

Annex 3.5.T: Army – Expansion and rank retention and completion bonus scheme

This form is in five parts.

Part A – information about the bonus scheme, and is for you to keep.

Part B – your agreement to serve in the rank for one year.

Part C – your agreement to serve in the rank for three additional years.

Part D – your election about how the bonus is paid.

Part E – additional payment information if you choose to pay the money into a superannuation fund.

Part A: Information about the retention and completion bonus scheme

This Part provides information about the bonus scheme, and is for you to keep.

I am accepting an offer made to me under the Army – Expansion and rank retention and completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 19 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

I understand that my acceptance of a bonus is subject to the following terms and conditions.

1. I meet the requirements to be eligible to accept the offer of the bonus under the Determination.
2. If I have less than one year to serve in the Army I cannot accept the offer of the retention bonus, unless I apply to extend my fixed period of service or my compulsory retirement age.
3. The scheme has a \$10,000 retention bonus, paid on accepting the offer of a retention bonus.
 - a. I must serve for one year if I accept the offer of a retention bonus under this Division.
 - b. If I leave Army for a reason within my control, I may have to repay a part of the bonus.
4. If I accept the offer of a completion bonus, an amount of up to \$30,000 may be paid when I leave the scheme.
 - a. I must serve in my rank or a higher rank for an additional three years of effective service if I accept the offer of a completion bonus under this Division. The three years are served after I have completed my one year of service for the retention bonus.
 - b. I may be paid a pro rata amount of completion bonus if I do not complete it for a reason beyond my control. Examples are if I transfer out of the rank I am in for Service reasons; am retrenched or made redundant; reach the end of a fixed period of service or compulsory retirement age; am discharged for medical reasons; or die.
- 5.. Effective service for the completion bonus is continuous full-time service for which salary is paid. Leave or other events may not be effective service and may reduce my amount of completion bonus. The table in clause 3.5.185 of the Determination shows what counts as effective service.
6. If I start to serve an undertaking for further service under Part 8 of the *Military Superannuation and Benefits Act 1991* (as preserved by item 4 of Schedule 4 of the *Defence Legislation Amendment Act (No. 1) 2005*) ('an MSBS undertaking') before I finish the retention bonus I will not be able to accept the offer of a completion bonus.
7. If I resign from the Australian Regular Army, or start to serve an MSBS undertaking for further service after I have accepted the offer of a completion bonus, I will not receive any of the completion bonus payment.

8. If I am serving on a return of service obligation (ROSO), I may accept an offer of a retention bonus but I will have to do my one year of service for the bonus after my ROSO period is served. If the ROSO delays my finishing my year of service, then I may only be able to perform part of the three-year period of effective service for the completion bonus.
9. I may elect to pay the scheme payments into a superannuation fund using the forms provided at Parts D and E.
10. I am advised to seek professional legal and/or financial advice about this decision. ADF members are not qualified to provide this advice.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 19 of Defence Determination 2005/15, Conditions of Service.

This application, and the related parts of Defence Determination 2005/15, is the whole agreement between us about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things I may have been told about the scheme or things I may have read elsewhere.

Part B: Undertaking to serve one year for a retention bonus

I,.....
 (Rank) (Last name) (Given name)

 (Service number) (Employee ID)

accept the offer of a bonus under the Army – Expansion and rank retention and completion bonus scheme.

[]	This is my first acceptance of an offer of a retention bonus under the scheme.
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I agree to serve for one year at my current rank or a higher rank.

I acknowledge that the provisions of Chapter 3 Part 5 Division 19 of Defence Determination 2005/15, Conditions of Service ('the Determination'), have been brought to my notice.

Please tick the boxes that apply below.

I have read and understood Part A of this form.	Yes []	No []
I have completed the options for payment (see Parts C and D of this form.)	Yes []	No []
I have applied to extend my fixed period of service, or have sought extension of my compulsory retirement age beyond the period of service required for the bonus.	Yes []	No []
[] This is my first acceptance of a place in the scheme.		
[] I am not currently in receipt of any other retention or completion bonus.		
[] I am required to serve under these other bonus schemes before I serve my one year for this bonus: (List any other bonus schemes).....		

Dated this day of 20

Signed

Printed name

Witness
 (This person must not be below the applicant in the chain of command)

Signed

Printed name

I,

.....
(Rank) (Last name) (Given name) (Employee ID)

verify that the member has met all the requirements for payment of the retention bonus.

Approved

I,

.....
(Rank) (Last name) (Given name) (Employee ID)

verify that the member has met all requirements for payment of the completion bonus.

Approved

Part D: Payment details

.....

(Rank)

(Last name)

(Given name)

(Employee ID)

This form must be submitted along with the acknowledgment and undertaking to serve form (Parts A, and B and/or C).

There are three options for payment.

Option one: Paid into the member's normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: As an employer contribution to superannuation. This election is made once, but you will later be able to vary this election.

Option three: As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

Retention bonus payment

I choose this payment method for my retention bonus:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part E of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part E of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

Completion bonus payment

I choose this payment method for my payment of my completion bonus:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part E of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part E of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

