

## Annex 3.5.ZL: Senior officer retention bonus form

**This form is in four parts.**

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

Part B – your formal acceptance of the offer and your agreement to serve until the end of the posting for which the bonus is paid.

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: Offer and information about the retention bonus scheme

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

If you fill in and sign the acceptance form, you are accepting an offer made to you under the retention bonus scheme authorised under Chapter 3 Part 5 Division 36 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

#### Offer

The offer made is as follows:

.....[member's name] is hereby offered a bonus by Director Navy Senior Officer Management /Director General Personnel – Army/Director General Personnel – Air Force [*delete whichever is irrelevant*].

The bonus offered is an amount of \$.....which has been approved by the CDF.

If the offer is accepted, you must serve for the period of your posting (the 'agreed period of service') in the following position:

.....

Signed by:

Name:.....Rank:.....Date:.....  
Director Navy Senior Officer Management /Director General Personnel – Army/Director General Personnel – Air Force [*delete whichever is irrelevant*].

## Information about the retention bonus scheme

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

1. I am posted to a position for which I have been offered a bonus under this Division.
2. On joining the scheme, I will be paid the amount of retention bonus that was offered to me.
3. If I accept the offer of a retention bonus under this Division, I must serve for the period of the posting in the position specified in the offer. This period is called my 'agreed period of service' for which the bonus was offered to me.
4. If I leave the position for which the bonus was offered to me by my Service for a reason within my control, I will have to repay the full amount of the bonus.
5. I may not be asked to repay part of the bonus if I do not complete the agreed period of service for a reason beyond my control. Examples are if I am discharged for medical reasons or die.
6. If I take ineffective service during the period of my posting, or transfer to a position for which I am paid another senior officer retention bonus, I will have to repay a proportion of the bonus.
7. Effective service for the retention bonus is paid service. Leave or other events may not be effective service and may reduce my amount of retention bonus. The table in subclause 3.5.353.3 of the Determination shows what counts as effective service.
8. I may elect to pay the scheme payments into a superannuation fund using the forms provided at Parts C and D.
9. I am aware that Defence will treat the information in this acceptance form as my personal information covered by the *Privacy Act 1988* and I consent to Defence using it in de-identified form for reporting and statistical purposes. I am aware that if I publish this information to others, I may make the protections provided to me by the Privacy Act ineffective.

Full details of the senior officer retention bonus scheme are contained in Chapter 3 Part 5 Division 36 of Defence Determination 2005/15, Conditions of Service.

This acceptance 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.



Dated this                      day of                      20

\_\_\_\_\_  
Signed

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

Witness

*(This person must be  
above the applicant in the  
chain of command)*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name and rank

I,

.....  
(Rank)

.....  
(Last name)

.....  
(Given name)

.....  
(Employee ID)

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

\_\_\_\_\_  
Approved

Administrator authorised for and on behalf of the  
member's Service

## Part C: Payment details

.....  
 (Rank)

(Last name)

(Given name)

(Employee ID)

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

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.

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. This will be taxed at the applicable tax rate.

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

**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.

Fund name .....

Fund number .....

Fund account number .....

Fund address .....

Member's account number.....

Member's tax file number (optional).....

Dated this                      day of                                              20

\_\_\_\_\_

Signed

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

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

Occupation \_\_\_\_\_

Date \_\_\_\_\_