

APS Relocation Assistance

—New Employee Handbook

Please direct all relocation enquiries to:

APS Relocations Team
Personnel Administration Centre Melbourne
Specialist Personnel Administration

Email: SVIC11.PAC@defence.gov.au

Call: 1800 333 362

Fax: 02 6127 8821



CONTENTS

1. INTRODUCTION	3
New employees	3
Current APS employees	3
<i>Payment of allowances</i>	3
<i>Who will assist you with your relocation?</i>	3
Employee checklist.....	4
2. REMOVAL OF FURNITURE AND EFFECTS	4
General.....	4
How do I commence lodging an inventory?	5
Delivery	5
Storage.....	5
Return to supervise uplift.....	6
Leave.....	6
3. TRAVEL TO NEW LOCATION	6
General.....	6
Flights.....	6
Drive your own vehicle	6
Accommodation.....	6
Meals.....	7
Claiming travel costs	7
Further assistance.....	8
4. SETTLING-IN ALLOWANCE	9
General.....	9
Accommodation.....	9
Meals.....	10
Employee contribution.....	10
5. RENTAL ASSISTANCE	11
General.....	11
Eligibility	11
Components of rental assistance	12
Rental ceilings effective from 28 March 2013	12
Claiming rental assistance	13
Advance of Bond Monies	13
Annex A	14
Rates of Allowances, Ceilings and Employee contributions.....	14
Table 1—Meal allowance rates (as at 28 March 2013).....	14
Table 2—Weekly meal allowance rates (as at 28 March 2013).....	14
Table 3—High Cost Country Centres.....	14
Table 4—Employee contribution—residing in commercial accommodation (Hotels, motels, serviced apartments).....	15
Table 5—Employee contribution—residing in commercial accommodation with cooking facilities or in rented premises.....	16
Annex B	18
Employee Checklist.....	18



1. INTRODUCTION

Defence provides relocation assistance to eligible Australian Public Service (APS) employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances.

This handbook provides guidance on the relocations assistance provided and what you need to do to access it.

Relocation assistance for non-SES employees in Defence is authorised under [Clause H2 of the Defence Enterprise Collective Agreement 2012–2014 \(DECA\)](#).

The [Defence Workplace Relations Manual \(DWRM\)—Chapter 17—Part 1—Relocation Assistance](#) is the supporting departmental policy.

New employees

If you are a new employee who is relocating to take up a position which was advertised as offering relocation assistance Defence will:

- remove your furniture and effects to the new locality;
- assist you with meals and accommodation at your new locality (settling-in allowance) whilst you look for longer term accommodation; and
- meet reasonable travel costs for you and your family to the new locality.

In addition, in limited circumstances, you may also be provided with longer term rental assistance (subject to meeting eligibility requirements).

If you are a graduate commencing with Defence in one of the Defence Graduate Schemes you will be advised by the Defence Graduate Office of your relocation assistance.

Current APS employees

If you are a current APS employee relocating please refer to the *APS Relocations Assistance Handbook for existing APS employees*. This includes if you are relocating on a term transfer.

Payment of allowances

Allowances payable as part of your relocation assistance will be paid through the salary system, unless otherwise specified in this booklet. Payment will occur on the first available payday after you have travelled to avoid any overpayments and upon receipt of the Request for Payment of Relocation Assistance form.

Who will assist you with your relocation?

The following are the people who will be involved in your relocation:

- **The APS Relocations Team—Personnel Administration Centre—Melbourne (PAC-M)** The APS Relocations Team is your first point of contact in Defence for relocations assistance. They will guide you through the process and pay most of your allowances. To commence the process you need to forward them a copy of your letter of offer or a minute signed by the delegate.



- **TOLL Transitions** – TOLL are the contracted provider of removals services for Defence and will be responsible for the removal and storage of your belongings. You will be allocated a Removals case manager by TOLL to handle your removal.
- **Sponsoring Area** – this is your new work area. It is this area who will be responsible for funding your relocation. They will also book your relocation related travel including your settling-in accommodation.

Employee checklist

This booklet also contains a [checklist](#) to guide you through the relocation process. It is recommended that you follow the steps as close as possible to the order outlined in the checklist.

Any queries you have relating to your relocation should be referred to the APS Relocations Team at SVIC11.PAC@defence.gov.au.

2. REMOVAL OF FURNITURE AND EFFECTS

General

- You are eligible to have your furniture and effects removed to the new locality by Defence. Removals undertaken in Defence are handled by TOLL Transitions (TOLL).
- If you only have a small amount of goods to remove you will be expected to transport the goods yourself. In such cases Defence would meet the costs of any excess baggage. All other removals will be arranged through TOLL.
- TOLL Transitions provide a guide to assist employees with the planning and arranging of their removal. It is recommended that you read the TOLL Transitions [Defence Easy move Home Guide](#) in conjunction with this handbook.
- You will be expected to arrange your removals as soon as possible. It is a priority you commence lodging your inventory of your household furniture and effects on the TOLL website as soon as you have been notified of your approval for relocations assistance. Details on how to commence lodging your inventory are at "[How do I commence lodging an inventory?](#)"
- Allow yourself plenty of time to complete your removal and remain diligent as it can be difficult to add and remove items after the inventory is sent to TOLL. If changes are required after you have sent your inventory to TOLL, you will need to email the APS Relocations Team with the amended details. Please do not contact TOLL directly.
- TOLL will require at least three weeks notice of your proposed uplift date from your pre-transfer residence from the date you lodge your inventory with TOLL. This amount of notice is required to assist TOLL with accommodating your preferences. Availability depends on factors such as the time of year, weather conditions and the cubic volume of your household goods.
- You will need to specify an exact date in the pre-pack and uplift date fields—TOLL cannot book a removal unless a specific date has been entered. Do not enter 'ASAP' or 'TBA'. If you are unsure enter an estimated date.
- Where pre-pack and uplift extend over two days these days must be consecutive week days. The Defence contract does not allow for removals on weekends or public holidays.



- Delivery dates can be changed once your inventory is submitted by emailing the [APS Relocation Team](#).
- Not all goods may be removed. Where an item is too large or is dangerous, or it is reasonable to expect that they be towed it will not be moved by Defence. For more details as to the type of items that will not be removed please contact your removals case manager (TOLL).
- The removal contractors will pack your belongings. Please only pack personal items. **If you are having a vehicle moved it will need to be empty of ALL LOOSE ITEMS.**
- If you are moving straight into a residence at the new locality you will select the option 'Door to Door'. If you do not have a residence organised at the new locality you will need to specify that goods are to go into storage by selecting the option 'Door to Store' option. Your goods will be uplifted from your current residence and moved to a storage facility in the work locality until you secure a longer term accommodation at the new locality.

How do I commence lodging an inventory?

- You can create an inventory by following these steps:
 1. select the [TOLL Transitions Defence \(Civilian\)](#) web page;
 2. go to the section titled 'Don't have an account?' and select 'Sign up here';
 3. register your details. Please ensure you select 'Department of Defence - Civilian' option as failure to do so may result in your inventory being sent to the wrong approval officer within TOLL; and
 4. for 'Employee Code' new employees (without a PMKeyS ID) are to use 8888888 as the 'Employee Code'.

Delivery

- Once you have obtained longer term accommodation at the new locality email the [APS Relocation Team](#) with the following information:
 - ❖ TOLL move number
 - ❖ Delivery address
 - ❖ Desired deliver date (please allow five business days)

Storage

- Defence will store your goods up to the end of your settling-in period (refer



4. SETTling-IN ALLOWANCE). For most employees this will be up to three weeks after commencing duty. If you have not found permanent accommodation by the end of the settling-in period, and your goods remain in store, you will be required to pay a monthly storage fee until you are able to accept delivery of your goods.

Return to supervise uplift

- If it is necessary for you to return to your former location to assist with packing and uplift of furniture, you may be provided with a return airfare. This does not extend to your dependants.

Leave

- You will need to set aside entire days for pre pack, uplift, and delivery. To enable you to supervise the delivery of your furniture and effects you can access up to three days paid miscellaneous leave. Applications for this leave would be submitted to your supervisor for approval.

3. TRAVEL TO NEW LOCATION

General

- Defence will assist you with costs of travelling to the new locality. Where practical, you are expected to drive your own vehicle to the new locality. Where this is not practical or cost effective, you will be provided with airfares and Defence will transport your vehicle.

Flights

- If you are to flying to the new locality please contact your new work area and request that they complete a Domestic Travel Budget Calculator for your travel. A representative from your new work area will book the air fares and acquit the air travel using their Defence Travel Card (DTC).
- Air travel is to be booked through QBT (Defence's contracted travel service provider) and be economy class at the 'lowest practical fare' in accordance with Defence Travel Guidelines.

Drive your own vehicle

- Should you drive your own vehicle you will be eligible to be paid motor vehicle allowance (MVA) based on driving by the most direct route.
- The current rate of MVA is 63 cents per kilometre with an additional 0.85 of a cent per kilometre if towing an approved item and/or carrying passengers.
- For your safety it is recommended that you do not drive over 600 kms per day. If you are towing an approved item the recommended daily travel distance reduces to 500 kms a day.
- Reimbursement can be claimed once in the new locality through the Request for Payment of Relocation Assistance Form.

Accommodation

- Should the total distance you are required to travel exceed the recommended daily travel distance you will be eligible to receive accommodation assistance to break your travel.



- Should you require accommodation en route to the new locality please contact your new work area and request they complete a Domestic Travel Budget Calculator to authorise your accommodation. The work area is to book your accommodation through the contracted accommodation provider AOT and advise you of the accommodation arrangements.
- If pre-booking of accommodation is not feasible you may book and pay for your accommodation yourself, then submit a claim to the APS Relocations Team for reimbursement (see Claiming travel costs).
- Assistance is limited to reasonable accommodation costs for the period of time it would take to undertake direct route travel. For more information as to what constitutes reasonable accommodation costs please contact the APS Relocations Team.
- For your safety the recommended travel distance by vehicle is 600 km per day. If you are towing an approved item the recommended daily travel distance is reduced to 500 km a day.

Meals

- You will be eligible to receive meal allowances for yourself, and each of your dependants at the rate specified at **Table 1—Meal allowance rates (as at 28 March 2013)** (meal rates reduce by 50 per cent for children under 10 years of age) to assist with the meal costs incurred whilst travelling to the new locality. **Note:** You will not receive payment for meal allowances until after the travel period.
- Assistance with meal costs is restricted to the meal periods that would fall within your travel time had you travel to the new locality by the most direct route. Assistance with meals is not provided with beyond this period.

Claiming travel costs

- You can claim reimbursement of reasonable accommodation costs you incurred whilst travelling by completing an APS Relocation Assistance Claim Form, attach your accommodation receipts and submit it the APS relocations team. If your work area has used a Domestic Travel Budget Calculator for your accommodation on route to your new locality you do not need to claim accommodation.
- You are to use APS Relocation Assistance Claim Form to also seek payment of meal allowances. Payment will made through your pay once you are in the new locality.

Example

Adele has just obtained a job with Defence in Melbourne. She drives the direct route from her home in Adelaide to Melbourne (725 kms) stopping overnight at a motel. Adele pays for her accommodation and when she commences duty she submits the receipt for reimbursement plus a request for payment of meals and motor vehicle allowance. These claims are approved and paid through the pay system.

Travel costs—Accommodation: \$140.00

Meals (all undertaken in other country centres):

- One breakfast @ \$22.30
- Two lunches @ \$25.45 (\$50.90)
- One dinner @ \$43.90

Total meals: \$117.10

Motor Vehicle allowance:

725kms × 0.63 per km \$456.75



Total payment: \$713.85

Further assistance

For further information on assistance with the costs of travelling to the new locality contact the APS Relocations Team.



4. SETTLING-IN ALLOWANCE

General

- On arrival at the new locality, you will be provided with assistance with temporary accommodation and meals. This is referred to as settling-in allowance. Settling-in allowance consists of the following components:
 - ❖ reasonable commercial accommodation at the new locality; and
 - ❖ meal allowance for each relocating family member (half rate for children under 10-years-old for the period of settling-in; **less**
 - ❖ a contribution from you towards the costs of the settling-in allowance.
- Time limits for settling-in allowances are as follows:
 - ❖ up to three weeks for single members and members accompanied by dependants (single members include members whose dependants do not intend to relocate); and
 - ❖ up to 13 weeks may be approved for members with, but unaccompanied by their dependants, where those dependants will be joining the employee at the locality at a later stage.
- Continued payment of settling-in allowance is conditional on you making a genuine and continuous effort to find suitable long term accommodation.
- Settling-in allowance is paid for the minimum period necessary for you to obtain long term housing. Extensions to these time limits will only be approved by the relocations assistance delegate in your sponsoring area where it is demonstrated that:
 - ❖ no suitable housing is available;
 - ❖ the move into long term accommodation is not possible until furniture has been delivered; or
 - ❖ it is economical for Defence (i.e. the extension of the settling-in period will allow you to move directly into permanent accommodation).

For example: it may be more economical for the Department, and more convenient for the employee and his/her family, if they remain in settling-in accommodation for a slightly longer period so that they can move directly into long-term accommodation without the need for an interim move.

Accommodation

- You and your family are eligible to reside in a motel or serviced apartment at the new locality whilst you look for longer term accommodation.
- To obtain settling-in accommodation at the new locality you are to contact your new work area and request they use a Domestic Travel Budget Calculator to authorise your settling-in accommodation. Under this arrangement a representative from the work area will use their Defence Travel Card to book your accommodation through the contracted accommodation provider AOT.
- Assistance is limited to reasonable accommodation. As a guide reasonable accommodation would be accommodation up to the accommodation ceiling for travel purposes.



- Where a representative from your new work area books the accommodation they will acquit the costs of your settling-in accommodation through the Card Management System.
- Whilst in settling-in accommodation you will be responsible for any additional costs you incur during your stay. Examples of these costs include telephone calls, mini bar, and laundry costs.

Meals

- You will be paid meal allowances (see [Table 1—Meal allowance rates \(as at 28 March 2013\)](#)) for yourself and your family when residing in settling-in accommodation that does not have cooking facilities. You will receive the meal allowance for each adult and child 10 years of age and older. The rate will be halved for children under 10 years of age.
- Should you stay in settling-in accommodation that has cooking facilities you are to receive the weekly meal allowance (see [Table 2—Weekly meal allowance rates \(as at 28 March 2013\)](#)) for each adult and child 10 years and over. Children under the age of 10 attract a rate that is 50 per cent of the adult rate. This allowance will be paid on a pro-rata basis.
- If your work area has used a Domestic Travel Budget Calculator to authorise and book your settling-in accommodation at the new locality, ignore the meal calculations it may have done.
- To receive payment of the meal component of settling-in allowance you will need to submit a claim to the APS Relocations Team using the APS Relocation Assistance Claim Form. When calculating your settling-in allowance an employee contribution will be deducted.

Employee contribution

- You will be required to make a contribution towards the costs of your settling-in assistance. The level of contribution is calculated based on your family composition and salary. The weekly rate of contribution at [Table 4—Employee contribution—residing in commercial accommodation \(Hotels, motels, serviced apartments\)](#) refers.
- If your dependants delay their arrival at the transfer locality you will not be required to make a contribution whilst settling-in alone. Once you are joined at the new locality by one or more dependants you will be required to make a contribution.
- Defence uses two rates of employee contribution. When you reside in temporary accommodation that has no cooking facilities you make a contribution based on the rates contained in [Table 4—Employee contribution—residing in commercial accommodation \(Hotels, motels, serviced apartments\)](#). Should you reside in accommodation that has cooking facilities, or are provided rental assistance (Section 10), you make an employee contribution based on the rates in [Table 5—Employee contribution—residing in commercial accommodation with cooking facilities or in rented premises](#).
- **Example:** Suzie relocates from Melbourne to Sydney with her husband and two children, aged 12 and eight. She finds a long term accommodation which she moves into two weeks following her arrival at the locality. For the intervening two weeks Suzie and her family reside in a service apartment in Sydney which has cooking facilities. Suzie is eligible for two weeks of capital city rates of meals allowance for herself, each of her family, except the eight-year-old, who attracts half the meal



allowance rate. Suzi's settling-in allowance is reduced by her employee contribution which is calculated on her salary which is \$80 000 p.a.

Suzie is eligible for the following settling-in allowance:

Accommodation: paid through the DTC (no cost to employee)

Meals: two weeks × (\$394.55*per week × 3.5 adults) \$2761.90 less

Employee contribution: (\$279* per week × two weeks) \$558.00

Total settling allowance payable: \$2213.90

* Weekly meal allowance

** Weekly rate of contribution for an accompanied employee on \$80 000

5. RENTAL ASSISTANCE

General

- Defence will expect you to move out of your settling-in accommodation into longer-term accommodation as soon as possible after arriving at the new locality.
- Defence does not usually provide rental assistance for new employees. However in limited circumstances the delegate who approves relocation assistance may authorise the payment of rental allowance as part of the relocation assistance. To establish if you are eligible to receive rental assistance please check that:
 - ❖ the delegate has authorised access to rental assistance on your Relocations Approval form; and
 - ❖ you meet the eligibility requirements as detailed below.

Eligibility

- As a new employee you are only eligible for rental assistance if:
 - ❖ it is approved as part of your relocations assistance package by the delegate; and
 - ❖ you own (or were buying) the home in which you were living in at the pre-transfer locality immediately before relocating; and
 - ❖ you have formally advised the APS Relocations Team (on the APS Relocation Assistance Assessment Form) that you intend to purchase (or build) a home at your new locality.
- You will not be eligible for rental assistance if you already own a home at the new locality. Rental assistance is also not provided if you owned your home at the pre-transfer locality but intend to move into longer term rental accommodation at the new locality.
- You will be required to provide evidence of home ownership to be eligible to receive rental assistance.
- Rental assistance will cease no later than 12 months after the date you commence duty at the new locality and will be reviewed regularly (every three months). Continued payment will be subject to you making a genuine effort to obtain suitable permanent accommodation.



- Extending rental assistance beyond 12 months will only be approved in the most exceptional circumstances. Difficulties selling your property at the pre-relocation locality will not be accepted as a reason for extending rental assistance.
- If there are any changes to your living circumstances you must notify the APS Relocations Team immediately so that your allowances can be reviewed.

Components of rental assistance

- Rental assistance comprises of the reimbursement of rent (subject to a rental ceiling) less an employee contribution. The amount of rent you will be reimbursed is capped based on rental ceilings determined by locality and the size of the house. The rental ceilings for capital cities in Australia are as follows:

Rental ceilings effective from 28 March 2013

Locality	Four+ bedrooms \$	Three bedrooms \$	Two bedrooms \$	One bedroom \$
Adelaide	415.00	287.00	230.00	150.00
Brisbane	500.00	340.00	300.00	230.00
Canberra	575.00	365.00	330.00	225.00
Darwin	580.00	400.00	358.00	250.00
Hobart	298.00	230.00	210.00	140.00
Melbourne	615.00	470.00	360.00	250.00
Perth	470.00	315.00	290.00	175.00
Sydney	955.00	740.00	580.00	420.00

- For information on what would be considered reasonable rent ceilings for other localities in Australia please contact the APS Relocations Team.
- You will be required to make a contribution towards your rental assistance based on your salary and family composition. Please find the current rates of employee contributions at [Table 5—Employee contribution—residing in commercial accommodation with cooking facilities or in rented premises](#).
- Rates for rental ceilings and employee contributions are reviewed annually taking into account movements in the relevant components of the CPI as advised by the Australian Bureau of Statistics.

• Example 1

Jay relocates to Brisbane with their partner and two children and rent a three bedroom house for \$400 per week. Defence will reimburse Jay up to the rental ceiling which, for a three bedroom house in Brisbane, is \$340 per week. As their salary is \$80 000, and they are accompanied, Jay is required to make a contribution of \$279 per week.

Total rental assistance is \$61 per week (\$340 per week rent less employee contribution \$279 per week) or \$122 per fortnight.

• Example 2

If Jay had been accompanied by a third child and rented a four bedroom house at \$480 a week (below the rental ceiling of \$500 per week) the amount of rental



assistance would be \$480 per week less \$279 per week (employee contribution) or \$201 per week (\$402 per fortnight).

Claiming rental assistance

- To claim rental assistance you will need to complete the relevant section of the APS Relocation Assistance Claim Form, attach a copy of your lease for the rental property and send to the APS Relocations Team.
- Rental assistance is paid fortnightly through the pay system. If there are any changes to your salary or living circumstances you must notify the APS Relocations Team immediately so that your allowances are reviewed and any over payments are avoided.
- When arranging a lease for long term accommodation, wherever possible you should avoid a fixed term lease. If this is not possible, you should have a termination of tenancy clause inserted into the lease. Please contact the APS Relocations Team for more information.

Advance of Bond Monies

- You may elect to receive an advance of your bond monies (generally equal to four weeks rent). The advance will be recovered in equal fortnightly instalments over the duration of the lease (maximum period of 12 months).
- If the lease is broken or terminated the outstanding amount must be repaid in full within two weeks.
- To receive this advance you are to complete the relevant section of the APS Relocation Assistance Claim Form Bond, attach a copy of the lease or a letter from the Real Estate Agent detailing the amount of bond required and submit to the APS Relocation Team.



Annex A

Rates of Allowances, Ceilings and Employee contributions

Table 1—Meal allowance rates (as at 28 March 2013)

Meal	Meal taken in a capital city or high-cost country centres (\$)	Medium-cost and other country centres (\$)
Breakfast	24.90	22.30
Lunch	28.00	25.45
Dinner	47.75	43.90
	100.65	91.65

Table 2—Weekly meal allowance rates (as at 28 March 2013)

Weekly meal rate	\$394.55
Weekly meal rate for dependants under 10 years of age	\$197.30

Table 3—High Cost Country Centres

High Cost Country Centres			
NSW	South Australia	Queensland	Western Australia
Bourke	Ceduna	Chinchilla	Albany
Maitland	Port Pirie	Dalby	Broome
Newcastle	Wilpena Pound	Emerald	Bunbury
Mudgee		Gladstone	Carnarvon
Orange	Tasmania	Gold Coast	Esperance
Wagga Wagga	Burnie	Hervey Bay	Exmouth
Wollongong	Devonport	Horn Island	Geraldton
Norfolk Island	Launceston	Kingaroy	Halls Creek
		Mackay	Kalgoorlie
Northern Territory	Victoria	Mount Isa	Karratha
Jabiru	Benalla	Rockhampton	Kununurra
Katherine	Bright	Roma	Newman
Tennant Creek	Sale	Thursday Island	Northam
Yulara	Wonthaggi	Toowoomba	Port Hedland
		Warwick	Christmas Island
			Cocos Island



Table 4—Employee contribution—residing in commercial accommodation (Hotels, motels, serviced apartments)

[Employee contribution per week \$]

Salary Range \$	Employee unaccompanied	Employee accompanied	Each extra adult	First child	Each extra child
42 000–43 999	262	394	197	39	30
44 000–45 999	268	402	201	40	30
46 000–47 999	273	410	205	41	31
48 000–49 999	279	418	209	42	31
50 000–51 999	284	426	213	43	32
52 000–53 999	289	434	217	43	33
54 000–55 999	295	442	221	44	33
56 000–57 999	300	450	225	45	34
58 000–59 999	305	458	229	46	34
60 000–61 999	311	466	233	47	35
62 000–63 999	316	474	237	47	36
64 000–65 999	322	482	241	48	36
66 000–67 999	327	490	245	49	37
68 000–69 999	332	499	250	50	37
70 000–71 999	338	507	254	51	38
72 000–73 999	343	515	258	52	39
74 000–75 999	348	523	262	52	39
76 000–77 999	354	531	266	53	40
78 000–79 999	359	539	270	54	40
80 000–81 999	365	547	274	55	41
82 000–83 999	370	555	278	56	42
84 000–85 999	375	563	282	56	42
86 000–87 999	381	571	286	57	43
88 000–89 999	386	579	290	58	43
90 000–91 999	391	587	294	59	44
92 000–93 999	397	595	298	60	45
94 000–95 999	402	603	302	60	45
96 000–97 999	408	611	306	61	46
98 000–99 999	413	619	310	62	46
100 000–101 999	418	628	314	63	47
102 000–103 999	424	636	318	64	48



Salary Range \$	Employee unaccompanied	Employee accompanied	Each extra adult	First child	Each extra child
104 000–105 999	429	644	322	64	48
106 000–107 999	434	652	326	65	49
108 000–109 999	440	660	330	66	50
110 000–111 999	445	668	334	67	50
112 000–113 999	451	676	338	68	51
114 000–115 999	456	684	342	68	51
116 000–117 999	461	692	346	69	52
118 000–119 999	467	700	350	70	53
120 000–121 999	472	708	354	71	53
122 000–123 999	478	716	358	72	54
124 000–125 999	483	724	362	72	54
126 000 plus	488	732	366	73	55

Table 5—Employee contribution—residing in commercial accommodation with cooking facilities or in rented premises

[Weekly rate of employee contribution]

Salary range \$	Unaccompanied \$	Accompanied \$
42 000–43 999	123.00	185.00
44 000–45 999	127.00	190.00
46 000–47 999	130.00	195.00
48 000–49 999	133.00	200.00
50 000–51 999	137.00	205.00
52 000–53 999	140.00	210.00
54 000–55 999	143.00	215.00
56 000–57 999	147.00	220.00
58 000–59 999	150.00	225.00
60 000–61 999	153.00	230.00
62 000–63 999	157.00	235.00
64 000–65 999	160.00	240.00
66 000–67 999	163.00	244.00
68 000–69 999	166.00	249.00
70 000–71 999	169.00	254.00
72 000–73 999	173.00	259.00
74 000–75 999	176.00	264.00



Salary range \$	Unaccompanied \$	Accompanied \$
76 000–77 999	179.00	269.00
78 000–79 999	183.00	274.00
80 000–81 999	186.00	279.00
82 000–83 999	189.00	284.00
84 000–85 999	193.00	289.00
86 000–87 999	196.00	294.00
88 000–89 999	199.00	298.00
90 000–91 999	202.00	303.00
92 000–93 999	205.00	308.00
94 000–95 999	209.00	313.00
96 000–97 999	212.00	318.00
98 000–99 999	215.00	323.00
100 000–101 999	219.00	328.00
102 000–103 999	222.00	333.00
104 000–105 999	225.00	338.00
106 000–107 999	229.00	343.00
108 000–109 999	232.00	348.00
110 000–111 999	235.00	353.00
112 000–113 999	238.00	357.00
114 000–115 999	241.00	362.00
116 000–117 999	245.00	367.00
118 000–119 999	248.00	372.00
120 000–121 999	251.00	377.00
122 000–123 999	255.00	382.00
124 000–125 999	258.00	387.00
126 000 and above	261.00	392.00



Annex B

Employee Checklist

Relocation Employee Checklist	Complete?
1. Relocation assistance eligibility confirmed. Complete the Relocation Assessment form and submit with a copy of your Letter of Offer.	<input type="checkbox"/>
2. Read the <i>Relocation Assistance Handbook</i> .	<input type="checkbox"/>
3. Make contact with the APS Relocations Team. svic11.PAC@defence.gov.au 1800 333 362	<input type="checkbox"/>
4. Contact from the APS Relocations Team Date:	<input type="checkbox"/>
5. Inventory completed and submitted through www.TOLLgroup.com/TOLLtransitions . (Use the civilian Defence login on the right hand side.)	<input type="checkbox"/>
6. Removal (uplift) date confirmed by TOLL. (You should also be provided with a TOLL Case Manager). Date:	<input type="checkbox"/>
7. Contact your sponsoring area to request they complete a Domestic Travel Budget Calculator authorising: <ul style="list-style-type: none"> • fares/accommodation on route to new locality (if applicable) • temporary accommodation at the new locality If you have paid these costs yourself you are to seek reimbursement through the APS Relocations Team (see point 12).	<input type="checkbox"/>
8. The Domestic Travel Budget Calculator is approved and sent to the APS Relocations Team, svic11.Pac@defence.gov.au for processing. Date.....	<input type="checkbox"/>
9. Has temporary accommodation been booked and confirmation received: <ul style="list-style-type: none"> • for accommodation required en route to new locality? • for settling-in accommodation at the new locality? 	<input type="checkbox"/> <input type="checkbox"/>
10. Air fares to new locality booked (if required)	<input type="checkbox"/>
11. Leave application(s) submitted and approved.	<input type="checkbox"/>
12. Complete the <i>APS Relocations Request for Payment form</i> and submit to APS Relocations Team to claim costs (excluding any accommodation or fares authorised through the Domestic Travel Budget Calculator) for: <ul style="list-style-type: none"> • reimbursement of travel costs • outstanding settling-in allowance 	<input type="checkbox"/>



Relocation Employee Checklist	Complete?
13. Allowances approved and date of payment advised. Notification received from APS Relocations Team. Date:	<input type="checkbox"/>
14. Long term accommodation found.	<input type="checkbox"/>
15. APS Relocations Team advised of proposed delivery dates.	<input type="checkbox"/>
16. Furniture and Effects delivered. When furniture and effects are delivered ensure that the removalist unpacks all boxes packed by them.	<input type="checkbox"/>
17. Claim for loss and/or damage submitted within 14 days of delivery The claim form is available from the TOLL website.	<input type="checkbox"/>
18. DTC cardholder acquits CMS transactions. Ensure that the correct Cost Centre is recorded against the transactions.	<input type="checkbox"/>
19. If eligible, a claim for Rental Assistance. Such a claim can be made by sending a copy of the signed lease for long term accommodation to the APS Relocations Team.	<input type="checkbox"/>

