



Policy

11 REIMBURSEMENT OF RELOCATION EXPENSES POLICY

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Strategic Outcome:	Good government
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Date for Review:	01/11/2016
Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

In order to attract suitably qualified and skilled staff, Berrigan Shire Council may consider offering reimbursement of relocation expenses as part of an offer of employment.

It is important that any such offer is transparent and equitable.

2. PURPOSE

The purpose of this Policy is to give managers, finance and human resources staff and prospective employees guidance on reimbursement of relocation expenses for employees required to relocate to take up employment with Berrigan Shire Council.

3. SCOPE

This policy applies to all Council employees

4. OBJECTIVE

Manage human resource and workforce development activities through the implementation of the Berrigan Shire's *Workforce Development Plan 2013 – 2017*

5. DEFINITIONS

Eligible employee: An employee required to relocate their primary place of residence from a residence outside Berrigan Shire to a new residence in Berrigan Shire in order to take up a position with the Council.



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Primary place of residence: The residence where the employee ordinarily resides. This definition excludes arrangements where an employee uses temporary accommodation in the Shire and commutes on a weekly basis from a primary residence elsewhere.

Relocation expenses: The reasonable cost of relocating to a new primary place of residence. This may include the cost of a removalist or, for a self-removal, the cost of truck hire and fuel.

6. POLICY IMPLEMENTATION

Berrigan Shire Council will reimburse 50% of the relocation expenses of eligible employees up to a limit of \$1,500.

This payment will be made on the following terms:

- The Council and the employee will agree on the terms of reimbursement before the acceptance of an offer of employment with the Council. An agreement to reimburse relocation expenses under this policy will be explicitly included in the letter of appointment. Retrospective reimbursement of relocation expenses is not permitted.
- Reimbursement will be made after six months continuous employment with the Council and subject to successful completion of any probation period.
- Reimbursement is made on the basis of actual expenses paid and the employee is required to provide receipts to support her/his claim.
- Authorisation for any payment under this policy must be given by the General Manager or Director Corporate Services/Technical Services as applicable
- In the case of genuine hardship, reimbursement under this policy can be made at an earlier date with the explicit approval of the General Manager.

The Finance Manager should be made aware of any agreement to pay relocation expenses as soon as possible to allow for any budgetary considerations.

7. RELATED POLICIES OR STRATEGIES

7.1. Legislation



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- *Local Government Act 1993*
- *Local Government (State) Award 2010*

7.2. Council policies and guidelines

- Code of Conduct
- Workforce Development Plan 2013-2017
- Salary Policy
- Guidelines on Payment of Expenses and Provision of Facilities to Council employees