

Annexure W

TRAVEL AND REMOVAL EXPENSES POLICY.

1. Purpose

The purpose of this policy is to outline provisions for travelling and removal expenses for employees and prospective employees (appointees). It will regulate internal transfers that may warrants relocation of furniture.

2. Scope

This policy applies to all employees of Council.

3. Policy

3.1 Removal Expenses

MUNICIPALITY will reimburse, subject to prior approval by the Municipal Manager, new appointees for the lowest of the three quotations for removal of furniture and household items. This reimbursement is subject among others to an appointee residing at the time of appointment outside 20km radius from the Municipal jurisdiction.

3.2 Travel Expenses

The appointee, dependant family is not entitled to any travelling expenses for the acceptance of the offer of employment.

3.3 Internal Appointments

When an employee of Council voluntarily and at his/her own accord applies for position within Council service, and became successful in a position warranting travelling and moving to a different location within the boundaries of the municipality, such travelling and removal costs will be at Council's cost.

3.4 Internal Transfer

Should Council transfer an employee for operational reasons within the boundaries of the municipality, and such post warranting travelling and moving to another area, Council shall bear the full costs of travelling and removal subject to submission of the lowest quotation of the three.

3.5 Voluntary Internal Transfer

When an employee of Council voluntary request Council to relocate to another area within the municipality, even when no vacant position exists, such cost will be at the employee's own cost.

3.6 Exclusions

Council is not responsible for expenses associated with storage of appointee households and insurance. This is the sole responsible of the employee.

3.7 Employee Obligations

Should any employee whose travelling and removal expenses have been covered by Council leave within a period of less than 12 calendar months, the total amount travelling and removal expenses will be recovered by Council.