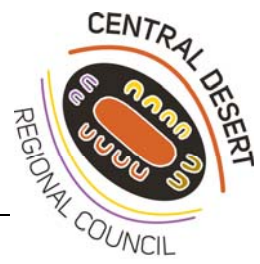


Council Policy



two ways :: one outcome

Title	Relocation Policy	P68	
Type	Council Policy		
Document Owner	Human Resources Manager		
Approval Date	25 July 2019	Review Date	25 July 2022
MaGiQ Document ID	690802	Council Resolution Number	OC074/2019

PURPOSE

The purpose of this document is to provide the principles and guidelines for the relocation expenses for employees of the Central Desert Regional Council.

SCOPE

Relocation conditions and entitlements apply to all new permanent or fixed-term contract employees of Council who need to relocate to take up their position within Council and existing Council employees who are required to relocate to another community as a result of promotion or movement to an advertised vacancy.

DEFINITION AND TERMS

Personal Effects – Privately owned items (such as clothing and jewelry) normally worn or carried on a person.

Place of Residence – The address at which a person lives when engaged to perform a role.

Service Centre – A location within a town or community within Council’s Local Government Area.

Dependents – A spouse, a child aged under 21 years. A child aged 21 years to 25 years who is a full-time school student.

LEGISLATION AND REFERENCE

- *Local Government Act 2008*
- Central Desert Regional Council Enterprise Agreement

POLICY STATEMENT

A relocation allowance is available for staff taking up employment with Council when staff’s normal place of residence is greater than 100km from their place of employment as stated in their contract of employment.

Payment will be made for actual costs, substantiated by tax invoices, up to the limit of the allowance associated with the relocation of household goods, personal effects and furniture to an address within Council or Alice Springs (as identified in the position). This will include removal charges but excludes insurance, packing and cleaning of accommodation.

Payment will be made by reimbursement of approved expenses. Council will not pay any expenses directly.

There is no obligation to relocate an employee back to their original place of residence or any other place after the cessation of their employment.

Any payment outside of this policy shall be at the discretion of the Chief Executive Officer.

Relocation, travel and accommodation costs:

1) Staff relocating to Service Centres where accommodation is subsidised and housing is furnished.

Single Person: Up to \$ 750 + Airfare from nearest capital city (best discount) receipts to be provided. Airfare can be cashed out if personal vehicle driven. No relocation paid on conclusion of employment.

Couple / Family: Up to \$ 1,000 + Airfares from nearest capital city (best discount) receipts to be provided. Airfare can be cashed out if personal vehicle driven. No relocation paid on conclusion of employment.

2) Staff relocating to Alice Springs where accommodation is not provided

Single Person: Up to \$ 4,000 inclusive of fares and removal expenses – receipts to be provided. No relocation paid on conclusion of employment.

Couple / Family: Up to \$ 6,000 inclusive of fares and removal expenses – receipts to be provided. No relocation paid on conclusion of employment.

Repayment of Relocation Benefits

Payment of relocation expenses is made on the condition that if for any reason an employee resigns within one year of the appointment date, then they will refund the full amount of removal of effects.

Employees terminated for reasons other than resignation will not be obligated to repay relocation expenses.

Time Limit:

If dependents do not relocate simultaneously with the employee, a separate claim can be made within the expense limits. Requests for payment of removal expenses will not normally be considered unless they are received within six (6) months of the appointee commencing employment.

REVIEW HISTORY

Date	Details
05 December 2014	Policy Adopted (CRN 143/2014)
25 July 2019	Reviewed and adopted (OC 074/2019)