

POLICY REGISTER

STAFF RELOCATION ASSISTANCE POLICY

Policy adopted: 27th August 2020 Minute No. 163.8.20

Reviewed: 22nd August 2024 Minute No. 213.8.24
22nd May 2025 Minute No. 165.5.25

File Ref: P13-1, S12-1

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Glenn Wilcox 10th August 2020	First Edition	Council Minute No. 163.8.20 (27th August 2020)
2.0	Sylvester Otieno 15th May 2024	Second Edition	Council Minute No. 213.8.24 (22nd August 2024)
3.0	Sylvester Otieno 30th April 2025	Third Edition	Council Minute No. 165.5.25 (22nd May 2025)

BACKGROUND

Warren Shire Council acknowledges that to attract key staff, assistance in relocation is required.

To assist staff appointments and the relocation from areas outside of Warren Shire to within Warren Shire Council area only.

OBJECTIVE

The objective of this Policy is to establish guidelines for granting financial support to workers who are employed from outside of the Warren Shire Area.

DEFINITION

“Worker” in the context of this Policy has the same meaning as that in the Work Health and Safety Act 2011.

“Relocation” refers to the relocation of household items such as furniture and white goods etc. personal expenses such as air fare, taxi fees etc are not included.

SCOPE

This Policy only applies to positions agreed to by the General Manager at the time of appointment where the employee is in a manager or Senior Manager role, or that to attract an employee due to the scarcity of a trade.

The Policy does not apply to workers who are existing residents or own a residence in Warren Shire Council area or where no authorisation from the General Manager at the time of appointment has been received.

POLICY

This Policy only applies to new appointments of workers in the category of Manager, Senior Manager, General Manager or an employee who holds a trade qualification that has been advertised by Council to seek a worker who is in a critical position in Council.

The General Manager will authorise in writing only the workers to whom this Policy applies and will base this decision on the scarcity of applications for a position, the need to attract a high-quality applicant or worker, the distance that a worker shall relocate from and the overall organisational need for the employee.

1. The General Manager may authorise up to a maximum of 75% or \$5,000 including GST of the quoted removal cost in accordance with 2(a), to allow a worker who has agreed to be appointed, assistance to relocate.
2. Warren Shire Council will only make this payment on the following basis:
 - a. That Council issues an order for an approved removal company to move the worker.
 - b. That the worker agrees to pay to Council any costs above the agreed amount payable by Council. This repayment will be paid weekly over an agreed period but no longer period than 18 months.
 - c. That the worker enters into an agreement that if the worker leaves Council employ within 6 months of the relocation that they will repay the full amount paid by Council for the relocation.

- d. That the worker agrees that if they leave Council after 6 months but within 18 months of the relocation that they will pay 50% of the costs paid by Council for the relocation; and
 - e. That after a period of 18 months employment Council will not require any repayment by the worker.
- 3. That Council will not make any payment towards relocation other than through an order to a moving company and when evidence is presented by that approved company that furniture or other items have been moved to an address within Warren Shire Council.
- 4. That no payments will be made for a worker to move to an address outside of Warren Shire Council area at any time prior to employment or during appointment as a worker.
- 5. Council will not agree to any cash payment made to an employee who moves themselves.

POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).