

COUNCIL POLICY

**Policy Name**

Payment of Interview and Removal Expenses

Abstract

This policy shall apply to persons being interviewed for positions with Gunnedah Shire Council.

Dates	Policy or amendment approved	06 Mar 1996
	Policy or amendment takes effect	06 Apr 1996
	Policy is due for review (up to 4 years)	06 Mar 2000
Endorsed by		
Approved by	Gunnedah Shire Council at its Ordinary Meeting held on 6 Mar 1996 Resolution number: 185	
Policy Custodian	Manager Human Resources	
Relevant to	Employees	
Superseded Policies	Gunnedah Shire Council at its Ordinary Meeting held on 3 May 1995 Resolution number: 138	
Related documents		
Related legislation		
File number		

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1. Purpose

This policy shall apply to persons being interviewed for positions with Gunnedah Shire Council.

2. Scope

Nil

3. Definitions

NIL

4. Policy Principles

Nil

5. Policy Statement

Where a person is selected for interview for a position, Council is prepared to pay the following expenses to enable applicants to attend for interview:

- (i) the equivalent of economy class air fare for interstate and international travel;
- (ii) the equivalent of first class return rail fare or car travel at Award rate per kilometre, or for senior staff travelling rate for private use of vehicles in accordance with the Staff Executive Kit, Local Government & Shires Association, whichever is the least, for intrastate applicants;
- (iii) reasonable expenses for overnight accommodation and meals where deemed necessary by the General Manager.

Where other expenses associated with an interview are contemplated then the matter should be referred to the Council prior to interview for discussion and resolution.

Where the provision for reimbursement of removal expenses is not contained in an Award under which a staff appointment is made, Council will refund approved removal costs on the basis of 40% upon commencement, and 40% following 18 months service, subject to relocation of quotations being approved by the General Manager or his agent prior to relocation".

6. Accountability, roles and responsibility

6.1 Manager Human Resources

7. Acknowledgements

Nil

8. Version Control and change history

Date	Version	Approved by & Resolution No.	Amendment
14 Mar 2023			Moved policy onto new Policy Framework template