



## COUNCIL POLICY

**Title:** Relocation Expenses – Employees Joining Council

Shire of  
**Kellerberrin**

**Responsible Officer:** Deputy Chief Executive Officer

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to ensure a relocation subsidy policy is in place to assist in the attraction of employees.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

At the Chief Executive Officer discretion, the cost of relocation and removal expenses, are negotiated when employing new staff.

Council will reimburse an employee who has negotiated removal expenses subject to:

- A Maximum amount payable of \$3,000
- Reimbursement of 50% of the removal expenses after 3 months service
- Reimbursement of the remaining 50% of the removal expenses after completion of 9 months service
- Receipts must be produced to claim reimbursement.

The Chief Executive Officer is responsible for applying this policy.

**6. RELATED LEGISLATION/ DOCUMENTATION**

**7. REVIEW DETAILS**

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16