



NAMBUCCA VALLEY COUNCIL REMOVAL EXPENSES POLICY POLICY NO G 30

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

The aim of this policy is to establish guidelines for the payment of removal expenses for permanent staff.

2 Related legislation

Not applicable

3 Definitions

Not applicable

4 Policy statement

Council shall pay a contribution towards removal expenses on the basis of 50% on commencement and a further 50% on completion of eighteen months satisfactory service.

The employee shall be informed of this policy in the written offer of employment.

The employee shall be required to submit three quotations for removal expenses and present final invoice showing payment. Council shall reimburse the lowest of three quotations unless, in the opinion of the General Manager, extenuating circumstances exist for acceptance of a higher quotation.

All arrangements for removal (and storage where required) of furniture/personal effects and for appropriate insurance cover are the responsibility of the employee concerned. Any loss/damage associated with the relocation is a matter between the employee and the insurance company selected.

5 Variation

Council reserves the right to vary or revoke this policy.

6 History

Department:	Governance	Last Reviewed	Resolution Number
Policy Category	Organisation	11 October 2019	
Endorsed By:	General Manager		
Approval Authority	General Manager		
Policy Owner	Manager Human Resources		
Contact Officer	Manager Human Resources		
Document No.	4468/2006		
First Adopted	22 January 1998		
Resolution No:	086		
Review Date:	11 October 2021		