



Policy Title: **RELOCATION POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR011**

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
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1. Policy Background/Scope

This Policy applies to all Council employees whose employment has been identified as eligible for a relocation package and includes the terms and conditions for reimbursement of expenses.

Where possible Council aims to employ members of the community to fill vacant positions. Some positions, however, require people with qualifications, skills, and experience from outside of the Local Government Authority. On appointment these employees may be required to relocate from their primary place of residence to Aurukun Shire to take up a position with the Council.

2. Eligibility for Relocation

To be eligible for relocation assistance, an employee must be recruited from outside of the Aurukun Shire.

Relocation assistance also includes members of the employee's immediate family:

- who are dependents; and
- who are not receiving similar assistance from his or her employer.

Employees appointed on a casual or short-term contract of less than six (6) months are not eligible for relocation unless approved by the Chief Executive Officer.

3. Details of Relocation Assistance

Subject to Clause 2, employees are eligible for relocation assistance from their place of residence at the time of appointment.

In accordance with Clause 3.1, Council will also reimburse incurred expenses for travel associated with the employee's relocation to Aurukun.

In accordance with Clause 3.3, Council will reimburse incurred expenses for relocation of personal effects:

- up to the value of \$4,000 (incl GST) for incurred expenses for an employee with dependents; or
- up to \$2,500 (incl GST) for incurred expenses for an employee without dependents.

Authorisation for any payment under this policy must be given by the Chief Executive Officer, or his/her delegate.

3.1. Travel Costs (Relocation)

Unless otherwise requested by the employee, Council will book and pay for relocation flights to Aurukun from the employee's place of residence at the time of appointment.

Where an employee chooses to drive part or all of the way to Aurukun as part of their relocation, Council will reimburse reasonable cost for driving in. For example, an employee may choose to drive from their place of residence to Cairns and fly from Cairns to Aurukun.

If the employee is required to stay in Cairns during their relocation due to flight availability and/or to work in the Cairns Support Office, Council will book and pay for accommodation in Cairns.

With the exception of flights to Aurukun and accommodation in Cairns enroute to Aurukun, all reimbursable costs are initially to be paid by the employee and reimbursed in accordance with this Policy.

Council will reimburse 20kgs only of excess baggage for flights to Aurukun. All other personal effects to be transported by alternative transport such as truck or barge.

Reimbursement for travel is based on actual expenses incurred including reasonable cost of meals, incidentals, and fuel costs. Alcohol purchases enroute will not be reimbursed. Claims must be supported by appropriate statements/receipts/invoices, and the completed claim form forwarded to Human Resources for processing.

Once approved by the CEO, reimbursement of travel costs will be made within two weeks.

If an employee misses their flight booked for them as part of their relocation to Aurukun, the employee must repay Council the full amount of the ticket.

3.2. Travel During Wet Season

During wet season when road travel to Aurukun is not possible due to the condition of the roads alternative arrangements may be made. For example, an employee may fly to Aurukun in the first instance then return to Cairns to pick up their vehicle once the roads become driveable. In this case Council may approve reimbursement of the additional flight and reasonable costs for driving to Aurukun. Such an arrangement must be approved by the CEO in advance.

3.3. Personal Effects (Relocation)

Except for the of 20kgs of excess baggage for flights to Aurukun, referred to in Clause 3.1, all personal effects to be transported by alternative transport such as truck or barge.

As all Council subsidised rental accommodation is fully furnished including beds, mattresses, linen, towels, side tables, dining table and chairs, lounge suite, coffee table, television, satellite set top box, washing machine, clothes dryer, refrigerator, crockery, cutlery, utensils and cooking pans it is unnecessary for employees to bring these items to Aurukun.

All reimbursable costs for moving personal effects are initially to be paid by the employee and reimbursed unless otherwise approved by the CEO.

Reimbursement to Employee

Relocation expenses for personal effects, will be reimbursed in the following manner:

- Fifty percent (50%) upon arrival and payable once employee has commenced work and submitted a completed claim form with evidence of expenses and then the remaining fifty percent (50%) will be reimbursed upon completion of 6 months of employment.

Reimbursement, in the case of genuine hardship, can be made at an earlier date with the approval of the Chief Executive Officer.

Reimbursable and non-reimbursable items are specified in Clauses 5 and 6.

4. Repatriation

To be eligible for repatriation assistance, an employee must have been recruited from outside of the Aurukun Shire.

Relocation assistance also includes members of the employee's immediate family:

- who are dependents; and
- who are not receiving similar assistance from his or her employer.

In accordance with Clause 4.1, Council will also reimburse incurred expenses for travel associated with the employee's relocation to Aurukun.

In accordance with Clause 4.2, on completion of 12 months of employment, Council will reimburse incurred expenses for repatriation of personal effects:

- up to the value of \$4,000 (incl GST) for incurred expenses for an employee with dependents; or
- up to \$2,500 (incl GST) for incurred expenses for an employee without dependents.

Authorisation for any payment under this policy must be given by the Chief Executive Officer, or his/her delegate.

4.1. Travel Costs (Repatriation)

Unless otherwise requested by the employee, Council will book and pay for repatriation flights from Aurukun to the employee's place of residence at the time of appointment.

Where an employee chooses to drive part or all of the way from Aurukun, Council will reimburse reasonable cost for driving in accordance with this Policy.

If the employee is required to stay in Cairns during their repatriation due to flight availability, Council will book and pay for accommodation in Cairns.

With the exception of flights from Aurukun and accommodation in Cairns enroute from Aurukun, all reimbursable costs are initially to be paid by the employee and reimbursed in accordance with this Policy.

Council will reimburse 20kgs only of excess baggage for flights from Aurukun during repatriation. All other personal effects to be transported by alternative transport such as truck or barge.

Reimbursement for travel is based on actual expenses incurred including reasonable cost of meals, incidentals, and fuel costs. Alcohol purchases enroute will not be reimbursed. Claims must be supported by appropriate statements/receipts/invoices, and the completed claim form forwarded to Human Resources for processing.

Once approved by the CEO, reimbursement of travel costs will be made within two weeks.

If an employee misses their flight booked for them as part of their repatriation from to Aurukun, the employee must repay Council the full amount of the ticket.

4.2. Personal Effects (Repatriation)

Except for the of 20kgs of excess baggage for flights to Aurukun, referred to in Clause 4.1, all other personal effects to be transported by alternative transport such as truck or barge.

Unless otherwise approved by the CEO, all reimbursable costs for moving personal effects are initially to be paid by the employee and reimbursed in accordance with this Policy.

Reimbursement to Employee

In accordance with Clause 4, Relocation expenses for personal effects, will only be reimbursed on completion of 12 months of employment.

Reimbursable and non-reimbursable items are specified in Clauses 5 and 6.

5. Reimbursable Items

Reimbursable items include:

- Personal effects including kitchen appliances, linen, sporting equipment and hobby supplies.
- Accommodation on route depending on the distance involved.
- Motor vehicle fuel expenses for one motor vehicle subject to the production of receipts for such expenses. Mileage will not be paid.
- One motor vehicle or boat up to 5 metres.
- Accommodation, food/meals.

For transport of personal effects, a full inventory of all items to be claimed must be submitted to Human Resources for approval by the CEO prior to making any commitment or payment with a removalist. At least three (3) quotes from reputable removalist companies, including removal insurance (recommended), must be obtained and provided to Human Resources upon making claim for reimbursement.

6. Non-Reimbursable Items

Items that will not be reimbursed include:

- Multiple trips for any person between the incoming employee's place of origin and destination.
- The travel and accommodation costs of persons that will not be residing permanently with the incoming employee.
- The transport of pets (any pet transport will be solely at the expense of the employee).
- The transport of vehicles or boats that require fuel that is prohibited in the community.
- Off or on-site storage of any household or personal effects.

7. Related Documentation

Employment Contract