



## Executive briefing

|                       |  |
|-----------------------|--|
| Addressee             | Chief Financial Officer  |
| Through               | Manager Business Services<br>Coordinator Shared Services                       |
| Title                 | Accommodation Ceiling Rate Review for Domestic Travel (Financial year 2024-25) |
| Due date              | 30 September 2024  |
| PDMS reference number | EC24-002644  |

### Requested action:

Action

### Background:

As per the AFP National Guideline on Travel and living away from home, accommodation must be booked within the AFP CTM ceiling rate, unless approved by the appropriate delegate. This ensures that AFP appointees are booking accommodation that is cost effective, value for money, and defensible if queried.

Accommodation ceiling rates are reviewed to ensure they are reflective of the average cost of accommodation in each location and aligned with inflation. The current rates have not been reviewed or adjusted since financial year 2021-22.

AFP subscribe annually to the Allowance Service provided by the Australian Public Service Commission (APSC) who research and provide Commonwealth agencies with suggested rates for a range of employment-related allowances, this includes accommodation allowance rates (**Attachment B**).

A comparison of the recommended APSC rates to the location average spend from CTM for the last two years is provided in **Attachment A**. This shows that the AFP average spend for each location is often over the recommended ceiling rates. Setting the accommodation ceiling rate to be in line with APSC's recommendations may put AFP appointees at a disadvantage. The nature of AFP's travel is often last minute, this could mean that appointees have difficulty finding practical, quality accommodation within the ceiling allowance.

We would recommend allowing 10% over the APSC recommended ceiling rate, which may alleviate any difficulties that appointees may have in finding suitable accommodation.

**Recommendation:**

It is recommended that you:

**Approve** the AFP's accommodation ceiling rates are adjusted for the financial year 2024-25 effective from date of implementation, to be in line with APSC's subscription rate + 10%.

Approved / Further discussion required

**Approve** the AFP National Guideline on Travel and living away from home is updated to reflect the use of APSC accommodation rates, and to include advice to AFP appointees that they can select accommodation with a total value of up to an additional ten percent buffer, without the need to seek additional delegate approval.

Approved / Further discussion required

s 47E(c)

Paul Wood  
Chief Financial Officer  
16 / 09 / 2024

**Author**

Name: s 47E(c)

Position: Senior Team Member, Travel  
Support



## Attachment A

|                             |          |            |                        |                             | Non - SES Accommodation Rates Comparison |         | SES Accommodation Rates Comparison |         |
|-----------------------------|----------|------------|------------------------|-----------------------------|--|---------|------------------------------------|---------|
| Location                    | State    | Accom Type | CTM data average spend | Count of nights in location | Current CTM Non-SES Last Upd 21/22       |         | Current CTM SES Last Upd 21/22     |         |
| Adelaide                    | SA       | CAP        | \$ 167.45              | 1221                        | \$ 158.00                                |         | \$ 211.00                          |         |
| Brisbane                    | QLD      | CAP        | \$ 186.72              | 3019                        | \$ 181.00                                |         | \$ 257.00                          |         |
| Canberra                    | ACT      | CAP        | \$ 200.09              | 11040                       | \$ 178.00                                |         | \$ 246.00                          |         |
| Darwin (High Season)        | NT       | CAP        | \$ 151.85              | 1050                        | \$ 220.00                                |         | \$ 293.00                          |         |
| Darwin (Low Season)         | NT       | CAP        | \$ 151.85              | 1050                        | \$ 220.00                                |         | \$ 293.00                          |         |
| Hobart                      | TAS      | CAP        | \$ 163.13              | 222                         | \$ 176.00                                |         | \$ 235.00                          |         |
| Melbourne                   | VIC      | CAP        | \$ 173.77              | 5381                        | \$ 173.00                                |         | \$ 231.00                          |         |
| Perth                       | WA       | CAP        | \$ 178.34              | 2344                        | \$ 180.00                                |         | \$ 245.00                          |         |
| Sydney                      | NSW      | CAP        | \$ 208.96              | 5290                        | \$ 198.00                                |         | \$ 264.00                          |         |
| Albany                      | WA       | HCCC       | \$ 193.12              | 19                          | \$ 193.00                                |         | \$ 193.00                          |         |
| Alice Springs (High Season) | NT       | HCCC       | \$ 190.89              | 127                         | \$ 206.00                                |         | \$ 206.00                          |         |
| Alice Springs (Low Season)  | NT       | HCCC       | \$ 190.89              | 127                         | \$ 206.00                                |         | \$ 206.00                          |         |
| Armidale                    | NSW      | HCCC       | \$ 144.36              | 8                           | \$ 166.00                                |         | \$ 166.00                          |         |
| Benalla                     | VIC      | HCCC       | \$ 139.00              | 2                           | N/A                                      |         | N/A                                |         |
| Bendigo                     | VIC      | HCCC       | \$ 131.67              | 10                          | \$ 164.00                                |         | \$ 164.00                          |         |
| Broome                      | WA       | HCCC       | \$ 226.21              | 10                          | \$ 220.00                                |         | \$ 220.00                          |         |
| Bunbury                     | WA       | HCCC       | \$ 180.74              | 2                           | \$ 178.00                                |         | \$ 178.00                          |         |
| Bundaberg                   | QLD      | HCCC       | \$ 132.73              | 4                           | \$ 184.00                                |         | \$ 184.00                          |         |
| Cairns                      | QLD      | HCCC       | \$ 171.46              | 966                         | \$ 175.00                                |         | \$ 175.00                          |         |
| Carnarvon                   | WA       | HCCC       | \$ 159.00              | 2                           | \$ 170.00                                |         | \$ 170.00                          |         |
| Christmas Island            | Ext Terr | HCCC       | \$ 183.21              | 19                          | \$ 218.00                                |         | \$ 218.00                          |         |
| Cooma                       | NSW      | HCCC       | \$ 200.00              | 6                           | \$ 155.00                                | s 47(1) | \$ 207.00                          | s 47(1) |
| Dubbo                       | NSW      | HCCC       | \$ 140.92              | 2                           | \$ 170.00                                |         | \$ 170.00                          |         |
| Emerald                     | QLD      | HCCC       | \$ 125.38              | 20                          | \$ 179.00                                |         | \$ 179.00                          |         |
| Esperance                   | WA       | HCCC       | \$ 195.00              | 2                           | \$ 180.00                                |         | \$ 180.00                          |         |
| Exmouth                     | WA       | HCCC       | \$ 311.08              | 67                          | \$ 214.00                                |         | \$ 214.00                          |         |
| Geelong                     | VIC      | HCCC       | \$ 175.14              | 32                          | \$ 175.00                                |         | \$ 175.00                          |         |
| Geraldton                   | WA       | HCCC       | \$ 199.95              | 236                         | \$ 165.00                                |         | \$ 165.00                          |         |
| Gladstone                   | QLD      | HCCC       | \$ 168.08              | 49                          | \$ 171.00                                |         | \$ 171.00                          |         |
| Gold Coast                  | QLD      | HCCC       | \$ 186.23              | 330                         | \$ 209.00                                |         | \$ 209.00                          |         |
| Goulburn                    | NSW      | HCCC       | \$ 199.36              | 35                          | \$ 155.00                                |         | \$ 207.00                          |         |
| Hamilton                    | VIC      | HCCC       | \$ 207.66              | 2                           | \$ 155.00                                |         | \$ 207.00                          |         |
| Hervey Bay                  | QLD      | HCCC       | \$ 127.81              | 9                           | \$ 175.00                                |         | \$ 175.00                          |         |
| Kalgoorlie                  | WA       | HCCC       | \$ 232.90              | 17                          | \$ 181.00                                |         | \$ 181.00                          |         |
| Karratha                    | WA       | HCCC       | \$ 197.97              | 76                          | \$ 223.00                                |         | \$ 223.00                          |         |
| Katherine (High Season)     | NT       | HCCC       | \$ 209.80              | 7                           | \$ 228.00                                |         | \$ 228.00                          |         |
| Katherine (Low Season)      | NT       | HCCC       | \$ 209.80              | 7                           | \$ 228.00                                |         | \$ 228.00                          |         |
| Kingaroy                    | QLD      | HCCC       | \$ 140.62              | 19                          | \$ 155.00                                |         | \$ 207.00                          |         |
| Launceston                  | TAS      | HCCC       | \$ 136.27              | 30                          | \$ 174.00                                |         | \$ 174.00                          |         |
| Mackay                      | QLD      | HCCC       | \$ 132.50              | 24                          | \$ 166.00                                |         | \$ 166.00                          |         |
| Maitland                    | NSW      | HCCC       | \$ 170.00              | 2                           | \$ 187.00                                |         | \$ 187.00                          |         |
| Mildura                     | VIC      | HCCC       | \$ 153.89              | 19                          | \$ 155.00                                |         | \$ 207.00                          |         |
| Mount Gambier               | SA       | HCCC       | \$ 187.00              | 1                           | \$ 164.00                                |         | \$ 164.00                          |         |
| Mount Isa                   | QLD      | HCCC       | \$ 187.00              | 2                           | \$ 185.00                                |         | \$ 185.00                          |         |
| Newcastle                   | NSW      | HCCC       | \$ 184.51              | 49                          | \$ 195.00                                |         | \$ 195.00                          |         |
| Nowra                       | NSW      | HCCC       | \$ 180.09              | 27                          | N/A                                      |         | N/A                                |         |

|                       |          |      |           |     |           |           |
|-----------------------|----------|------|-----------|-----|-----------|-----------|
| Orange (Springhill)   | NSW      | HCCC | \$ 260.41 | 2   | \$ 202.00 | \$ 202.00 |
| Port Macquarie        | NSW      | HCCC | \$ 202.72 | 24  | \$ 190.00 | \$ 190.00 |
| Rockhampton           | QLD      | HCCC | \$ 140.69 | 43  | \$ 174.00 | \$ 174.00 |
| Shepparton            | VIC      | HCCC | \$ 159.31 | 5   | N/A       | N/A       |
| Thursday Island       | QLD      | HCCC | \$ 210.00 | 19  | \$ 323.00 | \$ 323.00 |
| Townsville            | QLD      | HCCC | \$ 138.26 | 109 | \$ 174.00 | \$ 174.00 |
| Wagga Wagga           | NSW      | HCCC | \$ 181.08 | 23  | \$ 177.00 | \$ 177.00 |
| Wangaratta            | VIC      | HCCC | \$ 219.00 | 3   | N/A       | N/A       |
| Wollongong            | NSW      | HCCC | \$ 199.44 | 18  | \$ 181.00 | \$ 181.00 |
| Albury                | NSW      | T2CC | \$ 137.57 | 81  | \$ 155.00 | \$ 207.00 |
| Bathurst              | NSW      | T2CC | \$ 189.50 | 2   | \$ 155.00 | \$ 207.00 |
| Broken Hill           | NSW      | T2CC | \$ 136.00 | 4   | \$ 161.00 | \$ 161.00 |
| Coffs Harbour         | NSW      | T2CC | \$ 193.90 | 68  | \$ 155.00 | \$ 207.00 |
| Devonport             | TAS      | T2CC | \$ 160.55 | 9   | \$ 161.00 | \$ 161.00 |
| Gosford               | NSW      | T2CC | \$ 237.78 | 5   | \$ 161.00 | \$ 161.00 |
| Griffith              | NSW      | T2CC | \$ 180.31 | 11  | N/A       | N/A       |
| Port Augusta          | SA       | T2CC | \$ 150.00 | 10  | \$ 155.00 | \$ 207.00 |
| Port Pirie            | SA       | T2CC | \$ 208.00 | 2   | \$ 155.00 | \$ 207.00 |
| Sale                  | VIC      | T2CC | \$ 198.44 | 2   | N/A       | N/A       |
| Toowoomba             | QLD      | T2CC | \$ 217.15 | 6   | \$ 161.00 | \$ 161.00 |
| Airlie Beach          | QLD      | OCC  | \$ 558.95 | 3   | N/A       | N/A       |
| Ballina               | NSW      | OCC  | \$ 250.60 | 17  | N/A       | N/A       |
| Bamaga                | QLD      | OCC  | \$ 286.37 | 6   | N/A       | N/A       |
| Caloundra             | QLD      | OCC  | \$ 161.91 | 6   | N/A       | N/A       |
| Charleville           | QLD      | OCC  | \$ 155.00 | 1   | N/A       | N/A       |
| Cocos Keeling Islands | Ext Terr | OCC  | \$ 305.93 | 3   | \$ 331.00 | \$ 331.00 |
| Falls Creek           | VIC      | OCC  | \$ 127.53 | 3   | N/A       | N/A       |
| Goondiwindi           | QLD      | OCC  | \$ 159.50 | 4   | N/A       | N/A       |
| Hamilton Island       | QLD      | OCC  | \$ 171.15 | 102 | N/A       | N/A       |
| Hay                   | NSW      | OCC  | \$ 114.30 | 3   | N/A       | N/A       |
| Learmonth             | VIC      | OCC  | \$ 276.25 | 22  | N/A       | N/A       |
| Longreach             | QLD      | OCC  | \$ 219.94 | 2   | N/A       | N/A       |
| Margaret River        | WA       | OCC  | \$ 216.20 | 11  | N/A       | N/A       |
| Maroochydore          | QLD      | OCC  | \$ 210.51 | 19  | N/A       | N/A       |
| Moruya                | NSW      | OCC  | \$ 173.43 | 7   | N/A       | N/A       |
| Narrandera            | NSW      | OCC  | \$ 145.01 | 1   | N/A       | N/A       |
| Noosa                 | QLD      | OCC  | \$ 217.59 | 14  | N/A       | N/A       |
| Onslow                | WA       | OCC  | \$ 260.41 | 8   | N/A       | N/A       |
| Parkes                | NSW      | OCC  | \$ 171.00 | 2   | \$ 141.00 | \$ 188.00 |
| Port Hedland          | WA       | OCC  | \$ 262.49 | 21  | \$ 175.00 | \$ 175.00 |
| Port Lincoln          | SA       | OCC  | \$ 106.33 | 9   | \$ 170.00 | \$ 170.00 |
| Renmark               | SA       | OCC  | \$ 186.79 | 6   | \$ 155.00 | \$ 207.00 |
| Scone                 | NSW      | OCC  | \$ 180.00 | 2   | N/A       | N/A       |
| Tamworth              | NSW      | OCC  | \$ 178.98 | 65  | \$ 155.00 | \$ 207.00 |
| Traralgon             | NSW      | OCC  | \$ 128.63 | 7   | N/A       | N/A       |

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# AFP

AUSTRALIAN FEDERAL POLICE

**DOMESTIC RELOCATIONS  
POLICY FOR:  
SES PERMANENT TRANSFERS  
AT DEPARTMENTAL EXPENSE WITHIN AUSTRALIA**

Please direct all relocation enquiries to:

s 47E(d) [@afp.gov.au](mailto:s47E(d)@afp.gov.au)

Phone: (02) 6131 3262 or (02) 6131 2498  
Fax: (02) 6132 6020

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## 1. Policy Statement

The Australian Federal Police (AFP) aims to encourage the mobility of employees to support both career development of AFP employees and the achievement of the AFP's strategic plan and operational priorities.

To support workforce mobility, the AFP is committed to providing support through a range of entitlements to assist employees with the associated costs of relocating. This policy details allowances and expense reimbursements that may be paid to employees, who relocate domestically from one geographical location to another within Australia.

## 2. Scope and Application

This policy applies to SES employees of the Australian Federal Police (AFP) who are relocating domestically from one geographical location to another (in excess of 100km travel distance).

This policy does not apply to transfers within a city or town, transfers around metropolitan sites where the employee lives in a satellite city/town and transfers out of the department.

## 3. Principles

The AFP domestic relocation policy is based on two key principles:

- That relocation assistance is reasonable, equitable, transparent and applied consistently; and
- That relocation assistance is not intended to reflect the living or lifestyle circumstances of an employee at their pre-transfer location, or meet all costs associated with domestic relocation, due to the element of personal choice involved.

## 4. Review of this policy and AFP relocation assistance rates

The AFP relocation assistance rates referred to in this policy will be reviewed annually and any updates to the policy and/or the assistance rates will be applied in January of each year. All rate changes will apply to new transfers only, rate changes will not affect entitlements already processed in SAP.

The AFP Relocations Team is responsible for the review and updating of the policy and allowance rates.

## 5. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content outside the AFP must comply with Commonwealth law and the AFP National Guideline on disclosure of information.



## 6. Acronyms

|            |                                  |
|------------|----------------------------------|
| <b>AFP</b> | Australian Federal Police        |
| <b>EA</b>  | AFP Enterprise Agreement 2012-16 |
| <b>EL</b>  | Executive Level                  |
| <b>SES</b> | Senior Executive Service         |

## 7. Definitions

**The Act** – means the *Australian Federal Police Act 1979*.

**Relocation** - refers to instances where an employee moves their future principal place of residence more than 100 kilometres from their current principal place of residence.

**Domestic Relocation** - means relocation within the Australian mainland and Tasmania. It excludes external territories.

**External Territories** - includes Christmas Island, Cocos (Keeling) Islands and Norfolk Island and excludes Jervis Bay.

**Accompanied** – refers to when the family or dependants of the member relocate to the new location at the same time as the member.

**AFP initiated relocation** – A domestic relocation is considered AFP initiated only in the following circumstances:

- AFP relocates a place of work to another location, and the employee relocates with their job to the new location, and;
- AFP restructures or eliminates an employee's position and offers the employee a position at another location which the employee accepts.

**Transfer start date** – the date the employee commenced work in the transfer location.

**De facto Relationship** – a relationship between two people (whether of the same or opposite sex) who, although not legally married to each other, live together as a couple on a genuine domestic basis.

**Dependant** – refers to a spouse, partner or child of the employee. Also includes a child or parent of the employee, or the employee's spouse, who ordinarily resides with the employee and who is wholly or substantially dependant upon the employee.

**Employee** – a person employed by the AFP under Section 24 of *The Act*, excludes new employees and contractors.

**Employee with Dependants** - To be regarded as an 'employee with dependants' for the purposes of payment of relocation assistance, the dependants must be living with the employee immediately prior to the relocation. In addition there is an expectation that the dependants will relocate with the employee to the new locality. An employee who is separated or who separates from their dependant(s) at the time of, or after the relocation is regarded as an employee without dependants.

**Executive employee** – An employee at EL or SES level.

**Inventory** – is a comprehensive list of the member's household goods to be relocated to the member's new address.

**Motor vehicles** – includes cars and motorcycles.

**Officer contribution** – the pre-tax amount payable by the employee included in meal allowance, rent assistance and settling in extension calculations. Officer contributions are deducted from the entitlement afforded to employees and are not directly paid to the AFP by employees.

**Pre-transfer location** – refers to the geographic location the employee resides prior to the domestic relocation.

**Private Removals** – removals not coordinated through the AFP's approved Removal Provider.

**Removal Provider** – the AFP's tendered contractor who performs removal and relocation services to the AFP.

**Rental Ceiling** – refers to the maximum amount payable by the AFP to an employee for rental assistance. Rental ceilings are set using AFP rates for each major city.

**Settling In** – refers to AFP provided accommodation and meal allowance at the transfer location prior to the employee moving entering long term accommodation (i.e. either a rental property or permanent residence).

**Settling Out** – refers to AFP provided accommodation and meal allowance at the pre-transfer location.

**Towable item** – includes boats, caravans, trailers.

**Transfer location** – refers to the geographical location the employee is relocating to.

## 8. Further Advice

Please direct all domestic relocation queries to the AFP Relocations Team:

Phone: (02) 6131 3262 or (02) 6131 2498  
Fax: (02) 6132 6020

## 9. Eligibility

The AFP will only pay for domestic relocation costs of employees if all of the following conditions are met:

- The costs are reasonable.
- The costs are approved by an appropriate delegate either for the centralised relocations budget or individual cost centre budgets.

Employees are responsible for ensuring the AFP Relocations Team is advised of any change in circumstances that may affect their entitlements.

## 10. International Transfers

Where an employee is returning from an international transfer, and is relocated to a domestic location which is different to that from their domestic location prior to the international transfer, AFP will transfer that employee's household from the old domestic location to the new domestic transfer location in accordance with this policy. These transfers will attract the full suite of permanent transfer entitlements.

## 11. Family Composition & Changes in Domestic Circumstances

An AFP employee's relocation assistance is based on their domestic circumstances at the time of relocation, including the number of dependants.

Relocation assistance is subject to review where an employee's domestic status changes from 'with dependants' to 'without dependants' after relocation. Any continued assistance (e.g. rates of rental assistance) will be based on the employee's new domestic status and new number of dependants.

An employee, who separates from their dependants at the time of relocation, is regarded as an employee without dependants for the purposes of relocation assistance.

## 12. Employee death and retirement

In the event of a death of an employee during a term transfer period, the AFP will provide return relocation assistance to that employee's dependants that relocated with that employee. Any additional relocation assistance will cease from the date of the death of the employee.

In the event of retirement/separation of the employee from the AFP, the AFP will cease all relocation assistance to that employee and their dependants from the date of the separation.

### 13. Leave entitlements

Employees may utilise the following types of leave for pre pack, uplift and delivery days when requested to transfer at departmental expense:

- recreation leave;
- stand down – to be approved by appropriate delegate; and
- leave without pay.

**Note:** There is no entitlement for compensation under the *SRC Act 1988* in relation to an injury sustained during a period of stand down or leave.

### 14. Removals

The AFP's Removal Provider will arrange the uplift, transport and delivery of the employee's furniture and personal effects. The pre pack and uplift will only occur from one address.

In all cases, employees must contact the AFP Relocations Team to arrange removals. Requests for removals must be submitted to the AFP approved removal provider no later than 4 weeks prior to the requested uplift date. Once removals have been booked, the AFP approved removalist will email User ID and password to the employee for access to the online inventory at [www.movedynamics.com.au](http://www.movedynamics.com.au).

Inventories should be submitted on-line 2 weeks prior to the pre pack date. To prepare and submit the on-line inventory, the employee will need their User ID and password.

Employees relocating should ensure they read the online Relocation guide that is available at [www.movedynamics.com.au](http://www.movedynamics.com.au) for awareness of requirements for the removal process. Employees should also ensure that they read and understand the insurance indemnity provisions in the guide. Any questions from the employee regarding the removal or insurance cover, should be directed to Move Dynamics on 1800 600 925.

Employees that do not have access to the internet can obtain hard copy inventory packages from Move Dynamics. Hard copy inventories can be returned via fax on (02) 6584 5721.

Personal items and clothing are the only items required to be packed by the employee. Any other items packed by the employee or their dependants will not be covered by insurance.

Once employees have been advised of the removal contractor, phone contact should be made by the employee to discuss any requirements.

It is the responsibility of the employee and in their best interest to oversee, or to arrange for a dependant to oversee, the pre-pack, uplift and delivery of their personal effects. It is a requirement that the employee or designated dependant be present for the entire duration of the pre-pack and uplift.

Private removals, storage, vehicle freight and transport may only be permitted in exceptional circumstances and must be approved by a delegate of the AFP Relocations Team prior to the removal taking place.

The AFP will only reimburse costs limited to the approved equivalent of the AFP Removal Provider as outlined in the Removal Provider's relocation guide.

If approval has not been obtained, the AFP will not reimburse the costs of private removals, storage or vehicle freight and transport.

***If there is any loss or damage on delivery of your effects, a written claim must be lodged with Move Dynamics within 48 hours of delivery. Claim forms are available at the Move Dynamics website.***

### **Limitations**

The AFP will only pay for the single uplift, transport and delivery of household and personal effects as outlined in the AFP approved Removal Provider's relocation guide. Removal or transport of items falling outside the relocation guide must be paid at the employee's expense.

There are no provisions for the deferral of a removal. Pre-pack, uplift and delivery must be completed at the time of transfer to the new location.

Upon departure from settling in accommodation at the transfer location, delivery must take effect the same day. Additional accommodation will not be provided to allow the employee time to establish their new property. The removal provider will unpack boxes during the delivery and set up dismantled furniture.

Pre-pack, uplift and delivery will only be arranged between Monday and Friday.

## **15. Vehicle freight and transport**

All freight and transport of motor vehicles must be arranged through the AFP's approved removal provider. The AFP will not pay for the freight and transport of motor vehicles arranged with alternative providers.

Where an employee drives a privately owned motor vehicle to the transfer location (or returns from the transfer location) the employee can tow their boat, caravan or trailer where a delegate determines it is reasonable for them to do so. AFP will not pay additional freight costs for a towable item the employee chose not to tow while driving their motor vehicle to or from the transfer location unless there are exceptional circumstances.

### **Limitations**

The AFP will pay costs for the freight and transport of up to 2 vehicles and 1 towable item. A motorcycle is considered 1 motor vehicle. Towable items include; box trailer, camper trailer, small caravan, horse float or small boat. Dimensions cannot exceed; Height 2.7 metres x Width 2.4 metres x Length 8 metres including towbar length.

The AFP will not pay for insurance costs of motor vehicles transported or moved at AFP expense, or where motor vehicles are driven by the employee. It is the responsibility of the employee to ensure that all motor vehicles transported are adequately insured. If the motor vehicle is not adequately insured and it is damaged during the move the employee, not the AFP, is liable for the repairs.

## 16. Storage

The AFP will pay for storage of household and personal effects for the period the employee is entitled to settling out/in allowance only.

### Limitations

There are no provisions for the payment of storage costs for vehicles or towable items.

If an employee elects to keep items in storage after the cessation of the term transfer period all expenses including delivery from storage will be the employee's responsibility.

## 17. Travel

The AFP will pay reasonable costs associated with the travel of the employee and the employee's dependants from the pre-transfer location to the transfer location.

There are two accepted methods of travel between geographical locations:

- airfares for the employee and their dependants; or
- motor vehicle, train or boat travel.

Where the Employee is required to travel within Australia or overseas, the normal standard of travel will be not more than Business Class.

Whilst this clause is part of their Terms and Conditions, SES employees are "ENCOURAGED" to be of good example and book the 'Best Fare of the Day'.

All dependants travelling with the employee are to be booked through the Relocations Team as economy airfares.

Economy airfares are to be 'best fare of the day' and booked in accordance with [AFP National Guideline on travel](#).

The AFP will pay reasonable costs associated with the following:

- petrol;
- accommodation; and
- meals (rates can be found in Appendix 1).

All costs relating to travel by motor vehicle, rail or boat must be paid using the employee's corporate credit card if possible. If this is not possible, the AFP will reimburse the employee where receipts or appropriate documentation are maintained and submitted by the employee to the AFP Relocations Team for reimbursement.

If no supporting receipts or documentation are submitted with the claim of payment, the AFP will not reimburse an employee for the claimed travel costs.

### Limitations

Employees' flight bookings must be made through QBT travel and payment made with an AFP corporate credit card. All flight bookings for approved dependants must be booked through Relocations. Refer to the Relocations Travel Guide.

If travel by vehicle is granted the most direct route must be followed to the new location.

For the safety of AFP employees, the recommended travel distance by vehicle is 800km per.

Accommodation whilst travelling to the transfer location via vehicle must be booked through AOT and payment made with an AFP corporate credit card.

## **18. Disturbance Allowance**

The AFP will pay a one off disturbance allowance to compensate employees for a range of relocation costs not covered by other allowances.

This allowance is made up of three components:

- A single payment to offset non-reimbursed costs associated with the employee's removal, including a component for any school age dependants. This single taxable payment is made through the salary system;
- Reimbursement of reasonable costs associated with the connection or reconnection of a telephone service if you had a landline telephone service at the pre-transfer location; and
- Reimbursement of expenses incurred in respect of one motor vehicle owned by you for –
  - establishment fee (if any) for the transfer of your driver's licence;
  - transfer from another state fee (if any) for the transfer of the vehicle's registration;
  - fees for the issue of standard number plates; and
  - fees for roadworthy/blue slip certificate.

The disturbance allowance is payable at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 2.

### **Limitations**

Disturbance allowance is only payable where the household and personal effects of an employee are uplifted and transported to a new geographic location as a result of a domestic relocation.

Reimbursement of the normal licence and vehicle registration expenses are not payable.

## **19. Pet relocations**

The AFP will pay pet relocation costs up to a maximum amount. The maximum pet relocation reimbursement ceiling is set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 3.

The maximum pet relocation reimbursement is an upper limit for any number of pets and is not payable for each pet under any circumstances.



## **Limitations**

Pet relocation reimbursements are subject to the receipt of invoices for pet removal and kennelling costs from the pre-transfer location to the transfer location. Invoices should be submitted to the AFP Relocations Team for processing.

A pet is defined as a domesticated or tamed animal owned and ordinarily kept by the employee or the employee's dependants. It does not include an animal kept solely for consumption or commercial purposes. Livestock are therefore not regarded as pets.

## **20. Settling out/in allowances**

The AFP will pay settling out/in allowances to assist an employee with temporary accommodation until a suitable long term residence becomes available.

Settling out allowance is payable when an employee's accommodation at the pre-transfer location becomes unavailable or unsuitable for residence.

Settling in allowance is conditional on the employee making a genuine and sustained effort to find suitable long term accommodation.

Settling out/in allowance consists of:

- temporary accommodation costs paid directly by the AFP - arranged by the AFP Relocations Team; and
- meal allowance for the employee and their dependants where applicable.

The total amount for meal allowance is reduced by an officer's contribution amount which is calculated on annual salary rates and family composition.

Settling out/in meal allowances and the associated officers contribution rates are set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 4.

## **Limitations**

The pre-determined timeframes for settling in/out allowances from the start of the permanent transfer are as follows:

- settling out allowance at the pre-transfer location is limited to a maximum period of 5 days for all employees; and
- settling in allowance at the transfer location is limited to a maximum period of 21 days for all employees.

Extensions to the above limits may be approved in exceptional circumstances only where the employee can demonstrate:

- no suitable long term accommodation is available; or
- the move into long term accommodation is not possible until furniture has been delivered.

The settling out period will not commence prior to 21 days of the transfer start date.



The settling in period will not commence prior to 7 days of the transfer start date.

Any extension to the above time frames will only include the accommodation component of settling out/in allowance and an officer's contribution will be required for the extension period.

Officer's contribution rates are set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 7.

Employees are required to check out of settling in accommodation if they leave the accommodation for a period in excess of 48 hours. The AFP will not pay for vacant accommodation. The settling in timeframe will cease and recommence once the member returns to the accommodation.

Accommodation location and size is not intended to be an exact match to your living or lifestyle circumstances at the pre-transfer location. It is a temporary accommodation entitlement. Where possible, relocations will source providers close to your work location. This is dependant on availability of properties.

## **21. Advance of bond monies**

The AFP will pay an advance of bond monies, including an additional 2 weeks rent if requested, to assist employees entering rental accommodation at the transfer location.

This advance is repayable to the AFP in equal fortnightly instalments for the lessor of:

- 12 months; or
- the term of the lease.

Repayments will be set up through the SAP system once the advance has been processed.

If the lease is prematurely terminated the outstanding amount must be repaid to the AFP within 2 weeks.

### **Limitations**

To be eligible to receive a bond advance an employee must:

- provide a copy of the lease or a signed letter from the real estate agent; and
- provide a bond advance application.

There is no provision for a bond advance on return to the home location at the end of a term transfer.

## **22. Rental assistance**

The AFP will pay rental assistance to the employee for a maximum of 365 days minus any days spent in settling in accommodation. Employees must own and reside in their own home at their old location and intend to purchase in their new location.

Rental assistance is paid at AFP rates based on family composition and geographical location. AFP rates are updated annually.

AFP SES employee rental ceilings are as outlined at Table 1. AFP officer's contribution rates for SES employees are located at Table 2.

AFP's rental assistance is calculated on a weekly basis using the following formula:

AFP rental ceiling – Officer's contribution = rent assistance paid

Officer Contribution: an amount included in meal allowance and also refers to the amount payable when the member either receives rental assistance or an extension on settling in/out accommodation.

Rent ceilings and officer's contribution are categorised by three rates;

- Rate A – single/couple
- Rate B – families up to 4 people
- Rate C – families of 5 or more people

Examples of calculation per rate for employee's transferring to Canberra

Rate A

\$368 Rent ceiling - \$91 officers contribution = \$277 per week rent assistance

Rate B

\$460 Rent ceiling - \$114 officers contribution = \$346 per week rent assistance

Rate C

\$552 Rent ceiling - \$137 officers contribution = \$415 per week rent assistance

Rental assistance is designed to assist employees with accommodation costs at the transfer location.

Rental assistance is not intended to meet employees' full rental costs at the transfer location as this involves an element of personal choice.

An employee may choose to lease a property with rental rates that exceed the prescribed rental ceilings; however the additional cost will be at the individual employee's expense. This should be considered by employees prior to applying for domestic transfers within the AFP.

If the employee leases a property with a weekly rental rate lower than the rent ceiling, the lower rental rate will be utilised rather than the rent ceiling rate for calculation purposes on rent assistance.

When arranging a lease for long term accommodation, wherever possible, employees should arrange for a work related termination clause to be inserted into the lease.

## Limitations

Employees applying for an officer's contribution exemption must have resided in the family property immediately prior to relocating.

If the employee's dependant is receiving a rent subsidy from another agency this must be declared on your rent assistance application. This subsidy will be deemed as income and included in the calculation of your rental assistance.

If you are occupying rented accommodation, receiving rent assistance and you are required to vacate that premises through no fault of your own (ie, landlord wishes to resume residence) the AFP may pay for a subsequent removal to another residence. Rent assistance is only payable on one property during the transition. For avoidance of doubt, once the previous rental agreement has ceased AFP rental assistance will transfer to the new property.

If you choose to move for personal reasons, the AFP will not pay for the removal.

## **23. Home sale / purchase costs reimbursement**

The AFP will reimburse reasonable costs for home sale/purchases to assist employees who are permanently relocating for work purposes.

Costs available for reimbursement include the following:

### **Sale:**

- agents commission, including normal advertising costs associated with the sale (except for voluntary additional advertising). If the property is unsuccessful at auction only the initial set of fees will be reimbursed. The AFP will not provide reimbursement for multiple auctions;
- solicitor's professional costs and disbursements; and
- Government related fees and charges associated with the sale.

### **Purchase:**

- solicitors professional costs and disbursements;
- valuation fees and stamp duty;
  - building and pest inspections; and
  - Government related fees and charges associated with the purchase.

### **Limitations**

AFP employees on permanent transfers are only eligible to receive reimbursement of home sale / purchase costs if they satisfy the requirements below:

- the employee owns a home in the pre-transfer location in which they resided immediately prior to relocating; and
- the employee purchases a home in the transfer location in which they immediately reside.
- you may purchase a house in the new locality prior to selling your home at the old locality; however reimbursement of expenses on the purchase cannot be made until the sale at the pre-transfer locality has been completed.

The home sale/purchase reimbursement is only payable for the sale of the primary place of residence in the pre-transfer location and/or the purchase of one primary place of residence in the transfer location.

Home purchase/sale costs will not be reimbursed by the AFP until supporting evidence and tax invoices of the costs applicable to the locations are submitted to the AFP Relocations Team.

Investment properties cannot be deemed your primary place of residence.

Home sale commission and purchase stamp duty reimbursement amounts will be capped at the below property value:

|            | <b>1 Bedroom</b> | <b>2 Bedroom</b> | <b>3 Bedroom</b> | <b>4 Bedroom</b> |
|------------|------------------|------------------|------------------|------------------|
| <b>ACT</b> | \$ 332,800.00    | \$ 487,300.00    | \$ 686,300.00    | \$ 924,800.00    |
| <b>NSW</b> | \$ 652,800.00    | \$ 1,117,200.00  | \$ 1,506,600.00  | \$ 2,328,200.00  |
| <b>NT</b>  | \$ 248,500.00    | \$ 376,500.00    | \$ 523,700.00    | \$ 825,300.00    |
| <b>QLD</b> | \$ 269,800.00    | \$ 425,700.00    | \$ 658,500.00    | \$ 848,100.00    |
| <b>SA</b>  | \$ 236,100.00    | \$ 357,200.00    | \$ 641,200.00    | \$ 827,900.00    |
| <b>TAS</b> | \$ 391,100.00    | \$ 328,700.00    | \$ 427,300.00    | \$ 578,700.00    |
| <b>VIC</b> | \$ 388,700.00    | \$ 717,400.00    | \$ 1,266,200.00  | \$ 2,061,900.00  |
| <b>WA</b>  | \$ 392,600.00    | \$ 550,500.00    | \$ 857,500.00    | \$ 928,400.00    |

\*\* Capped rates are an average of actual property prices in 2016/17

Members are only eligible to the purchase capped rate which is equivalent to the size of the property they sold. For example; if a member sells a 2 bedroom property in QLD and relocates to Canberra, the member is eligible to the Canberra capped rate of \$487,300 for a 2 bedroom property.

Members can purchase a larger property however any costs above and beyond the capped property values are the member's responsibility.

### **Sale time limit**

Employees have a time limit of 1 year, from the date of receipt of written notification from the AFP of their transfer, to sell a home in the pre-transfer location.

Eligibility is established if contracts of sale are exchanged prior to the end of the home sale time limit.

An agreement with a real estate agent to list the property and manage it with the aim of finding a buyer is not a sale agreement for the purpose of this provision.

### **Purchase time limit**

Employees have a time limit of 2 years, from the date of written notification, to purchase a home in the transfer location.

Eligibility is established if the purchase agreement for a home is entered into before the end of the purchase-qualifying period.

A contract for the building of a house is considered to be a home if the contract for the building of the house was entered into before the end of the time limit and the employee resides within the completed dwelling within the time limit.

If the contract for the building of the house is entered into before the 2 year time limit, but the house is not completed within the 2 year time limit, eligibility will only be established if the house is legally resided in by the employee within 24 months following the expiry of the 2 year time limit. The AFP will not make a payment to the employee until evidence is established that the employee resides in the home on a fulltime basis and the property is the primary place of residence. Relocations must be notified at the time of exchanging contracts.

Evidence of home sale/purchase costs must be submitted for an employee eligible for reimbursement. This evidence should be submitted to the AFP Relocations Team no later than 28 days after costs were incurred by the employee. Unreasonable delays in providing documentation may result in the employee being assessed as ineligible to receive home sale/purchase reimbursement.

There is no provision to extend the time limits associated with the reimbursement of home sale/purchase costs.

#### Removal from rental to purchased property

The AFP will pay for the removal only from the rental property to the purchased property if home sale and purchase reimbursement is claimed. This removal must be completed by the 2 year home purchase time limit.

## **24. Education Costs Allowance**

Education Costs Allowance (ECA) assists with the cost of boarding a student at a school and tuition fees at the pre-transfer location.

ECA is eligible in limited circumstances to assist employees with costs incurred in avoiding disruption to the final two years of a dependant's secondary education (i.e. Years 11 & 12) at the pre transfer location.

Employees must submit receipts to the AFP Relocations Team at the beginning of each school term to be eligible for ECA.

## Limitations

This allowance only applies to dependant's undertaking years 11 & 12 in the pre-transfer location where it is reasonable that the dependant's education would be adversely affected by moving to the transfer location.

ECA is not available to employees who already have a dependant in a boarding school, at the time of receiving the written notification of the transfer. ECA will be reviewed, and may cease, in the event that:

- the dependant ceases to attend the school for which ECA is being paid;
- the dependant moves from the pre-transfer location;
- the employee ceases to be employed by the AFP; or
- the transfer is cancelled or terminated early.

Employees are responsible for ensuring the AFP Relocations Team is advised of any change in circumstances that may affect their entitlement to ECA. ECA entitlement paid after the date that the ECA eligibility ends will be recovered from the employee.

ECA is payable subject to maximum AFP rates. Contact the Relocations Team for further guidance on maximum AFP rates for ECA.

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## Appendix 1 – Meal Allowance Rate while travelling

The following table is used to determine the maximum amount payable to SES officers while travelling by vehicle to the new transfer location:

| Meal amount while travelling | Breakfast | Lunch   | Dinner  |
|------------------------------|-----------|---------|---------|
|                              | \$28.20   | \$39.90 | \$55.90 |

## Appendix 2 – Disturbance Allowance rates

The following table is used to determine the disturbance allowance payable for SES employees:

| Composition   | Disturbance Allowance |
|---------------|-----------------------|
| SES employees | \$2,916               |

## Appendix 3 – Pet Relocation Allowance

The following table is used to determine the maximum amount payable to SES officers for the relocation of any number of pets:

| Pet Allowance  | Maximum Pet Allowance |
|----------------|-----------------------|
| 1 or more pets | \$186                 |

## Appendix 4 - Settling Out/In Allowances & Officer Contributions

The following table is used to determine the meal allowance payable to SES employees while they are staying in settling out/in accommodation:

| Meals   | Rate per week at which allowance is payable |
|---|---|
| <b>Weekly meal allowance</b>                                  | Up to \$419.05                              |
| <b>Weekly meal allowance dependants under 10 years of age</b> | Up to \$209.50                              |

The following table is the officer's contribution required for settling out/in allowances for SES employees per week:

| Employee without dependants | Employee + 1 adult dependant | Additional amount payable for each additional adult dependant | Additional amount payable for first dependant child | Additional amount payable for each additional dependant child |
|-----------------------------|------------------------------|---|---|---|
| 417.00                      | 417.00                       | -   | -   | -   |



## Appendix 5 – Rental Ceiling Rates – SES Employees

The following tables are used to determine the appropriate weekly rental ceiling rates for SES employees. These ceilings will be reduced by the appropriate weekly officers' contribution amount outlined at Appendix 6.

| Rent Ceiling Rate | Rate Description             |  |  |
|-------------------|------------------------------|--|--|
| Rate A            | Single/couple                |  |  |
| Rate B            | Families up to 4 people      |  |  |
| Rate C            | Families of 5 or more people |  |  |

  

| City             | Rate A | Rate B | Rate C |
|------------------|--------|--------|--------|
| <b>Adelaide</b>  | \$414  | \$517  | \$620  |
| <b>Brisbane</b>  | \$485  | \$606  | \$727  |
| <b>Canberra</b>  | \$542  | \$677  | \$812  |
| <b>Melbourne</b> | \$597  | \$746  | \$895  |
| <b>Perth</b>     | \$470  | \$587  | \$704  |
| <b>Sydney</b>    | \$920  | \$1150 | \$1380 |

## Appendix 6 – Officer's Contribution Rates for rental assistance

The following rate is the SES officer's contribution rate required each week for rental assistance periods.

| Rent Ceiling Rate | Rate Description |
|-------------------|------------------|
| Rate A            | \$111            |

|        |       |
|--------|-------|
| Rate B | \$138 |
| Rate C | \$166 |

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# AFP

AUSTRALIAN FEDERAL POLICE

## **DOMESTIC RELOCATIONS POLICY FOR:**

### **SES TERM TRANSFERS**

**AT DEPARTMENTAL EXPENSE WITHIN AUSTRALIA**

Please direct all relocation enquiries to:

s 47E(d) [@afp.gov.au](mailto:s47E(d)@afp.gov.au)

Phone: (02) 6131 5555

Fax: (02) 6132 6020

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### 1. Policy Statement

The Australian Federal Police (AFP) aims to encourage the mobility of employees to support both career development of AFP employees and the achievement of the AFP’s strategic plan and operational priorities.

To support workforce mobility, the AFP is committed to providing support through a range of entitlements to assist employees with the associated costs of relocating. This policy details allowances and expense reimbursements that may be paid to employees, who relocate domestically from one geographical location to another within Australia.

## 2. Scope and Application

This policy applies to SES employees of the Australian Federal Police (AFP) transferring temporarily for a period between 1 to 3 years, and are relocating domestically from one geographical location to another (in excess of 100km travel distance).

This policy does not apply to transfers within a city or town, transfers around metropolitan sites where the employee lives in a satellite city/town and transfers out of the department.

## 3. Principles

The AFP domestic relocation policy is based on two key principles:

- That relocation assistance is reasonable, equitable, transparent and applied consistently; and
- That relocation assistance is not intended to reflect the living or lifestyle circumstances of an employee at their pre-transfer location, or meet all costs associated with domestic relocation, due to the element of personal choice involved.

## 4. Review of this policy and AFP relocation assistance rates

The AFP relocation assistance rates referred to in this policy will be reviewed annually and any updates to the policy and/or the assistance rates will be applied in January of each year. All rate changes will apply to new transfers only, rate changes will not affect entitlements already processed in SAP.

The AFP Relocations Team is responsible for the review and updating of the policy and allowance rates.

## 5. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content outside the AFP must comply with Commonwealth law and the AFP National Guideline on disclosure of information.

## 6. Acronyms

|            |                                  |
|------------|----------------------------------|
| <b>AFP</b> | Australian Federal Police        |
| <b>EA</b>  | AFP Enterprise Agreement 2012-16 |
| <b>EL</b>  | Executive Level                  |

## 7. Definitions

**The Act** – means the *Australian Federal Police Act 1979*.

**Relocation** - refers to instances where an employee moves their future principal place of residence more than 100 kilometres from their current principal place of residence.

**Domestic Relocation** - means relocation within the Australian mainland and Tasmania. It excludes external territories.

**External Territories** - includes Christmas Island, Cocos (Keeling) Islands and Norfolk Island and excludes Jervis Bay.

**Accompanied** – refers to when the family or dependants of the member relocate to the new location at the same time as the member.

**AFP initiated relocation** – A domestic relocation is considered AFP initiated only in the following circumstances:

- AFP relocates a place of work to another location, and the employee relocates with their job to the new location, and;
- AFP restructures or eliminates an employee's position and offers the employee a position at another location which the employee accepts.

**Transfer start date** – the date the employee commenced work in the transfer location.

**De facto Relationship** – a relationship between two people (whether of the same or opposite sex) who, although not legally married to each other, live together as a couple on a genuine domestic basis.

**Dependant** – refers to a spouse, partner or child of the employee. Also includes a child or parent of the employee, or the employee's spouse, who ordinarily resides with the employee and who is wholly or substantially dependant upon the employee.

**Employee** – a person employed by the AFP under Section 24 of *The Act*, excludes new employees and contractors.

**Employee with Dependants** - To be regarded as an 'employee with dependants' for the purposes of payment of relocation assistance, the dependants must be living with the employee immediately prior to the relocation. In addition there is an expectation that the dependants will relocate with the employee to the new locality. An employee who is separated or who separates from their dependant(s) at the time of, or after the relocation is regarded as an employee without dependants.

**Executive employee** – An employee at EL or SES level.

**Inventory** – is a comprehensive list of the member's household goods to be relocated to the member's new address.

**Motor vehicles** – includes cars and motorcycles.

**Officer contribution** – the pre-tax amount payable by the employee included in meal allowance, rent assistance and settling in extension calculations. Officer contributions are deducted from the entitlement afforded to employees and are not directly paid to the AFP by employees.

**Pre-transfer location** – refers to the geographic location the employee resides prior to the domestic relocation.

**Private Removals** – removals not coordinated through the AFP's approved Removal Provider.

**Removal Provider** – the AFP's tendered contractor who performs removal and relocation services to the AFP.

**Rental Ceiling** – refers to the maximum amount payable by the AFP to an employee for rental assistance. Rental ceilings are set using AFP rates for each major city.

**Settling In** – refers to AFP provided accommodation and meal allowance at the transfer location prior to the employee moving entering long term accommodation (i.e. either a rental property or permanent residence).

**Settling Out** – refers to AFP provided accommodation and meal allowance at the pre-transfer location.

**Towable item** – includes boats, caravans, trailers.

**Transfer location** – refers to the geographical location the employee is relocating to.

## 8. Further Advice

Please direct all domestic relocation queries to the AFP Relocations Team:

s 47E(d) @afp.gov.au

**Phone:** (02) 6131 5555  
**Fax:** (02) 6132 6020

## 9. Eligibility

The AFP will only pay for domestic relocation costs of employees if all of the following conditions are met:

- The costs are reasonable.
- The costs are approved by an appropriate delegate either for the centralised relocations budget or individual cost centre budgets.

Employees are responsible for ensuring the AFP Relocations Team is advised of any change in circumstances that may affect their entitlements.

## 10. Family Composition & Changes in Domestic Circumstances

An AFP employee's relocation assistance is based on their domestic circumstances at the time of relocation, including the number of dependants.

Relocation assistance is subject to review where an employee's domestic status changes from 'with dependants' to 'without dependants' after relocation. Any continued assistance (e.g. rates of rental assistance) will be based on the employee's new domestic status and new number of dependants.

An employee, who separates from their dependants at the time of relocation, is regarded as an employee without dependants for the purposes of relocation assistance.

## 11. Employee death and retirement

In the event of a death of an employee during a term transfer period, the AFP will provide return relocation assistance to that employee's dependants that relocated with that employee. Any additional relocation assistance will cease from the date of the death of the employee.

In the event of retirement/separation of the employee from the AFP, the AFP will cease all relocation assistance to that employee and their dependants from the date of the separation.

## 12. Leave entitlements

Employees may utilise the following types of leave for pre pack, uplift and delivery days when requested to transfer at departmental expense:

- recreation leave;
- stand down – to be approved by appropriate delegate; and
- leave without pay.

**Note:** There is no entitlement for compensation under the *SRC Act 1988* in relation to an injury sustained during a period of stand down or leave.

## 13. Removals

The AFP's Removal Provider will arrange the uplift, transport and delivery of the employee's furniture and personal effects to the pre-transfer location and back to Canberra at the end of a fixed term transfer. The pre pack and uplift each time will only occur from one address.

In all cases, employees must contact the AFP Relocations Team to arrange removals. Requests for removals must be submitted to the AFP approved removal provider no later than 4 weeks prior to the requested uplift date.

Once removals have been booked, the AFP approved removalist will email User ID and password to the employee for access to the online inventory at [www.movedynamics.com.au](http://www.movedynamics.com.au).

Inventories should be submitted on-line 2 weeks prior to the pre pack date. To prepare and submit the on-line inventory, the employee will need their User ID and password.



Employees relocating should ensure they read the online Relocation guide that is available at [www.movedynamics.com.au](http://www.movedynamics.com.au) for awareness of requirements for the removal process. Employees should also ensure that they read and understand the insurance indemnity provisions in the guide. Any questions from the employee regarding the removal or insurance cover, should be directed to Move Dynamics on 1800 600 925.

Employees that do not have access to the internet can obtain hard copy inventory packages from Move Dynamics. Hard copy inventories can be returned via fax on (02) 6584 5721.

Personal items and clothing are the only items required to be packed by the employee. Any other items packed by the employee or their dependants will not be covered by insurance.

Once employees have been advised of the removal contractor, phone contact should be made by the employee to discuss any requirements.

It is the responsibility of the employee and in their best interest to oversee, or to arrange for a dependant to oversee, the pre-pack, uplift and delivery of their personal effects. It is a requirement that the employee or designated dependant be present for the entire duration of the pre-pack and uplift.

Private removals, storage, vehicle freight and transport may only be permitted in exceptional circumstances and must be approved by a delegate of the AFP Relocations Team prior to the removal taking place.

The AFP will only reimburse costs limited to the approved equivalent of the AFP Removal Provider as outlined in the Removal Provider's relocation guide.

If approval has not been obtained, the AFP will not reimburse the costs of private removals, storage or vehicle freight and transport.

***If there is any loss or damage on delivery of your effects, a written claim must be lodged with Move Dynamics within 48 hours of delivery. Claim forms are available at the Move Dynamics website.***

## **Limitations**

The AFP will only pay for the single uplift, transport and delivery of household and personal effects as outlined in the AFP approved Removal Provider's relocation guide. Removal or transport of items falling outside the relocation guide must be paid at the employee's expense.

There are no provisions for the deferral of a removal. Pre-pack, uplift and delivery must be completed at the time of transfer to the new location.

Upon departure from settling in accommodation at the transfer location, delivery must take effect the same day. Additional accommodation will not be provided to allow the employee time to establish their new property. The removal provider will unpack boxes during the delivery and set up dismantled furniture.

Pre-pack, uplift and delivery will only be arranged between Monday and Friday.

## **14. Vehicle freight and transport**

All freight and transport of motor vehicles must be arranged through the AFP's approved removal provider. The AFP will not pay for the freight and transport of motor vehicles arranged with alternative providers.

Where an employee drives a privately owned motor vehicle to the transfer location (or returns from the transfer location) the employee can tow their boat, caravan or trailer where a delegate determines it is reasonable for them to do so. AFP will not pay additional freight costs for a towable item the employee chose not to tow while driving their motor vehicle to or from the transfer location unless there are exceptional circumstances.

### **Limitations**

The AFP will pay costs for the freight and transport of up to 2 vehicles and 1 towable item at the start and end of each term transfer provided the employee is still engaged by the AFP. A motorcycle is considered 1 motor vehicle. Towable items include; box trailer, camper trailer, small caravan, horse float or small boat. Dimensions cannot exceed; Height 2.7 metres x Width 2.4 metres x Length 8 metres including towbar length.

The AFP will not pay for insurance costs of motor vehicles transported or moved at AFP expense, or where motor vehicles are driven by the employee. It is the responsibility of the employee to ensure that all motor vehicles transported are adequately insured. If the motor vehicle is not adequately insured and it is damaged during the move the employee, not the AFP, is liable for the repairs.

## **15. Storage**

The AFP will pay for storage of household and personal effects for the period the employee is deployed on the term transfer.

### **Limitations**

The AFP will pay for storage of household and personal effects subject to the following conditions:

- for the period the employee is entitled to settling out / in allowance; and
- for the period the employee is entitled to rental assistance on a fixed term transfer.

There are no provisions for the payment of storage costs for vehicles or towable items.

If an employee elects to keep items in storage after the cessation of the term transfer period all expenses including delivery from storage will be the employee's responsibility.

## **16. Travel**

The AFP will pay reasonable costs associated with the travel of the employee and the employee's dependants from the pre-transfer location to the transfer location and the return travel to Canberra at the end of the term transfer.

There are two accepted methods of travel between geographical locations:

- airfares for the employee and their dependants; or
- motor vehicle, train or boat travel.

Where the Employee is required to travel within Australia or overseas, the normal standard of travel will be not more than Business Class.

Whilst this clause is part of their Terms and Conditions, SES employees are "ENCOURAGED" to be of good example and book the 'Best Fare of the Day'.

All dependants travelling with the employee are to be booked through the Relocations Team as economy airfares.

Economy airfares are to be 'best fare of the day' and booked in accordance with [AFP National Guideline on travel](#).

The AFP will pay reasonable costs associated with the following:

- petrol;
- accommodation; and
- meals (rates can be found in Appendix 1).

All costs relating to travel by motor vehicle, rail or boat must be paid using the employee's corporate credit card if possible. If this is not possible, the AFP will reimburse the employee where receipts or appropriate documentation are maintained and submitted by the employee to the AFP Relocations Team for reimbursement.

If no supporting receipts or documentation are submitted with the claim of payment, the AFP will not reimburse an employee for the claimed travel costs.

### **Limitations**

Employees' flight bookings must be made through QBT travel and payment made with an AFP corporate credit card. All flight bookings for approved dependants must be booked through Relocations. Refer to the Relocations Travel Guide.

If travel by vehicle is granted the most direct route must be followed to the new location.

For the safety of AFP employees, the recommended travel distance by vehicle is 800km per.

Accommodation whilst travelling to the transfer location via vehicle must be booked through AOT and payment made with an AFP corporate credit card.

## **17. Disturbance Allowance**

The AFP will pay a one off disturbance allowance to compensate employees for a range of relocation costs not covered by other allowances.

This allowance is made up of three components:

- A single payment to offset non-reimbursed costs associated with the employee's removal, including a component for any school age

dependants. This single taxable payment is made through the salary system;

- Reimbursement of reasonable costs associated with the connection or reconnection of a telephone service if you had a landline telephone service at the pre-transfer location; and
- Reimbursement of expenses incurred in respect of one motor vehicle owned by you for –
  - establishment fee (if any) for the transfer of your driver's licence;
  - transfer from another state fee (if any) for the transfer of the vehicle's registration;
  - fees for the issue of standard number plates; and
  - fees for roadworthy/blue slip certificate.

The disturbance allowance is payable at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 2.

The AFP will pay a second disturbance allowance to employees at the end of a fixed term transfer.

### **Limitations**

Disturbance allowance is only payable where the household and personal effects of an employee are uplifted and transported to a new geographic location as a result of a domestic relocation.

Reimbursement of the normal licence and vehicle registration expenses are not payable.

## **18. Pet relocations**

The AFP will pay pet relocation costs up to a maximum amount. The maximum pet relocation reimbursement ceiling is set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 3.

The maximum pet relocation reimbursement is an upper limit for any number of pets and is not payable for each pet under any circumstances.

The AFP will pay a second pet relocation reimbursement to employees at the end of a fixed term transfer from the transfer location to the pre-transfer location.

### **Limitations**

Pet relocation reimbursements are subject to the receipt of invoices for pet removal and kennelling costs from the pre-transfer location to the transfer location. Invoices should be submitted to the AFP Relocations Team for processing.

A pet is defined as a domesticated or tamed animal owned and ordinarily kept by the employee or the employee's dependants. It does not include an animal kept solely for consumption or commercial purposes. Livestock are therefore not regarded as pets.

## **19. Settling out/in allowances**

The AFP will pay settling out/in allowances to assist an employee with temporary accommodation until a suitable long term residence becomes available.

Settling out allowance is payable when an employee's accommodation at the pre-transfer location becomes unavailable or unsuitable for residence.

Settling in allowance is conditional on the employee making a genuine and sustained effort to find suitable long term accommodation.

Settling out/in allowance consists of:

- temporary accommodation costs paid directly by the AFP - arranged by the AFP Relocations Team; and
- meal allowance for the employee and their dependants where applicable.

The total amount for meal allowance is reduced by an officer's contribution amount which is calculated on annual salary rates and family composition.

Settling out/in meal allowances and the associated officers contribution rates are set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 4.

### **Limitations**

The pre-determined timeframes for settling in/out allowances from the start of the term transfer are as follows:

- settling out allowance at the pre-transfer location is limited to a maximum period of 5 days for all employees; and
- settling in allowance at the transfer location is limited to a maximum period of 21 days for all employees.

Extensions to the above limits may be approved in exceptional circumstances only where the employee can demonstrate:

- no suitable long term accommodation is available; or
- the move into long term accommodation is not possible until furniture has been delivered.

The settling out period will not commence prior to 21 days of the transfer start date.

The settling in period will not commence prior to 7 days of the transfer start date.

Timeframe at the end of the term transfer are:

- Settling out allowance at the transfer location is limited to a maximum period of 5 days for all employees.
- Settling in allowance at the pre-transfer location is limited to a maximum period of 14 days for all employees.

Extensions to the above limits will only be approved in exceptional circumstances and where the move into long term accommodation is not possible.

Any extension to the above time frames will only include the accommodation component of settling out/in allowance and an officer's contribution will be required for the extension period.

Officer's contribution rates are set at AFP rates. AFP rates are updated annually in January of each year and can be found at Appendix 7.

Employees are required to check out of settling in accommodation if they leave the accommodation for a period in excess of 48 hours. The AFP will not pay for vacant accommodation. The settling in timeframe will cease and recommence once the member returns to the accommodation.

Accommodation location and size is not intended to be an exact match to your living or lifestyle circumstances at the pre-transfer location. It is a temporary accommodation entitlement. Where possible, relocations will source providers close to your work location. This is dependant on availability of properties.

## **20. Advance of bond monies**

The AFP will pay an advance of bond monies, including an additional 2 weeks rent if requested, to assist employees entering rental accommodation at the transfer location.

This advance is repayable to the AFP in equal fortnightly instalments for the lessor of:

- 12 months; or
- the term of the lease.

Repayments will be set up through the SAP system once the advance has been processed.

If the lease is prematurely terminated the outstanding amount must be repaid to the AFP within 2 weeks.

### **Limitations**

To be eligible to receive a bond advance an employee must:

- provide a copy of the lease or a signed letter from the real estate agent; and
- provide a bond advance application.

There is no provision for a bond advance on return to the home location at the end of a term transfer.

## **21. Rental assistance**

The AFP will pay rental assistance to the employee for the duration of a fixed SES term transfer.

Rental assistance is paid at AFP rates based on family composition and geographical location. AFP rates are updated annually in January of each year.

AFP SES employee rental ceilings are as outlined at Appendix 5. AFP officer's contribution rates for SES employees are located at Appendix 6.

AFP's rental assistance is calculated on a weekly basis using the following formula:

AFP rental ceiling – Officer's contribution = rent assistance paid

Rent ceilings and officer's contribution are categorised by three rates;

- Rate A – Single/Couple;
- Rate B – Families up to 4 people; or
- Rate C – Families of 5 or more people.

Examples of calculation per rate for employee's transferring to Sydney

**Rate A**

\$944 Rent ceiling - \$91 officers contribution = \$853 per week rent assistance

**Rate B**

\$1,180 Rent ceiling - \$114 officers contribution = \$1,066 per week rent assistance

**Rate C**

\$1,416 Rent ceiling - \$137 officers contribution = \$1,279 per week rent assistance

Employees who own a property in the pre-transfer location and maintain that residence for family members while on term transfer can apply for a request to waive the officer's contribution in rent assistance. Applications are to be submitted through Executive Development Team for review/approval of the Remuneration Committee.

Rental assistance is designed to assist employees with accommodation costs at the transfer location.

An employee may choose to lease a property with rental rates that exceed the prescribed rental ceilings; however the additional cost will be at the individual employee's expense. This should be considered by employees prior to applying for domestic transfers within the AFP.

If the employee leases a property with a weekly rental rate lower than the rent ceiling, the lower rental rate will be utilised rather than the rent ceiling rate for calculation purposes on rent assistance.

When arranging a lease for long term accommodation, wherever possible, employees should arrange for a work related termination clause to be inserted into the lease.

**Limitations**

Employees applying for an officer's contribution exemption must have resided in the family property immediately prior to relocating.

Rental assistance is not intended to meet employees' full rental costs at the transfer location as this involves an element of personal choice.

If the employee's dependant is receiving a rent subsidy from another agency this must be declared on your rent assistance application. This subsidy will be deemed as income and included in the calculation of your rental assistance.

If you are occupying rented accommodation, receiving rent assistance and you are required to vacate that premises through no fault of your own (ie, landlord wishes to resume residence) the AFP may pay for a subsequent removal to another residence. Rent assistance is only payable on one property during the transition. For avoidance of doubt, once the previous rental agreement has ceased AFP rental assistance will transfer to the new property.

If you choose to move for personal reasons, the AFP will not pay for the removal.

## **22. Education Costs Allowance**

Education Costs Allowance (ECA) assists with the cost of boarding a student at a school and tuition fees at the pre-transfer location.

ECA is eligible in limited circumstances to assist employees with costs incurred in avoiding disruption to the final two years of a dependant's secondary education (i.e. Years 11 & 12) at the pre transfer location.

Employees must submit receipts to the AFP Relocations Team at the beginning of each school term to be eligible for ECA.

### **Limitations**

This allowance only applies to dependant's undertaking years 11 & 12 in the pre-transfer location where it is reasonable that the dependant's education would be adversely affected by moving to the transfer location.

ECA is not available to employees who already have a dependant in a boarding school, at the time of receiving the written notification of the transfer.

ECA will be reviewed, and may cease, in the event that:

- the dependant ceases to attend the school for which ECA is being paid;
- the dependant moves from the pre-transfer location;
- the employee ceases to be employed by the AFP; or
- the transfer is cancelled or terminated early.

Employees are responsible for ensuring the AFP Relocations Team is advised of any change in circumstances that may affect their entitlement to ECA. ECA entitlement paid after the date that the ECA eligibility ends will be recovered from the employee.

ECA is payable subject to maximum AFP rates. Contact the Relocations Team for further guidance on maximum AFP rates for ECA.



## Appendix 1 – Meal Allowance Rate while travelling

The following table is used to determine the maximum amount payable to SES officers while travelling by vehicle to the new transfer location:

| Meal amount while travelling | Breakfast | Lunch   | Dinner  |
|------------------------------|-----------|---------|---------|
|                              | \$28.20   | \$39.90 | \$55.90 |

## Appendix 2 – Disturbance Allowance rates

The following table is used to determine the disturbance allowance payable for SES employees:

| Composition   | Disturbance Allowance |
|---------------|-----------------------|
| SES employees | \$2,916               |

## Appendix 3 – Pet Relocation Allowance

The following table is used to determine the maximum amount payable to SES officers for the relocation of any number of pets:

| Pet Allowance  | Maximum Pet Allowance |
|----------------|-----------------------|
| 1 or more pets | \$186                 |

## Appendix 4 - Settling Out/In Allowances & Officer Contributions

The following table is used to determine the meal allowance payable to SES employees while they are staying in settling out/in accommodation:

| Meals   | Rate per week at which allowance is payable |
|---|---|
| <b>Weekly meal allowance</b>                                  | Up to \$419.05                              |
| <b>Weekly meal allowance dependants under 10 years of age</b> | Up to \$209.50                              |

The following table is the officer's contribution required for settling out/in allowances for SES employees per week:

| Employee without dependants | Employee + 1 adult dependant | Additional amount payable for each additional adult dependant | Additional amount payable for first dependant child | Additional amount payable for each additional dependant child |
|-----------------------------|------------------------------|---|---|---|
| 417.00                      | 417.00                       | -   | -   | -   |

## Appendix 5 – Rental Ceiling Rates – SES Employees

The following tables are used to determine the appropriate weekly rental ceiling rates for SES employees. These ceilings will be reduced by the appropriate weekly officers' contribution amount outlined at Appendix 6:

| Rent Ceiling Rate | Rate Description             |
|-------------------|------------------------------|
| <b>Rate A</b>     | Single/Couple                |
| <b>Rate B</b>     | Families up to 4 people      |
| <b>Rate C</b>     | Families of 5 or more people |

| City      | Rate A | Rate B | Rate C |
|-----------|--------|--------|--------|
| Adelaide  | \$414  | \$517  | \$620  |
| Brisbane  | \$485  | \$606  | \$727  |
| Canberra  | \$542  | \$677  | \$812  |
| Melbourne | \$597  | \$746  | \$895  |
| Perth     | \$470  | \$587  | \$704  |
| Sydney    | \$920  | \$1150 | \$1380 |

## Appendix 6 – Officer's Contribution Rates for rental assistance

The following rate is the SES officer's contribution rate required each week for rental assistance periods:

| Rent Ceiling Rate | Rate Description |
|-------------------|------------------|
| Rate A            | \$111            |
| Rate B            | \$138            |
| Rate C            | \$166            |

## Appendix 7 – Officer's Contribution Rates for settling in extension requests

The following rate is the SES officer's contribution rate required each week for settling in extension periods:

| Officer's Contribution | Amount per week |
|------------------------|-----------------|
|                        | \$140           |

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