

## Council Policy – Employee Relocation

<b>Responsible Directorate</b>	Office of the Chief Executive Officer
<b>Responsible Business Unit/s</b>	Organisational Development
<b>Responsible Officer</b>	Manager Organisational Development
<b>Affected Business Unit/s</b>	All

### Objective

The Shire of Ashburton (the Shire) may offer relocation assistance to eligible employees, for the following purposes:

- To adapt to market conditions
- To attract and retain senior, critical and/or specialist skills
- To fill positions with suitably qualified and experienced individuals
- In support of achieving strategic community outcomes.

### Scope

The Shire may offer financial assistance to new or existing employees who meet the following criteria:

- The employee is appointed and has formally accepted a permanent, ongoing, or maximum term contract
- The employee would be required to relocate from outside the Shire boundaries in order to accept the position
- The employee is an existing Shire employee, who has accepted a transfer to another work location within the Shire (where relocation is requested by the Shire)
- In the instance where more than one family member is employed with the Shire and relocation is required, then financial support will be approved for the primary employee only
- The employee's removal costs are paid by the Shire and where no other contractual conditions apply.

Eligibility for relocation support is determined at the sole discretion of the Chief Executive Officer, however, the Chief Executive Officer will apply this policy fairly and equitably within the workforce.

## Policy Statement

### Relocation allowance

Relocation costs may include:

- Furniture, household goods and personal effects removal
- Reasonable travel costs such as flights or fuel for the employee and their direct family members who are required to relocate with the employee
- Transportation of personal vehicles and/or pets, and
- Temporary accommodation for the employee and their immediate household, which will be determined and agreed prior to the employee's commencement.

Part of the allowance may also be used where there is a State or National declared pandemic, which requires quarantining during a relocation for employment with the Shire.

The allowance can only be used for actual relocation of the household and its occupants. It cannot be used for purchase of new furniture or utilities, or to cover the expenses of a holiday en-route to the employee's new Shire work location.

The maximum relocation support is set at \$15,000, inclusive of GST. Relocation amounts are solely determined by the Chief Executive Officer and may be updated from time to time and as stipulated in the employee's employment contract. Relocation costs should be used during the time of relocation and cannot be banked for usage at a later date, neither will it be paid out in cash.

### Repayment of relocation costs

Relocation represents a significant financial investment and therefore, should the employee resign, or their employment is terminated for misconduct or serious misconduct, they will be required to repay all, or a portion of the total relocation costs paid by the Shire as detailed below.

Years of service	Repayment required
Less than one year's service since commencement in the position for which the relocation was provided	100% of the Shire's contribution
At least one year, but less than two years' service since commencement in the position for which the relocation was provided	50% of the Shire's contribution
At least two years' service since commencement in the position for which the relocation was provided	Nil

### Repatriation

Where relocation to accept employment with the Shire was previously approved, irrespective of the level of appointment or position the employee holds with the Shire, the Shire will provide relocation assistance, supporting the employee to return to their original place of hire, via the most economical and available transport as determined by the Shire.

Repatriation cost is set at a maximum of \$15,000, inclusive of GST and can be used for:

- the removal of furniture, household goods and personal effects
- reasonable travel costs such as flights or fuel of the individual and their direct family members who were required to relocate
- transportation of personal vehicles and pets.

### Eligibility

Repatriation support will only be considered for employees who are appointed on a five-year maximum term contract and have successfully completed the term of their contract. Repatriation support will therefore not be available to employees on casual contracts, permanent, ongoing employment contracts or on maximum term contracts, for a duration less than five-years, irrespective, whether they were offered financial relocation support to relocate to the Shire upon commencement.

The payment of repatriation costs is at the sole discretion of the Chief Executive Officer.

### Definitions

**Repatriation** means offering financial support in returning the employee to their original place of hire at the end of their five-year maximum term contract.

**Primary employee** means the employee who contractually enters into a relocation agreement with the Shire.

### Relevant policies/documents

Recruitment Directive

### Relevant legislation/local laws

Nil

Office use only				
Relevant delegations	Nil			
Council adoption	Date	9 May 2023	Resolution #	074/2023
Reviewed/modified	Date		Resolution #	
	Date		Resolution #	
	Date		Resolution #	
Next review due	2025			