

## Annex 3.5.ZG: Navy – Clearance Divers and Mine Warfare Clearance Diving Officers retention bonus scheme

### This form is in four parts.

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

Part B – your application for the bonus scheme and agreement to serve three years in the Clearance Diver employment category or the Mine Warfare Clearance Diving Officer specialisation.

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

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

### Part A: Information about the retention bonus scheme

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

I am applying for the Navy – Clearance Divers and Mine Warfare Clearance Diving Officers retention bonus scheme. This is authorised under Chapter 3 Part 5 Division 31 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ("the Determination").

I understand that my application for this retention bonus is subject to the following terms and conditions.

1. I must meet the requirements to be eligible to apply for a bonus under the Determination.
2. If my fixed period of service will end before my three years of effective service would be served, my application to extend that fixed period must be accepted before I can join the scheme.
3. If I will reach my compulsory retirement age before my three years of effective service would be served, my application to extend this must be accepted before I can join the scheme.
4. I will be paid one of the following amounts when my application for the scheme is accepted.
  - a. \$25,000, if I am a Clearance Diver who does not hold the Advanced Clearance Diver qualification.
  - b. \$45,000, if I am a Clearance Diver who holds the Advanced Clearance Diver qualification.
  - c. \$45,000, if I am a Mine Warfare Clearance Diving Officer.
5. If I am paid a \$25,000 retention bonus when I join the scheme and I gain the Advanced Clearance Diver qualification or Mine Warfare Clearance Diving Officers' qualifications within three years of my application being accepted, I will receive an additional payment of \$20,000.
6. I must serve three years of effective service if I am accepted into this scheme.
7. Effective service for the scheme is service in the Navy for which salary is paid. Leave or other events may not be effective service and may extend the period I have to serve. The table in subclause 3.5.302.3 of the Determination shows what counts as effective service.
8. If I incur a return of service obligation (ROSO) or other undertaking for further service after my application for this scheme has been accepted, I will complete my agreed period of service for this scheme before I serve my ROSO or other undertaking for further service (subject to any contrary terms of the ROSO or undertaking for further service).
9. Members who apply for other initiatives with an undertaking for further service (UFFS) should note that the further service is required to be undertaken consecutively.

**Example:** A member who is in receipt of the Navy Capability Allowance, Military Superannuation and Benefits Scheme retention benefit and the Clearance Divers and Mine Warfare Clearance Diving Officers retention bonus must provide nine and half years effective service in order to fully discharge their obligations under these schemes.

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10. Advice regarding the order in which UFFS is to be discharged or what period of UFFS a member has remaining can be obtained from the **Director Navy People Career Management Agency**.
  11. If I leave the Clearance Diver employment category or the Mine Warfare Clearance Diving Officer specialisation before I complete three years' effective service for a reason specified in subclause 3.5.305.2 of the Determination, I must repay the full amount of the bonus.
  12. I may not be asked to repay the full amount of the bonus if I do not complete the three years' effective service for a reason specified in subclause 3.5.305.1 of the Determination.
  13. I may elect to pay the bonus into an approved superannuation fund using the forms provided at Parts C and D.
  14. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.

Full details of the retention bonus scheme are contained in Chapter 3 Part 5 Division 31 of Defence Determination 2005/15 Conditions of Service.

This application form, 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: Application and undertaking to serve form**

I,..... (Rank) (Last name) (Given name)  
 ..... (Service number) (Employee ID) ,

apply for the Navy – Clearance Divers and Mine Warfare Clearance Diving Officers retention bonus scheme.

*Please tick the box that applies.*

- I am a Clearance Diver who does not hold the Advanced Clearance Diver qualification. My retention bonus amount is \$25,000.
- I am a Clearance Diver who holds the Advanced Clearance Diver qualification. My retention bonus amount is \$45,000.
- I am a Mine Warfare Clearance Diving Officer. My retention bonus amount is \$45,000.

*Please tick the boxes that apply below.*

- I have read and understood Chapter 3 Part 5 Division 31 of Defence Determination 2005/15. Yes  No
- I have read and understood Part A of this form. Yes  No
- I have sought independent legal advice in relation to this undertaking. Yes  No
- I have sought independent financial advice in relation to this undertaking. Yes  No
- I have completed the options for payment (see Parts C and D of this form.) Yes  No
- The extension of my compulsory retirement age beyond the period of service required for the bonus has been approved. Yes  No  N/A
- The extension of my fixed period of service beyond the period of service required for the bonus has been approved. Yes  No  N/A
- I agree to provide three years of effective service.
- This is my first application for a place in the scheme.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Witness  
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

I approve the application under Chapter 3, Part 5, Division 31 of Defence Determination No. 2005/15, Conditions of Service.

.....  
APPROVED  
DNOP/DSCM

## Part C: Payment details

This form must be submitted along with the application and undertaking to serve form (Part B).

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(Rank)	(Last name)	(Given name)	(Employee ID)
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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 an approved superannuation fund. 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 D of this form.

**Option three:** [ ] 1. \_\_\_\_\_% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part D of this form.

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

*Please tick the box that applies. Only select **one** of the options.*

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**Part D: Superannuation fund nomination**

*This section must be completed if either option two or three has been selected for one of the items in Part C. It is the member's responsibility to supply superannuation fund details.*

I nominate this Eligible Choice Fund for my retention bonus payment.

Fund name .....

Fund number .....

Fund account number .....

Fund address .....

Member's account number.....

Dated this                      day of                      20

\_\_\_\_\_  
Signed

Name (printed) \_\_\_\_\_

Work address \_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_

Send the completed forms to:

Navy Career Management Remuneration Cell  
Navy People Career Management Agency  
PO Box 7909  
CANBERRA ACT 2610  
Phone: 02 6265 3363

Fax: 02 6265 1520

e-mail: [navy.completionbonuses@defence.gov.au](mailto:navy.completionbonuses@defence.gov.au)