

3.25 Payment of Interview and Removal Expenses

POLICY TITLE: PAYMENT OF INTERVIEW AND REMOVAL EXPENSES

FILE REF: SC67

EXPIRY DATE: MAY 2027

OBJECTIVE

The purpose of this Policy is to set out the circumstances in which requests for reimbursement of interview and removal expenses will be considered when recruiting staff and the criteria that will be applied when considering such requests.

POLICY STATEMENT

Expenses may be incurred by applicants being required to attend for interview as part of Council's recruitment process. Removal expenses may also be incurred by the successful applicant once an appointment has been made. It is in Council's interest to reimburse interview expenses and relocation costs in certain circumstances to ensure that Council attracts suitable applicants and recruits the best applicant as part of any recruitment process.

INTERVIEW EXPENSES

Council will reimburse reasonable out of pocket expenses incurred in attending job interviews in the following circumstances and subject to the following conditions:

- a) The job interview relates to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System.
- b) The interviewee resides outside a 250km radius of Lockhart township.
- c) The expenses incurred relate to travel and accommodation including fuel purchases, overnight accommodation, meals and air fares.
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement.

REMOVAL EXPENSES

Where a new employee is recruited that necessitates the relocation of the new employee to Lockhart Shire, a portion of the removalist expenses will be reimbursed to the new employee as follows:

- a) The new employee has been appointed to a position within Band 3 (Professional/Specialist Band) or Band 4 (Executive Band) in accordance with the Local Government (State) Award and Council's Salary System.
- b) The new employee resides outside the Lockhart Shire Local Government Area.
- c) The expenses were incurred through the engagement of a removalist contractor.
- d) Receipts are required to be produced to verify the expenditure and support the claim for reimbursement.
- e) The amount reimbursed will be paid as follows:
 - i. 40% on the commencement of the employee.
 - ii. 40% on the completion of 1 years' service with the Lockhart Shire Council.
 - iii. Subject to a maximum of \$5,000.

*Reviewed by Council – 20 May 2024
Refer Minute No. 81/24*

*Reviewed by Council – 17 May 2021
Refer Minute No. 81/21*

*Reviewed by Council – 21 May 2018
Refer Minute No. 139/18*