



POLICY – 5.13 – Relocation Expenses

Relevant Delegation

N/A

Policy Statement

1. Senior Employees

Subject to contract of employment, the Shire will meet all reasonable relocation expenses on the appointment of the following employees:

- Chief Executive Officer
- Chief Financial Officer
- Manager of Works
- Community Development Manager

2. All Other Employees

For other employees, the Chief Executive Officer, at his/her discretion, may approve relocation expenses up to a maximum contribution of \$5,000.00.

Where relocation expenses exceed the \$5,000.00, the Chief Executive Officer may meet the relocation expenses up to \$10,000.00.

3. Terms and Conditions

Reimbursement of relocation expenses, for all employees, is subject to the employee entering into an agreement with the Council such that:

- If the employee leaves before 12 months of employment, then 100% of the relocation expenses will be required to be reimbursed to the Council.
- If the employee leaves after 12 months or before 24 months of employment, then 50% of the relocation expenses will be required to be reimbursed to the Council.

4. Relocation Expenses – Definition

In respect to this Policy, 'Relocation Expenses', generally means costs incurred in the removal of household furniture and effects to Menzies.

5. Purchase Value Threshold

The Purchase Value Threshold to be applied in according to the Purchasing and Tenders Policy.

– *End of Policy*

ADOPTED: 27 JULY 2023