



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**.

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| <p>Options for returning your completed form</p> <p>Scan and Email to: MOPSPay&Conditions@finance.gov.au or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p> | <p>Enquiries: Ministerial and Parliamentary Services Email: mpshelp@finance.gov.au Phone: (02) 6215 3333</p> |
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| EMPLOYER DETAILS | ▶ Employer name | <input type="text"/> |
| | ▶ Employer state | <input type="text"/> |

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| EMPLOYEE DETAILS | ▶ Full name | <input type="text"/> |
| | ▶ Relocating from | <input type="text"/> |
| | ▶ Relocating to | <input type="text"/> |
| | ▶ Reason for relocation | <input type="text"/> |
| | ▶ Date of relocation | <input type="text"/> |
| | ▶ Will your spouse/defacto partner be relocating? | Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> ▶ On what date <input type="text"/> |
| | ▶ Will your dependant(s) be relocating? | Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> ▶ On what date <input type="text"/> Number of dependants relocating <input type="text"/> |

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| SIGNATURE OF EMPLOYEE | ▶ By signing this form, I acknowledge that: |
| | <ul style="list-style-type: none"> • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. • I have read and understood the Privacy Collection Notice (see below). |
| Signature of Employee | <input type="text"/> |
| | Date <input type="text"/> |

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| APPROVAL | ▶ Relocation approved? No <input type="checkbox"/> Yes <input type="checkbox"/> |
| | <ul style="list-style-type: none"> • I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. |
| | Signature of Employer or Authorised Person <input type="text"/> Name (if authorised person) <input type="text"/> |
| | Date <input type="text"/> |

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 Senator/Member to move their place of work **permanently** to another location. It is necessary for a proposed relocation to be **authorised** by the employing Senator/Member 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 2016–2019*. 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 the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at www.maps.finance.gov.au/privacy.html