



POLICY 2-15

VERSION 5

RELOCATION EXPENSES

Approved: Brad Fish
Chief Executive Officer

Date: 19 / 7 /05

Considered by the Board at the June 2005 Meeting

PURPOSE:

To define the conditions where reimbursement of relocation expenses may be appropriate.

POLICY FRAMEWORK:

Relocation expenses reimbursements will be based on actual expenditure and may be granted under certain circumstances.

APPLICATION:

This policy applies to all Ports Corporation employees and other officers acting on behalf of the Corporation excluding the Ports Corporation Board.

POLICY:

Reimbursement of relocation expenses may be made for officers appointed or transferred to positions. The availability of allowances will be at the discretion of the CEO based on:

- negotiations at the time of interview;
- the willingness and ability of the employee to reasonably travel to the location of the position from their current residence;
- an assessment of the type of position; and
- the size of pool of qualified people at the location of the position.

Reimbursement will be made on actual expenses incurred as shown through the presentation of receipts. The type and level of reimbursements will be based on corporate and appropriate industry standards. Guidelines for items and levels for reimbursement claimable are detailed in Schedule 1. The Corporation will attempt to accommodate officers in determining relocation expense arrangements.

Consideration may be given to:

- cash advances;
- reimbursement of storage of furniture and effects;
- expenses associated with the sale and purchase of residence.

Regard will be had to the FBT implications of any arrangements agreed to.

Unless otherwise stated in their contract, if an officer leaves the Corporation within a certain time, for example within six months of their appointment for long term employees, they may at the CEO's discretion, be required to refund to the Corporation their reimbursements based on the guidelines as follow:

- leave within 3 months - 75% of reimbursements
- leave within 6 months - 50% of reimbursements
- for other periods - reimbursements as specified by CEO.

PROCEDURAL IMPLICATIONS:

Related policies:

- Recruitment and Selection
- Grievance
- Travel

REVIEW DATE:

This policy should be reviewed by June 2010.

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SCHEDULE 1

Guidelines for Items and Claims

Category	Amount Claimable from the Corporation
Time off to complete transfer arrangements	<ul style="list-style-type: none">• Up to 3 working days on full salary, the time to be spent within 2 months of appointment with the Corporation, including time to enable occupation of an intended permanent place of residence.• Time period may be extended at CEO discretion.
Personal travel to new location	<ul style="list-style-type: none">• Airfares for officer as per Travel Policy.• Airfares for family or alternatively accommodation and meal expenses as per Travel Policy.• If transferring by private motor vehicle, overnight accommodation and a per kilometre allowance for use of the vehicle at relevant current Australian Taxation Office "Rates per business kilometre", plus actual expenses of meals on route.• Allowance or the cost of transportation and insurance for a second vehicle if it is to be transferred.
Temporary board and lodging	<ul style="list-style-type: none">• Actual reasonable expenses for accommodation for a maximum of 2 months.• No allowance for meals.• The costs of telephone connection where connection is required for work purposes.
Transport of furniture and effects	<ul style="list-style-type: none">• Cost of transport and insurance of the officer's furniture and effects including packing by an approved carrier up to an amount not exceeding 6 tons or 36m³.