with MSC for the above reasons, repayments will be made at the following rates:

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| • The first three (3) months of employment | 100% |
| • The first six (6) months of employment | 75% |
| • The first nine (9) months of employment | 50% |
| • The first twelve (12) months of employment | 25% |

Date of Approval: 17th September 2019
Approved By: Council Resolution
Authorisation: Organisation

Effective Date: 19/09/19
Version: 4.0
Review Date: September 2020



5. DELEGATIONS

The Chief Executive Officer or their delegate is responsible for administering the policy.

6. POLICY REVIEW

This policy will be reviewed within 12 months of its review date. From this review the Chief Executive Officer will determine the regularity of future events.

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CHIEF EXECUTIVE OFFICER

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Date