

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(aj)	Relocation expenses
VERSION AND DATE ADOPTED	1	2008
RESPONSIBLE OFFICER		Rob Cattanach

Introduction

The following relocation expenses for **specified** positions will be considered at the discretion of the General Manager.

Specified positions include employees engaged on a senior officer or Award based contract and employees who are appointed to a position within a recognised skill shortage profession such as planners, environmental health and building surveyors, engineers and accountants.

Removal Expenses:

Reasonable expenses for the removal of furniture and effects on taking up an appointment will be paid by Council. Three quotations are to be submitted and the reimbursement will be based on the lowest quote.

50% of any re-imburement will be repayable to Council in the event that the employee terminates their employment within two years of commencement.

The General Manager has the discretion to consider removal assistance for other unspecified positions on the basis of a twelve month interest free loan of an amount equivalent to the lower of three quotes.

Rental Assistance:

Council will subsidise accommodation rental expenses of up to \$200 per week for a maximum period of six months. The amount and period of the subsidy is at the discretion of the General Manager.