



# 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 employees 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.

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## 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. Council's purchasing policy applies in respect of the removal expenses to be incurred by Council.

## 4.2 What is Covered

Council 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 will be paid for with the expressed authority of the Chief Executive Officer.

Council will only provide relocation assistance in respect of costs incurred by a commercial removal organisation and hire of appropriate vehicles. Relocation assistance will not be available in respect of those removal costs attributable to the employee's own time, labour and vehicle expenses.

The Chief Executive Officer will have the discretion in identifying positions which will be covered by this policy. A sliding scale of assistance has been endorsed by Council as follows:

Chief Executive Officer and Directors - \$10,000

Manager, Team Leader, Individual Contract Employee - \$8,000

Hard to Fill Roles, Qualified Staff - \$5,000

All other roles - \$3,000

The maximum relocation assistance available to any employee in a continuous term of employment shall be no more than \$10,000. Any relocation expenses incurred in excess of this amount will be payable by the employee receiving the assistance.

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.

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### 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:

- |  |      |
|--|------|
| • 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%  |



## 5. RELATED DOCUMENTS

Procurement Policy

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