



**ONGOING MOP(S) ACT EMPLOYEES**

**RELOCATION OF MOP(S) ACT EMPLOYEES**

Please note that reasonable relocation costs may be payable to ongoing staff who relocate permanently. Additional information to help MOP(S) Act Employees who are relocating can be found on **Form 74 Relocation Checklist**.

**Options for returning your completed form**  
Scan and Email to: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)  
Ministerial and Parliamentary Services

**Enquiries:** Ministerial and Parliamentary Services  
Email: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)  
Phone: (02) 6215 3333

**EMPLOYER DETAILS**

▶ Employer name

▶ Employer state

**EMPLOYEE DETAILS**

▶ Full name

▶ Relocating from

▶ Relocating to

▶ Reason for relocation

▶ Date of relocation

▶ Will your spouse/defacto partner be relocating?  
 Not applicable   
 No   
 Yes  ▶ On what date

▶ Will your dependant(s) be relocating?  
 Not applicable   
 No   
 Yes  ▶ On what date

Number of dependants relocating

**SIGNATURE OF EMPLOYEE**

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

Signature of Employee  Date

**APPROVAL**

▶ • I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

Signature of Employer or Authorised Person  Date

Name (if authorised person)

**Note:** Relocation expenses may be met when a new employee is recruited from a location within Australia, other than where the employee will be living and working; or an existing employee is required by the employing Parliamentarian to move their place of work **permanently** to another location. It is necessary for a proposed relocation to be authorised by the employing Parliamentarian or an Authorised Person. Provisions relating to relocation expenses are set out in the Guidelines on relocation expenses issued under the *Commonwealth Members of Parliament Staff Enterprise Agreement 2020–23*. Staff required to relocate should note that, in the event their employment under the MOP(S) Act ceases, there is no provision for assistance with the costs involved in returning to the original location.

**Privacy Collection Notice** — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses and discloses personal information provided in this form to facilitate the administration of the parliamentary business resources framework and for employment purposes. Personal information may be disclosed to the employing Parliamentarian, the Independent Parliamentary Expenses Authority (IPEA), the Department of Parliamentary Services, or as otherwise authorised by law. Details of the related expenditure may be tabled in Parliament, published on Finance's website, or provided to the Special Minister of State, IPEA, or publicly, as authorised by law. More information is available at <https://www.finance.gov.au/about-us/privacy-policy-summary>