



REMOVAL EXPENSES POLICY

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1.1 Policy: That Council agree to reimburse removal expenses incurred by a successful applicant for a position with the Council where such applicant chooses or is required to relocate his or her residence to Ipswich to take up the appointment with the Council, subject to the following conditions:-

- (i) At least three (3) written quotations from recognised furniture removalist companies are obtained, at least one (1) of which must be from an Ipswich based furniture removalist.
- (ii) Reimbursement of expenses will be on the basis of fifty percent (50%) of the costs of removal after twelve (12) months satisfactory service with the balance to be paid after a further twelve (12) months satisfactory service. The total amount of such reimbursement not to exceed the amount of the lowest quotation received.
- (iii) The Council may approve the reimbursement of the total cost of removal expenses in accordance with Clause 2 above, subject to the employee giving a written undertaking to repay a proportion of the expenses where such employee does not complete two (2) years continuous service. The repayment will be on a pro-rata basis for such shorter period of service.
- (iv) This policy does not apply to an existing employee or a successful applicant who already lives within reasonable commuting distance of Ipswich.

1.2 Policy Author: Human Resources Manager

Date of Council Resolution: 17 July 1997

Date of Review: 23 January 2017

Committee Reference and Date: Corporate Services Committee - 11 July 1996

No. of Resolution: 46.09

Date to be Reviewed: 23 January 2019