



Relocation Expenses Policy

1. Intent

This policy applies to hiring of new and existing employees who need to relocate from their primary place of residence in order to take up a position at the City of Albany, and to whom the City of Albany offers relocation assistance.

2. Scope

For an applicant to be eligible they must:

- be relocating from outside the Great Southern region;
- be offered a level 7 General Employee or above role or equivalent, that is permanent full time unless it is a role classed as a skills shortage role or hard-to-fill position (one that has been advertised twice externally without being filled);
- agree to repayment should they leave the City within a defined time period

This policy does not apply to the position of Chief Executive Officer since the terms and conditions of which for reimbursement relocation expenses are decided and paid, are subject to approval by the Mayor and Council at the time of recruitment and contract offer.

3. Application of Policy

In some cases, successful applicants may need to relocate to commence work with the City. Where this is necessary, the applicant may negotiate coverage of relocation expenses and the cost of relocation will come from the Directorate budget.

The City of Albany will negotiate to pay the cost of relocation expenses up to a maximum of \$4,000 or as otherwise approved by the Chief Executive Officer; reimbursement of expenses can be claimed against original receipts only.

Application of this policy to a new or existing employee **must** be approved by the Executive Director of the Directorate in which they will work and the Chief Executive Officer.

The option for relocation assistance outlined in this policy is not to be deemed as an entitlement. The City will determine what relocation assistance, if any, will be provided to a new or existing employee.

Relocation assistance and reimbursements are not intended to cover all costs associated with relocating to the City of Albany, they are to assist in meeting some of the varied expenses which an appointee or staff member may incur.

3.1 Obligation to Repay

Where employment ends prior to the second anniversary of commencement of employment, by reason of his/her resignation or termination by the City on grounds relating to performance or conduct, the staff member will be required to repay a portion of the total relocation payments as per the below, unless otherwise negotiated:

Timeframe	Amount to be repaid
Within 6 months of commencement	100%
Over 6 months, but less than 1 year	75%
Over 1 year, but less than 18 months	50%
Over 18 months, but less than 2 years	25%

Repayments do not have to be lump sums but must be paid back within a 12 month time frame. All details of agreed relocation assistance should be outlined in the offer of employment.

4. Responsibilities

4.1 New Appointee

- Notify HR Department of acceptance of offer and start date;
- Advise Human Resources of details of projected cost and clarify budget allowance;
- Provide receipts / invoices to Human Resources.

4.2 Human Resources

- Identify appropriate relocation allowance;
- Check and arrange payment of invoice.

5. Further Support

For more information please contact the Human Resources Department.

6. Associated Documents

- Recruitment and Selection Policy;
- Equal Employment Opportunity and Discrimination Policy;
- Disability Access and Inclusion Plan;
- Employee Code of Conduct;
- Council Policy: Code of Conduct (Council Members, Committee Members, Staff and Volunteers).

7. References

- City of Albany Collective Enterprise Agreement 2016
- Equal Employment Opportunity Act 1984
- Local Government Act 1995
- WA Equal Opportunity Act (1984)
- Fair Work Act 2009

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