

### **Background & Issues**

This policy sets the guidelines when recruiting and relocating employees.

### **Objectives**

The key objective of this policy is to provide clear guidance on employee selection, recruitment and relocation expenses,.

### **Area of Application**

This policy applies to the expenses incurred in selection, recruitment and relocation of employees.

### **Policy Measures**

#### *Selection and Recruitment Expenses*

The Chief Executive Officer may incur the following recruitment expenses in selection and recruitment of employees if considered necessary.

- Advertising.
- Utilisation of consultants.
- Interview costs such as airfares, accommodation, travelling, vehicle expenses and meals.

If the proposed expenditure on selection and recruitment will exceed the appropriate budget, it shall be referred to Council, at the next Council meeting.

#### *Relocation Expenses*

The Chief Executive Officer be delegated authority to approve any relocation expenses for personal furniture, equipment or household items (excluding vehicles) based on the following guidelines:

1. Define relocation costs to exclude personal travelling expenses.
2. Production of two (2) quotations, of which the lowest shall be accepted.
3. Unless otherwise approved by Council assistance with relocation costs will be determined by the following:
  - a. A maximum of \$3,000 within 300km of Manjimup (including appropriate insurance cover);
  - b. A maximum of \$5,000 outside 300km but within the State. (including appropriate insurance cover); or
  - c. A maximum of \$6,000 if interstate. (including appropriate insurance cover.)



**2. CORPORATE POLICIES**  
**2.1 HUMAN RESOURCES**

**2.1.1 Employee Selection, Recruitment and Relocation Expenses**

4. Fifty percent (50%) of the relocation expenses to be refunded if the employee leaves the Shire of Manjimup's service within six (6) month of commencement.
5. Expenses to be paid on production of receipts.

**Administration**

This policy is to be administered by the Office of CEO.

**Adoption and Date Due for Revision**

**ADOPTED 10 OCTOBER 1996**  
**RENUMBERED 25 SEPTEMBER 2003**  
**REVIEWED 22 SEPTEMBER 2005**  
**REVIEWED 7 JULY 2011**  
**REVIEWED 14 APRIL 2016**  
**REVIEWED AND RENUMBERED 13 FEBRUARY 2020**

**NEXT DUE FOR REVIEW FEBRUARY 2024**

**The Administration of this Policy is by the Office of CEO.**