

INTERVIEW EXPENSES

Procedure 5.5.48

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.48	Interview Expenses
Version	1	
Date Adopted	5 September 2012	

1 OBJECTIVES

To encourage the best candidates to attend personal interviews, applicants for positions who are called for an interview may be reimbursed reasonable out of pocket expenses.

2 GUIDELINES

- a) Reimbursement of interview expenses may be considered on the following basis:
 - i) Applicants who reside in excess of 250 kilometres from the interview location may be reimbursed interview expenses up to \$250 (for Manager/Director/General Manager positions) and \$150 (for all other positions).
 - ii) Reimbursement of interview expenses will not be made to any applicant for any position on Council's staff where the applicant declines the appointment which is in accordance with the position advertised.
 - iii) Interview expenses will not be reimbursed unless authorised prior to the interview by the relevant Director.
 - iv) The General Manager may approve variations where deemed appropriate.

VARIATION

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