

## 1. POLICY CERTIFICATION

Policy title:	<b>Relocation Assistance Policy</b>
Policy number:	<b>HR035</b>
Category:	<b>Organisational</b>
Classification:	<b>HR</b>
Status:	<b>Approved</b>

## 2. PURPOSE

Roper Gulf Regional Council (RGRC) is committed to attracting and recruiting the best possible candidates for available positions. To enable this to happen RGRC offers assistance with relocation expenses for Senior Management staff, staff subject to individual contracts or workplace agreements and any other prospective staff member that the Chief Executive Officer (CEO) deems suitable.

## 3. ORGANISATIONAL SCOPE

This Policy applies to all requests for relocation assistance from commencing employees.

## 4. POLICY STATEMENT

RGRC 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 Council boundaries (Destination) up to the amount of \$5,000.00, or otherwise specified in writing by the CEO.

Human Resources (HR) will discuss the relocation assistance with eligible staff as part of their offer of employment.

The relocation assistance itself will be subject to terms and conditions, particulars of which will be discussed with the new employee. Prospective recipients will be required to enter into a contractual agreement with RGRC as part of the assistance process. Receipt of the relocation assistance is conditional upon the recipient entering into a contractual agreement with RGRC.

The contractual agreement may include provisions which require the recipient to reimburse RGRC should their employment not continue for a prescribed period of time, covering various circumstances of separation.

The relocation assistance is intended to act as an incentive for prospective staff members. It is separate from the employment contract. Incoming staff members may choose to forfeit the assistance if they disagree with the assistance's terms and conditions.

The relocation assistance contract is a separate agreement from the employment contract. The employment offer and contract are not conditional or dependent on the recipient entering into a relocation assistance contract.

The payment of a relocation assistance, and any terms and conditions surrounding that assistance are ultimately at the discretion of the CEO.

#### 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.

#### 4.2 What is covered

RGRC will pay for:

- The reasonable costs to transport household goods, personal effects, furniture and vehicle;
- The transport costs for the incoming employee;
- The travel and accommodation costs of persons who will be residing with the employee;

Claimable expenses apply only to packing, freight and insurance of household goods when supported by receipts.

Relocation expenses can only be accessed once throughout employment with RGRC and will not be valid for multiple return trips between the Place of Origin and Destination.

#### 4.3 What is not covered

RGRC will not pay for:

- Multiple trips for any person between the incoming employees Place of Origin and Destination;
- The relocation expenses of an incoming employee from outside of Australia without the expressed authority of the Chief Executive Officer

### 5. DEFINITIONS

RGRC	Roper Gulf Regional Council
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### 6. ROLES AND RESPONSIBILITIES

The Chief Executive Officer or their delegate is responsible for administering this policy.

### 7. REFERENCES

<b>Acknowledgements</b>	
Related Policies	• HR004 – Recruitment and Selection Policy
Related Publications	▪ <i>Local Government Act</i>

### 8. DOCUMENT CONTROL

Policy number	<b>HR035</b>
Policy Owner	<b>HR</b>
Date approved	<b>31 May 2017 OCM</b>
Next revision due	<b>May 2020</b>

## **9. CONTACT PERSON**

Contact person  
Contact number

**Human Resources Manager**  
**08 8972 9000**