



ESC – HR033 Relocation Policy

POLICY VERSION AND REVISION

Version History	Meeting date	
	14 th August 2024	
	Resolution number	
	#24.08.06	
Approval by CEO		
Effective date	Review date	
14 th August 2024	30 th July 2026	
Policy Author		
Payroll Officer/HR Assistant		
Current incumbent		
Jodi Kernan		
Implementation Officer		
Chief Executive Officer		
Current incumbent	Contact number	Official file no.
Ken Timms PSM	4079 9090	ESC – HR033



Contents

1. Background & Context..... 3

2. Purpose & Scope..... 3

3. Policy Provisions 3

4. Authorities Accountabilites 4

5. Related Documentation 4



1. BACKGROUND & CONTEXT

To ensure that relocation can occur quickly and seamlessly for the employee and council. Ensuring that relocation costs are met and that the employee is appropriately compensated for these costs, without being financially advantaged or disadvantaged.

2. PURPOSE & SCOPE

To provide relocation assistance to key staff as an incentive to take up permanent employment with Etheridge Shire Council.

3. POLICY PROVISIONS

3.1 Eligible Staff

The Chief Executive Officer will have the discretion to identify positions that will be offered relocation assistance. A sliding scale of assistance has been endorsed by Council as follows;

- Chief Executive Officer \$10,000.00
- Director \$8,000.00
- Manager, Direct report to a Director or hard to fill role \$5,000.00
- All other positions \$1,000.00

3.2 Expenses in which Relocation Assistance applies

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

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

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

3.3 Limit to Relocation Assistance

The maximum relocation assistance available to any employee in a continuous term employment shall be no more than \$10,000.00. Any relocation expenses incurred in excess of this amount will be payable by the employee.

3.4 Upfront Payment of Removal Expenses

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

2. Employee to pay removal expenses and then claim reimbursement from Council.



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

3.5 Employee Liability for Removal Expenses

Relocation assistance will be provided on the provision that the employee completes 12 months of continuous service with the Council.

Option 1. 0 to 3 months employment 0% refundable to employee

Option 2. 6 months continuous employment 50% refundable to employee

Option 3. 12 months continuous employment 100% refundable to employee

(Relocation Assistance Provided up to a maximum of \$10,000.00 (CEO), subsequent to completing 6 months of continuous employment \$5,000.00 will be reimbursed with the balance reimbursed after 12 months of continuous service).

3.6 Termination of Employment Before 12 months Service

If an employee voluntarily leaves the employment of the Etheridge Shire Council or is dismissed by Council, before they have completed their 12 months service, then any amount of relocation assistance still owing will be immediately payable by the employee.

(Relocation Assistance Provided up to a maximum of \$10,000.00, and the employee leaves after 10 months of service, the Relocation Assistance that needs to be re paid to Council would be \$5,000.00 when the employee leaves).

4. AUTHORITIES ACCOUNTABILITES

Chief Executive Officer, Director & Human Resources

5. RELATED DOCUMENTATION

Employee Code of Conduct

Offer of employment

Purchasing Policy