



1 HEAD OF POWER

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Human Rights Act 2019 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*

2 POLICY PURPOSE

The purpose of this policy is to provide Pormpuraaw Aboriginal Shire Council (Council) with a framework for decision making about payment of relocation expenses.

This relocation policy ensures a consistent and transparent approach for assessing an employee's eligibility for payment of relocation expenses, and appropriate management of public resources in compliance with the principles of the *Public Sector Ethics Act 1994* and the *Local Government Act 2009*.

3 POLICY OBJECTIVE

Council recognises that employees are its most valuable asset and endeavours to attract highly skilled and trained people to work within the organisation.

Council also recognises that selection of applicants based on merit and building organisational capability and excellence through its people. Council may offer relocation assistance to successful candidates living outside the Pormpuraaw or Cairns regions.

This policy establishes a transparent, consistent framework for managing those relocation expenses.

4 POLICY SCOPE

This policy applies to all employees and/or successfully recruited applicants where the following criteria is satisfied:

- the individual employee, or the position an employee has applied for, has been identified eligible for the payment of relocation expenses, and
- payment of relocation expenses is expressly included in the employee's contract of employment or is otherwise approved by writing by the Chief Executive Officer (CEO).

In the event of any conflict or inconsistency between this Policy and applicable legislation, the legislation takes precedence.

5 POLICY STATEMENT

To maintain the service standards expected by our community and regulators, Council must ensure operational continuity. Offering relocation assistance is a key strategy in attracting the skilled and qualified professionals necessary to meet these essential goals.

5.1 ELIGIBILITY AND APPROVALS

Relocation assistance may be available for any position, provided eligibility is determined before the role is advertised and is clearly stated in the recruitment campaign.

The CEO must authorise a position's potential eligibility prior to advertising and must also approve the specific eligibility of the preferred candidate before an offer of employment is issued.

The determination must consider, but is not limited to, the following:

- 5.1.1 recruitment for a position that is not a casual position**
 - 5.1.2 the position requires specialised skills, experience, or qualifications that are likely to necessitate recruiting candidates from outside the Pormpuraaw or Cairns regions**
 - 5.1.3 the position is a long-term vacancy or has proven difficult to fill using candidates from within the Pormpuraaw or Cairns regions**
 - 5.1.4 the critical nature or urgent operational and service delivery requirements associated with the position**
- Furthermore, determining the specific eligibility of a recommended applicant must involve, but is not limited to, the following considerations:
- 5.1.5 the applicant possesses specialised skills, experience, or qualifications that are not readily available within the Pormpuraaw regions**
 - 5.1.6 the applicant does not own, rent, or otherwise maintain a primary residence within the Pormpuraaw or Cairns regions**
 - 5.1.7 the applicant is not receiving similar relocation assistance from another source for the same move – for example, if a member of their household is already receiving relocation assistance for the same period**

The CEO maintains the discretion to designate any position or individual as eligible for relocation assistance. This approval must be documented in writing and included in the recruitment file.

Once approved, the relocation provisions must be explicitly stated in the Contract of Employment; otherwise, a formal letter of approval from the CEO must be retained in the employee's personnel file.

5.2 EXPENSES AND APPROVALS

The CEO must provide written approval for all relocation payments and reimbursement made under this Policy. All expenditure must strictly adhere to Council's Procurement and Financial Delegations Policies.

Council may cover relocation expenses up to a maximum of \$4,000 inclusive of GST (the maximum amount). Any amount paid directly by Council counts towards the maximum amount.

Typically, employees are expected to pay relocation expenses upfront and seek reimbursement through this Policy. However, Council reserves the option to pay for airfares where corporate rates are in place. Any costs paid by Council are included in the maximum relocation costs as set out above.

5.3 RELOCATION EXPENSE TYPES

The following types of expenses may be considered for reimbursement or direct payment to a supplier at Council's discretion:

- Transport of household furniture and personal effects
- reasonable accommodation expenses during transit between the agreed point of hire and Pormpuraaw or Cairns
- meals or essential grocery shopping for the duration of the relocation period
- reasonable fuel costs for a personal motor vehicle driven from the agreed point of hire to the destination. Employees will start their journey with a full tank of fuel and Council will either provide a fuel card or reimbursement for fuel purchases along their journey and Council will ensure that vehicle is fully fuelled at the end of the journey.
- airfares for the employee and any immediate family members or dependents relocating with the employee
- transport expenses for pets that have been approved for relocation with the employee

5.4 TRAVEL DURING THE WET SEASON

During the wet season when road travel to Pormpuraaw is not possible due to the condition of the roads, alternative arrangements may be made. For example, an employee may fly to Pormpuraaw in the first instance and then return to Cairns to pick up their vehicle once the roads become driveable. In this case the CEO may approve reimbursement (within the maximum amount reimbursable) of the additional flight for one (1) person and reimbursement for fuel costs to return to Pormpuraaw.

5.5 SHORT TERM CONTRACTS RESULTING IN A PERMANENT OR LONGER TERM CONTRACT

Where an employee engaged on a short-term contract of up to three months is subsequently appointed to a permanent position or a contract of one year or longer, Council will reimburse travel back to the place of employment and relocation costs, less any relocation costs already reimbursed, up to the maximum amount..

5.6 EXCLUDED RELOCATION EXPENSE TYPES

The following types of expenses will not be considered for reimbursement or direct payment to a supplier, unless otherwise approved in writing by the CEO:

- Alcohol (outside the scope of the Alcohol Management Plan), illegal items, or any items prohibited within the community
- transport of furniture if the employee is moving into furnished Council accommodation
- expenses incurred for more than one (1) trip by any individual between the employee's point of origin and the destination (with exception to section 5.4 where approved prior)
- mileage allowance for self-driven vehicles – only actual fuel costs are considered
- payment for non-commercial or private removalists – moves performed by the employee, family, or friends
- expenses for any person not intended to reside permanently with the employee
- transport for pets that are not approved or are prohibited in the community

- on-going storage costs – pre or post move
- international relocation expenses, unless specifically approved by writing by the CEO

5.7 CONDITIONS

- employees may claim reimbursement for relocation expenses in accordance with the conditions of this Policy
- all claims must be supported by valid tax invoices or receipts that clearly describe the goods or services provided
- completed claims and supporting evidence must be submitted to the HR who will coordinate the approval and payment process
- reimbursement claims must be lodged within 4 months of the employee's commencement date

5.8 REPATRIATION

Council will provide payment or reimbursement for repatriation expenses as outlined in the employee's Letter of Offer or Employment contract. If a contract has been renewed, eligibility applies upon the completion of the original contract term. Any variations to these covered costs will only be permitted under special circumstances explicitly stated in the employment contract or through separate written approval.

Repatriation assistance will not be available if an employee is receiving repatriation or relocation assistance from another source, such as a new employer or a household member's relocation package for the same event.

The provisions of clauses 5.2 through 5.4 apply to the relocation from Pormpuraaw or Cairns to the agreed point of hire. All reimbursement claims must be supported by valid evidence of expenditure and submitted to the Chief Executive Officer within 3 months of the termination of employment.

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
Agreed point of hire	The location from which the employee relocates, as agreed in writing before the offer of employment
CEO	Chief Executive Officer
Council	Pormpuraaw Aboriginal Shire Council

8 RELATED POLICS AND OTHER DOCUMENTS

9 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

10 RESPONSIBILITY

This Policy is to be implemented by the CEO; and reviewed and amended in accordance with the by the Human Resources Department.

11 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Created and adopted	2026/193	19 Oct 2026