

Relocation Assistance Policy

Policy No:	HR-017
Council Resolution Ref:	302/25
Date Adopted:	18 November 2025
Review Date:	18 November 2028
Version No:	3
Responsible Officer:	HR Manager

Purpose

The purpose of this policy is to support the appointment of employees by providing financial assistance for relocation expenses. Council recognises that employees are its most valuable resource and aims to attract highly skilled and qualified people to join the organisation. At times, Council may appoint staff from outside its Local Government Area and may provide relocation assistance for the incumbent.

Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not). Council may amend this policy by resolution.

Application

This policy applies to all Murweh Shire Council employees whose roles have been identified as eligible for a relocation package and sets out the terms and conditions for reimbursement of expenses.

For contracted Senior Executive Management:

- All relocation arrangements are to be negotiated directly with Council prior to, or at the time of, appointment.
- For all CSEM positions (except Chief Executive Officer), the CEO is authorised to negotiate and, if appropriate, approve the relocation package on Council's behalf.
- For the appointment of the CEO, the Mayor is authorised to negotiate and approve the package on Council's behalf.

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Eligibility for Relocation Assistance

A person is eligible for relocation assistance if they:

1. Accept a permanent or fixed-term full-time position with a minimum appointment of one (1) year.
2. Permanently reside outside the Murweh Shire – or at least 200 kilometres from their normal Council work location – at the time of appointment.
3. Do not have an immediate family member simultaneously receiving similar relocation assistance from another employer.
4. Complete service in line with reimbursement schedule.

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Payment of Relocation Assistance

- Council will reimburse relocation expenses up to \$7,500.00 (ex. GST).
- All costs must be paid directly by the employee and reimbursement will be based on actual expenses incurred.
- Reimbursement claims must be supported by receipts/invoices/statements and submitted with a completed **Payment request** to Human Resources. HR will then coordinate reimbursement.
- Relocation services must be provided by a recognised removalist, with three (3) quotes submitted where possible. The lowest quote will generally be accepted. If all quotes exceed \$7500, prior approval is required. The employee is responsible for arranging and managing the service.
- Council is not liable for deposits paid on services that the employee does not use.
- All payments under this policy must be authorised by the CEO or their delegate.

Reimbursement Schedule

Relocation expenses will be reimbursed in two instalments:

- **50%** after six (6) months of satisfactory service.
- **50%** after twelve (12) months of satisfactory service.

Eligible Expenses

Reimbursable items include:

- Transporting household furniture and personal effects to Charleville.
- Accommodation during travel, depending on distance to Charleville.
- Motor vehicle fuel costs (receipts required; mileage will not be paid).
- Temporary accommodation, meals, and related expenses during relocation (in Charleville only, or in the town where moving from).

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

Definitions

- **Council** – Murweh Shire Council, the employer.
- **Employee** – A person employed by Murweh Shire Council who is eligible for relocation assistance.
- **Relocation Assistance** – Financial support provided by Council to help cover costs associated with moving to take up a new role.
- **Immediate Family** – Spouse/partner, children, or dependents living with the employee.
- **CSEM (Contracted Senior Executive Management)** – Senior management roles employed under a contract.

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- **Removalist/Removal Service** – A professional company engaged to transport household furniture and personal belongings.
- **Satisfactory Service** – Employment performance meeting Council's expectations during the probationary or initial employment period.
- **Eligible Expenses** – Costs related to relocation that Council will reimburse, including removalist fees, accommodation, fuel, meals, and temporary accommodation while relocating.
- **Relocation Claim Form** – The form employees must submit with receipts to claim reimbursement for relocation expenses.

References

- *Local Government Act 2009*

Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy		
2.0			
3.0	18/11/2025		

Approval

Chief Executive Officer			
Date:	18/11/2025	Signature:	Bruce Scott