

## KEMPSEY SHIRE COUNCIL

### RELOCATION EXPENSES

Procedure 5.5.30

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.30	Relocation Expenses
Version	1	
Date Adopted	14 December 2011	

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#### 1 OBJECTIVE

To set the basis upon which removal expenses will be reimbursed for employees appointed to **specified** positions within the Council at the discretion of the General Manager.

**Specified** positions include employees engaged on a senior officers or Award based contract and employees who are appointed to a position within a recognised skill shortage profession such as planners, environmental health and building surveyors, engineers and accountants.

#### 2 REMOVAL EXPENSES

- a) Reasonable expenses for the removal of furniture and effects on taking up an appointment will be considered for payment by Council. Three quotations are to be submitted and the reimbursement will be based on the lowest quote.
- b) That Council will (subject to the General Manager's approval) reimburse removal expenses for new employees who reside outside the Kempsey Shire area, subject to them then residing in the Kempsey Shire.
- c) A new employee (from outside the Kempsey Shire) shall upon appointment to one of the above positions, be entitled to a refund of 40 per cent of the actual cost incurred in the transportation of furniture and effects from their last place of residence to the Shire of Kempsey; and after eighteen months service with Council shall be entitled to a further 40 per cent of the costs herein mentioned on the basis that they are still residing in the Kempsey Shire.
- d) The General Manager may approve reimbursement of a portion of a new employee's removal expenses, if they choose to live outside of Kempsey Shire. Percentage of reimbursement to be determined by General Manager.
- e) 50% of any re-imburement will be repayable to council in the event that the employee terminated their employment within two years of commencement.
- f) The General Manager has the discretion to consider removal assistance for other unspecified positions on the basis of a twelve month interest free loan of an amount equivalent to the lower of three quotes.

#### 3 RENTAL ASSISTANCE

Council may subsidise accommodation rental expenses of up to \$200 per week for a maximum period of six months. The amount and period of the subsidy is at the discretion of the General Manager.

#### VARIATION

Council reserves the right to renew, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.