

X.XX – RELOCATION AND RENT ASSISTANCE POLICY (GENERAL MANAGER)

1 POLICY PURPOSE

To outline the eligibility requirements and the entitlements to a General Manager who has relocated to Norfolk Island to specifically undertake employment at Norfolk Island Regional Council (NIRC).

2 POLICY OBJECTIVE

To increase NIRC's Employee Value Proposition and to encourage the best possible candidates to apply for the position.

3 POLICY SCOPE

Consideration will be given to applicants who are not already residents of Norfolk Island and are not currently employed at NIRC.

This Policy is not intended to override the terms of any award, certified agreement or contract that applies to Employees.

4 DEFINITIONS

TERM	DEFINITION
Council	Norfolk Island Regional Council.
General Manager	A person who holds an appointment under section 334 of the <i>Local Government Act 1993</i> (NSW) (NI). This includes a person acting in this position.

5 LEGAL AND POLICY FRAMEWORK

Legislation, Policies and Documents:

Legislation:

- *Local Government Act 1993* (NSW) (NI)

Policies:

- Recruitment and Selection Policy

Documents:

- Reimbursement Form

6 POLICY STATEMENT

Relocation Expenses:

Relocation expenses are payable to eligible appointees to assist with the actual costs of relocating to Norfolk Island. The maximum relocation allowance is \$12,000, reimbursed upon production of valid receipts.

Covered Expenses:

- Removal of household and personal effects from the appointee's place of residence.
- Charges associated with loading, unloading, and transportation of household and personal effects.

Excluded Expenses:

The following items are not covered under this policy:

- Removal of cars, boats, animals, or plants.

Appointee Responsibilities:

- The appointee is responsible for arranging the removal and insurance of their household and personal effects.
- NIRC accepts no liability for any loss or damage to goods during the relocation process.

Reimbursement of relocation expenses will be made as follows:

- 50% of the approved amount payable upon commencement of employment.
- 50% of the approved amount payable upon completion of 12 months of continuous service.

If the appointee does not complete 12 months of service, NIRC may seek repayment of any relocation expenses paid.

Rental Assistance:

Council has limited accommodation available, which may not be suitable for a family. Subject to salary negotiations, rental assistance may be available under the following guidelines:

- The appointee is responsible for sourcing suitable accommodation and completing any rental agreements.
- The appointee must comply with the rules of the rental agreement. Council will take no responsibility for any damages incurred.
- Rental allowance is capped at \$15,000 per annum, payable fortnightly through payroll and subject to ATO deductions.
- The appointee is responsible for the payment of utilities.

7 IMPLEMENTATION

Implementation

Implementation of this Policy will reference supporting procedures, documents and relevant frameworks.

8 MONITORING AND REPORTING

This Policy will be monitored and reviewed as required by the Responsible Officer. Council reserves the right to revoke this policy in accordance with award, legislation and regulation changes.

9 REVIEW AND VERSION CONTROL

Policy Number:		Responsible Officer:	
Next Review Date:	November 2027		
Version:	Resolution Number:	Effective Date:	Description:
1.0			Developed and adopted