



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. ELIGIBILITY CRITERIA

MSC may offer financial assistance to new employees who meet the following criteria:

- The employee is appointed and has formally accepted a permanent, ongoing, or maximum term contract.
- The employee would be required to relocate from outside the Shire boundaries in order to accept the position.
- In the instance where more than one family member is employed with the Shire and relocation is required, then financial support will be approved for the primary employee only.
- The employee's removal costs are paid by MSC and where no other contractual conditions apply.

3. POLICY OBJECTIVE

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

4. POLICY STATEMENT

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 CEOs approval must be sought.

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.

4.2.1 Eligible Staff

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

4.2.2 Limit to Relocation Assistance

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, neither will it be paid out in cash.

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 vehicles 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:

- First three (3) months of employment: 100% of the relocation contribution.
- First six (6) months of employment: 75% of the relocation contribution.
- First nine (9) months of employment: 50% of the relocation contribution.
- First twelve (12) months of employment: 25% of the relocation contribution.



5. RELATED DOCUMENTS

Procurement Policy

6. REVIEW

It is the responsibility of the Chief Executive Officer to monitor and recommend appropriate changes to this policy. This policy will be reviewed biannually.