

Policy Name	Relocation Assistance
Policy Type	Human Resources
Policy Number	HR18
Version	2
Approval Date	January 2019
Renewal Date	January 2022



Policy Number **HR18**

Policy Name **Relocation Assistance**

SUMMARY

West Daly Regional Council provides support for employees who relocate at its request. Relocation Allowance also applies to those employees recruited from locations where their normal place of residence is greater than 100 kms from their place of employment.

This policy outlines the extent and conditions that apply to payment of Relocation Assistance.

POLICY STATEMENT

1. Any new employee recruited from outside the West Daly Region and required to take up residence at a community is eligible to seek relocation assistance. Similarly, any employee who transfers internally either at the request of, or with the agreement of, Council is eligible for relocation assistance.
2. A new employee who is recruited at the location where they are required to be employed is not entitled to relocation assistance. For example, a new employee who applies for the position indicating Darwin as their normal place of residence and is employed at Council's Head Office, is not entitled to assistance.
3. In all instances, the Chief Executive Officer has discretionary authority to determine a level of assistance for relocation that may be provided in special circumstance. In determining a particular situation, the Chief Executive Officer will use this policy as a base.

Darwin Office

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4. Where an employee initiates a transfer from one 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.
5. Relocation assistance will cover relocation and insurance of household goods and furniture, personal vehicles and travel by members of an employee's family from the person's normal place of residence to the community where they are to be employed. Cleaning of accommodation is not included in the assistance.
6. Storage of furniture at the place of recruitment will be subject to the conditional approval of the Chief Executive Officer.
7. There is no obligation on Council to relocate an employee back to their original place of recruitment or residence after the cessation of their employment unless such an agreement is incorporated in a written contract or agreement at the time of recruitment.
8. The maximum relocation assistance, travel and accommodation costs, unless specified within the terms of an employment contract, will be:
 - a) New employees relocating to Council Communities where accommodation and furniture are supplied
 - (i) **Single Person:** Up to \$750 + airfare (best discounted rate) from nearest capital city. If the employee opts to drive a private vehicle, they may cash out the value of the airfare that would have applied.
 - (ii) **Couple/Family:** Up to \$1,500 + airfares (best discounted rate) from nearest capital city. If the employee opts to drive a private vehicle, they may cash out the value of the airfares that would have applied.
 - b) Staff relocating to Council Communities where accommodation is not provided
 - (i) **Single Person:** Up to \$5,000 inclusive of fares or use of private vehicle and removal expenses
 - (ii) **Couple/Family:** Up to \$7,500 inclusive of fares or use of private vehicle and removal expenses.

Please note Darwin is not considered a Council Community

9. Any reimbursement request within agreed amounts shall be accompanied by original tax invoices and receipts to the Human Resources Officer.
10. If dependents do not relocate simultaneously with the employee, a separate claim can be made within the expense limits. Requests for payment of removal expense will not normally be considered unless they are received within six (6) months of the appointee commencing employment.
11. Payment of relocation assistance is made on the condition that if for any reason an employee resigns within one (1) year of their appointment date, then they will refund to Council the full amount of any relocation assistance received on appointment. Similarly if an employee resigns within two (2) years of appointment, 50% will be repayable to Council. The Chief Executive Officer has the discretion to vary the level of repayment under exceptional circumstances.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Act

Local Government Industry Awards

Fair Work Act

FURTHER INFORMATION:

Human Resources Advisor

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