



Gladstone Regional Council

Council Policy

Title	RELOCATION EXPENSES
Policy Number	P-2013/27
Responsible Directorate	OFFICE OF THE CHIEF EXECUTIVE OFFICER
Responsible Officer	MANAGER PEOPLE AND PERFORMANCE
Date of Adoption	18 MARCH 2014
Resolution Number	G/14/1926
Date Review Due	18 MARCH 2017

1.0 PURPOSE:

This Policy sets out Council's position in relation to the reimbursement of expenses for new employees who are relocating to the Gladstone Region to take up a position with Gladstone Regional Council ('Council').

2.0 SCOPE:

This policy applies to new employees who do not reside within the Gladstone Regional Council area and who are accepting a position of:-

- a. Level G and above under Gladstone Regional Council's Enterprise Agreement 2012;
- b. A senior management level where contract arrangements of greater than two years are negotiated;
- c. Where there is an agreed skill shortage, the policy may be applied to positions below classification level G under Gladstone Regional Council's Enterprise Agreement 2012. On this occasion the Chief Executive Officer's approval must be sought prior to making an offer to the preferred applicant.

The policy is not applicable for staff appointed to positions of a casual, temporary, or short-term contractual basis of less than 2 years.

The policy may be varied for Director and Chief Executive Officer level positions, where appropriate.

3.0 RELATED LEGISLATION:

- Local Government Act 2009

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Enterprise Agreement 2012
- Gladstone Regional Council Relocation Expenses Corporate Standard.

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **“Chief Executive Officer”** means the most senior executive officer in Council as appointed pursuant to the Local Government Act 2009 (Qld).
- **“Probation Period”** means the period of time by which an Employer trials the suitability of a new employee to the job, and vice versa.
- **“Household Items”** means:
 - those items used to establish a residential household for the employee and their **immediate family* and includes furniture, electrical and white goods, soft furnishings, personal items such as clothing and gardening/yard maintenance items such as lawn mowers and other gardening tools and equipment.

(* *immediate family* - includes the employee's partner and any dependants who will be residing at the same premises).
 - the associated insurance costs for those items in transit.
 - temporary storage of those items of up to four (4) weeks.

Household items **excludes**:

- Items such as boats, vehicles, trailers, caravans and other non-household related items;
- Travel and accommodation expenses for the employee and immediate family during relocation;
- Transportation and housing of household pets or other animals.

6.0 POLICY STATEMENT:

The Chief Executive Officer may authorise reimbursement of payment for reasonable relocation expenses for household items to an employee as defined in Section 2, who is moving into the Gladstone Region in order to take up a position with Council.

Offers of reimbursement of relocation expenses must be made at the time of employment and included as part of the letter of offer.

Council will support the relocation of household items only, to a total value of no greater than \$3,000 for positions as defined in Section 2, subject to the employee remaining with Council for a minimum of two years. If the employee resigns before the two year anniversary the employee must repay Council a pro-rata portion of the relocation reimbursement payment in accordance with the calculations contained in the Relocation Expenses Corporate Standard.

Council may support a higher level of assistance for Director and Chief Executive Officer level positions where appropriate, which form a part of the individual contract negotiation.

Reimbursement of expenses will be paid in accordance with the Relocation Expenses Corporate Standard.

7.0 ATTACHMENTS:

Nil

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	18 MARCH 2014	G/14/1926
Amendment 1	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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STUART RANDLE
CHIEF EXECUTIVE OFFICER