



two ways :: one outcome

Relocation Policy

REFERENCE NUMBER:	Policy 33 (P-33)
ORGANISATION UNIT:	Corporate Services
RESPONSIBLE POSITION:	Director Finance and Corporate Services
RELEVANT DELEGATIONS:	Chief Executive Officer
DATE ADOPTED:	December 2014 (CRN 143/2014)
REVIEW DATE: Three years	December 2017

Objectives:

The purpose of this document is to provide guidelines for the relocation approach adopted by Council for all employees.

Scope:

The Relocation conditions and entitlements apply to all new permanent or fixed-term contract employees of the 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.

Policy:

A relocation allowance is available for staff taking up employment with Central Desert Regional Council when staff's normal place of residence is greater than 100km from their place 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 the Council or Alice Springs (as identified in the position). This will include removal charges but excludes insurance, packing and cleaning of accommodation.

Three quotes are to be submitted to the Council in respect of removalist's costs for determination by the Council.

Where staff normally reside closer to a capital city than to their place of employment then an airfare from that capital city shall be provided (or cashed-out) in addition to the allowance.

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.



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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.

Reimbursement:

Unless specified in the employment contract any reimbursement requests within agreed amounts must be made with original Tax Invoices and Receipts to the Human Resources Manager. If currency conversion is required, the Reserve Bank Exchange Rate at the date of reimbursement will be used.

Resignation:

The 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. This may be varied in very exceptional circumstances by agreement of the CEO.

Time Limit:

If dependants 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.

History:

Originally Adopted: 10 August 2012 (CRN 379/2012).