



RELOCATION ASSISTANCE POLICY

PC03

Policy Title:	Relocation Assistance Policy		
Policy Type:	People and Culture Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	People and Culture Manager		
Document ID:	24941	Version:	3.0
Approval Date:	23/05/2024	Next Review Date:	23/05/2027

Purpose

West Daly Regional Council (Council) provides support for employees who are required to relocate from their primary place of residence in order to commence in their role. This policy outlines the extent and conditions that apply to payment of Relocation Assistance.

The relocation assistance provided by the Council may be provided for the following purposes:

- a) to attract and retain exceptional quality staff within and outside of the Council
- b) to provide employees with new opportunities for career development

Scope

Appointees and employees are eligible for relocation assistance if they meet the following criteria:

- a) they are current or new employees of the Council and are required to relocate to commence in their role;
- b) the position is permanent full-time continuing or fixed term for a minimum period of twelve (12) months.

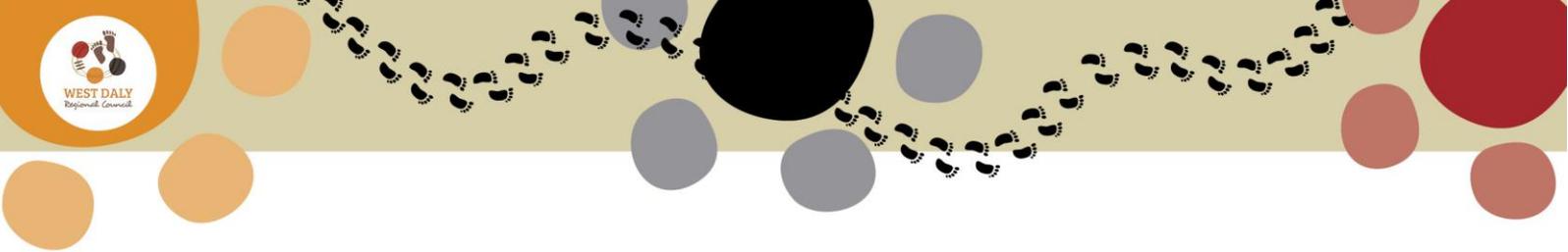
Casual staff are not eligible for a Relocation Assistance.

A new employee who is recruited at the location where they are required to be employed is not entitled to relocation assistance.

Policy Statement

1. Policy Principles

- 1.1. In all instances, the Chief Executive Officer has discretionary authority to determine a level of assistance for relocation. In determining a particular situation, the Chief Executive Officer will use this policy as a base.
- 1.2. Where an employee initiates a transfer from one West Daly Community to another, relocation assistance will only be granted in exceptional circumstances at the discretion of the Chief



Executive Officer and delegate. If the transfer is as a result of a request by Council, any transfer costs between the two centres will be covered by Council.

- 1.3. There is no obligation on Council to relocate an employee back to their original place of their original residence after the cessation of their employment, unless such an agreement is incorporated in a written contract or agreement at the time of recruitment.

2. Relocation Assistance

- 2.1. Council may offer Relocation Assistance on the appointment of a successful recruitment candidate that requires to move residence to work for Council, providing the position has a minimum tenure of 12 months.
- 2.2. Consideration to value for money will be made on each instance, but the Relocation Assistance shall not exceed \$5,000 (inclusive GST), unless written approval by the Chief Executive Officer is given.

3. Relocation Components

- 3.1. Council can offer eligible employees the Relocation Assistance for the following component:
 - a) Removal and transfer of furniture and personal effects
 - b) Travel costs and expenses
 - c) Temporary accommodation
 - d) Cleaning of accommodation is not included in the assistance

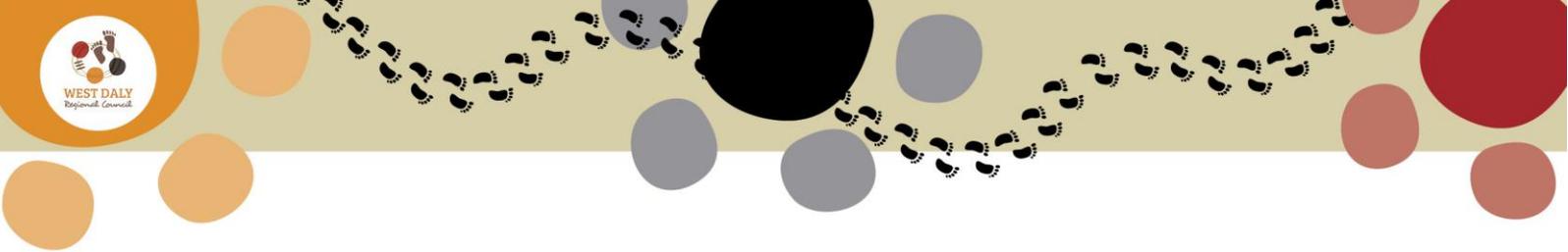
4. Repayment to the Council

- 4.1. An employee will be required to repay relocation costs to the Council unless otherwise waived by the Chief Executive Officer, under the following circumstances:
 - a) if an employee resigns their employment within the first six (6) months of their appointment date, then an employee is to refund to Council the full amount of any relocation assistance received on appointment;
 - b) if an employee resigns or their employment is terminated within six (6) to twelve (12) months of their appointment date, then an employee is to refund the Council 50% of the amount of relocation assistance received on appointment;
 - c) if an employee resigns or if their employment is terminated within twelve (12) to twenty four (24) months of their appointment date, then an employee is to refund to the Council 25% of the amount of any relocation assistance received on appointment.
- 4.2. The Chief Executive Officer may release an employee from minimum service period obligations or reduce the calculated amount for reimbursement.

5. Consent to Offset

- 5.1. Any repayment due to the Council may be deducted, to the extent permitted by law, from any amounts owed to the employee by the Council at the time of the employee's employment termination.

6. The limit of claim



- 6.1. An employee has up to three (3) months from the date of commencement of their employment to claim the relocation assistance payment. All claims must be submitted with the necessary documentation, including original tax invoices and receipts, to the People and Culture Manager for approval. Claims submitted after this period will not be considered unless exceptional circumstances are demonstrated and approved by the CEO.
- 6.2. If relocation assistance is not accessed within the first three (3) months of the employee's appointment, the entitlement to such assistance will be forfeited. This means the employee will no longer be eligible to claim any relocation-related expenses or payments from the Council after this period. Exceptions to this rule may be granted only under extraordinary circumstances and require the explicit approval of the CEO.

7. Tax Invoice and evidence

- 7.1. Any reimbursement request within the agreed amounts shall be accompanied by original tax invoices and receipts and sent to the People and Culture Manager for approval.
- 7.2. Relocation assistance is provided based on submitted receipts and original tax invoices, ensuring all expenses are adequately documented.
- 7.3. In exceptional circumstances, and at the CEO's discretion, direct payment may be made to the employee in advance. Such payments may be exempt from the requirement of submitting invoices, as determined by the CEO.
- 7.4. The employee must submit all claims for relocation expenses within 90 days of incurring the costs, ensuring timely processing and reimbursement.

Definitions

In the context of this policy, the following definitions apply:

Term	Definition
Council	West Daly Regional Council
Appointee	A person who has sign an employment contract but has not commenced the employment
Council Communities	Remote communities of the West Daly Regional Council within the Northern Territory
Relocation	When new or existing employee changes one's place of residence to a different area in order to undertake or continue an employment
Single Person	Individual, one (1) person
Family/ Dependant	A spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner.
Reimbursement for Relocation	The act of paying back money to an employee who has spent it for relocation

Related Documents and Legislation

- Northern Territory Local Government Act 2019
- Fair Work Act 2009

For more information, contact the Policy Custodian

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	30/01/2019	HR18	Relocation Assistance	013/2019
3.0	23/05/2024	PC03	Relocation Assistance Policy	OCM-2024/46 ID: 24941

Endorsement

Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer