



STAFF RELOCATION ASSISTANCE POLICY

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1. PURPOSE

The purpose of this policy is to provide for relocation assistance to key staff as an incentive to take up employment with the Barcoo Shire Council.

2. STAFF WHO MAY RECEIVE RELOCATION ASSISTANCE

Only 'key staff' who take up a permanent appointment with Council are entitled to receive relocation assistance.

Key staff are the Chief Executive Officer and those employees holding positions on the Council which require particular professional or trade skill. The Chief Executive Officer will have the discretion in identifying positions which will be covered by this policy.

3. EXPENSES IN RESPECT OF WHICH RELOCATION ASSISTANCE APPLIES

Relocation assistance may be provided for actual expenses incurred in removing the employee's personal effects and furniture from their previous residence to their new residence in the Barcoo Shire.

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.

Council's purchasing policy applies in respect of obtaining quotations and appropriate documentation in respect of the removal expenses.

4. 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.

5. UPFRONT PAYMENT OF REMOVAL EXPENSES

The Council will pay, upon receipt of an invoice, the approved removal expenses. The employee will be invoiced for any amount over the maximum amount of assistance. This amount will become a debt of the employee, due for immediate repayment.

The Chief Executive Officer reserves the right to refuse the upfront payment of any relocation expenses which are considered excessive.

6. EMPLOYEE LIABILITY FOR REMOVAL EXPENSES

Relocation assistance will be provided on the proviso that the employee completes 24 months of continuous service with the Council.

The entire amount of relocation assistance provided will initially be considered a debt of the employee payable 24 months from the date of commencement of employment.

Each month the employee is employed with Council, 1/24 of the total cost of the relocation assistance provided will be written off by Council.

Eg. The relocation assistance provided to an employee is \$10,000. This amount is considered a debt of the employee to the Barcoo Shire Council at the commencement of the employment contract. Each month that the employee remains with Council, this debt will decrease by \$416.66 until there is no debt owing.

7. TERMINATION OF EMPLOYMENT BEFORE 24 MONTHS SERVICE

If an employee voluntarily leaves the employment of the Barcoo Shire Council or is dismissed, before they have completed 24 months continuous service, then any amount of relocation assistance still owing will become immediately payable by the employee.

E.g. The relocation assistance provided to an employee was \$4000. The employee leaves after 9 months with the Council. As a result, the employee must pay back to the Council \$2497 when they leave.

**ROBERT O'BRIEN
CHIEF EXECUTIVE OFFICER**

**ADOPTED BY RESOLUTION No: 2015.01.04
ORDINARY MEETING 21ST JANUARY 2015**