

## DEPARTMENTAL PERSONNEL INSTRUCTION NO 4/2004

23 September 2004

**Note:** These instructions are of a permanent nature and remain in force until cancelled. They should be reviewed by the sponsor every three years and repromulgated only where a significant change of content is necessary. Publications can be accessed on the Defence Intranet at <http://defweb.cbr.defence.gov.au/home/documents/departme.htm>

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### DEFENCE INDIGENOUS STUDY AWARD

#### PURPOSE

1. The purpose of this instruction is to provide the Services, Groups and Defence Indigenous Study Award (DISA) recipients with policy guidance on the implementation of the DISA in the Department of Defence (Defence).

#### POLICY

2. Defence has a commitment to equity and diversity in the workplace. As part of this commitment, Defence administers the DISA to provide employment and career development opportunities for Indigenous Australians. This contributes to creating a workplace in which every person is valued for his or her skills and experience, which leads to a more cohesive workforce with improved team performance, an important component of operational capability and effectiveness.

#### BACKGROUND

3. The DISA enables selected Defence Indigenous Australian Public Service (APS) staff, through sponsorship, to attend Australian universities or other tertiary level institutions on a full-time basis, and to obtain undergraduate or diploma qualifications which have relevance APS-wide or throughout the Defence Organisation.

4. The aims of the DISA are to:

- a. provide for Indigenous Australians to obtain the necessary accreditation and/or qualifications to enable them to be employed across a wide range of professional positions throughout Defence; and
- b. increase the number of Indigenous Australians represented in professional and management positions throughout the APS.

#### DEFINITION OF AN INDIGENOUS AUSTRALIAN

5. An Indigenous Australian is a person of Australian Aboriginal or Torres Strait Islander descent, identifies as an Australian Aboriginal or Torres Strait Islander, and is accepted as such by the community in which he or she lives or has lived.

#### ELIGIBILITY

6. Indigenous Australian staff are eligible to apply if:
- a. their actual position is equivalent to or below the APS Level 6 classification;
  - b. they are ongoing employees;
  - c. they can demonstrate a capacity to undertake study at the tertiary level; and
  - d. they meet the academic requirements for entry to the proposed course.

## COURSE OF STUDY

7. A DISA may be awarded for courses, which provide staff with an undergraduate degree, diploma or certificate in an accredited Australian tertiary institution. Approval may also be given for bridging courses to gain tertiary accreditation.
8. Applications will not be accepted for:
  - a. a second undergraduate degree;
  - b. an honours degree or an honours year;
  - c. a postgraduate degree; or
  - d. study outside of Australia.

## APPLICATIONS FOR AN INDIGENOUS STUDY AWARD

9. The Defence Equity Organisation (DEO) administers the Award. Copies of the application (Form AC 070—*Application for Indigenous Study Award*) are available electronically on the Defence Intranet through Web Forms or may be obtained from:

Defence Equity Organisation  
 R1-1-C085  
 Department of Defence  
 CANBERRA ACT 2600  
 Telephone: (02) 6265 1881  
 Facsimile: (02) 6265 1799  
 Web site: <http://www.defence.gov.au/equity/>

10. The completed application, including the referees' reports, is to be forwarded to the DEO by 31 December of the year prior to the commencement of study.
11. Available Awards will be dependent on the number of current recipients and will be advertised within Defence as the budget allows.

## APPLICANTS' RESPONSIBILITIES

12. Applicants are responsible for:
  - a. completion of Form AC 070;
  - b. application to educational institutions for admission; and
  - c. provision of referees' reports.

complete list of applicants'/award holders' responsibilities is provided in [annex C](#).

## REFEREES' REPORTS

13. Applicants will need to nominate two referees who may be contacted on their behalf: the first referee who is familiar with the applicant's work in the APS and the other referee who is familiar with their scholastic performance. Referees should complete the relevant report forms attached to the application form.
14. It is the applicant's responsibility to ensure that referees' reports are completed and attached to the application (Form AC 070).

## SELECTION PROCESS

15. Consideration is given to the following criteria in assessing an application:
  - a. the applicant's demonstrated ability to successfully complete the chosen course;
  - b. the benefit and relevance of the applicant's course to their personal development and career progression;
  - c. the benefit and relevance of the applicant's course to their work area;

- d. the relevance of the applicant's course to Defence or the APS generally; and
- e. a high standard of work performance and a demonstrated commitment by the applicant to a career in Defence or the APS.

### **SUCCESSFUL/UNSUCCESSFUL APPLICANTS**

16. Where more than three applications are received in a given year a selection committee of three departmental employees, including one Indigenous Australian employee, will be convened by the DEO to interview and assess applicants according to the above criteria.

17. The Award offer is subject to the applicant gaining admission to the proposed course at a specified institution. The applicant must forward to the DEO an original or a certified true copy of the notification from the educational institution advising that he or she has been accepted and the date of commencement of the course upon receipt.

18. Applicants should attend the closest appropriate institution to their work unless the DEO's approval to the contrary is given to meet special circumstances. The successful applicant must request approval in writing which providing reasons as to why study at another institution is necessary prior to changing institutions. The DEO reserves the right to refuse the request.

19. Delegation for offering of Awards lies with the Director DEO.

### **SUCCESSFUL/UNSUCCESSFUL APPLICANTS**

20. On the completion of the selection process the DEO will advise applicants in writing of the outcome of their application. Although some applicants may not know by this time if they have been accepted into their proposed course, the Award will be given subject to their admission being confirmed.

21. The successful applicant is required to notify the DEO in writing within ten working days after receiving the award offer if she or he is unable to accept the award. A failure to do so may result in the withdrawal of the award.

22. If the successful applicant is unable to accept the Award, the offer will be withdrawn and an offer may be made to the next applicant rated as suitable. If there is no other suitable applicant the Award will be readvertised.

23. Unsuccessful applicants who wish to appeal the decision can do so by writing to the Director-General Career Management Policy, R1-1-C021, Russell Offices, Department of Defence, CANBERRA ACT 2600.

### **AWARD HOLDERS RESPONSIBILITIES**

24. Successful applicants (Award holders) must:

- a. forward within 14 days all relevant correspondence and invoices to the DEO for consideration and payment to enable the DEO to meet payment deadlines; failure to do so will result in the incurred Higher Education Contribution Scheme (HECS) fees becoming the study Award holder's responsibility.
- b. Forward within 14 days an original or a certified true copy of their semester results to the DEO upon receipt. A failure to do so may result in the withdrawal of the study award.

A complete list of applicants/award holders' responsibilities is provided in [annex C](#).

25. The Award holder must always obtain the DEO's approval prior to any proposed variation to the course of study. Continued participation in the Award is conditional upon meeting of the original criteria (see [paragraph 15](#)). Where approval is not sought and received in advance, the offer of an Award may be withdrawn.

26. Award holders are expected to maintain close relationships with their work area and Group or Service during participation in the study award, for example, in attending staff meetings when possible, and contacting their supervisors on at least monthly basis.

27. The Award holder must ensure that they enter into a Civilian Performance Framework Agreement (Plan on a Page) with the DEO and in consultation with their substantive work area, whilst in receipt of the Award, in line with the current *Defence Employee Certified Agreement* (DECA).

## **CONDITIONS FOR AWARD HOLDERS**

28. While studying, Award holders will receive their normal salary including incremental progression subject to meeting departmental requirements. The DEO is responsible for funding the payment of Award holders' salaries during the academic year.

29. An Award holder will be granted leave of absence for each academic year for the duration of the scheme of study. However, recipients are to resume duty with their original work area between academic years. Leave of absence shall count as service for all purposes, including personal leave and annual leave.

30. The DEO is available for advice and assistance in managing this period to ensure effective use is made of the Award holders' skills and knowledge.

31. The period of leave of absence would normally be from the date of commencement of orientation week to the date of completion of classes (including exam periods) for each academic year.

32. Where Award holders wish to take recreational leave they should arrange it with the DEO in consultation with their work area supervisor. Award holders are expected to take leave prior to the commencement of study or during the vacation period between academic years. The Award recipient should obtain their supervisor's approval for the leave application from the work area and approval delegation from the DEO.

33. Unless arrangements are made to take approved leave, Award holders will return to duty in the work area where they are substantively held during the long vacation period between academic years.

34. The DEO may, on consideration of exceptional circumstances, agree to an interruption or a deferment of an Award. Such cases will be considered on their merits and regard will be given to the effects of the interruption on completion of studies. This is always subject to the DEO's approval. If a medical condition has contributed towards the Award holder's need to interrupt the Award he or she is required to provide the DEO with sufficient medical evidence to support his or her case.

35. Award holders are not required to return to duty during short-term or semester vacations, as these periods provide an essential break from formal study routines and the opportunity to concentrate on assignments.

36. If the Award holder wishes to relocate (particularly interstate), an application to continue on the DISA must be sent to the DEO. The DEO reserves the right to approve or reject the application. The Award holder must first obtain the approval of their Group or Service to transfer them to a nominal position in the new location once the Award holder resumes full time duty. This process must be finalised prior to the relocation.

## **DEFENCE EQUITY ORGANISATION'S ROLE AND RESPONSIBILITIES**

37. The Award holder will be transferred actually from their existing position to a position in the DEO. On completion of the course, the Award holder will return to their original Group or Service.

38. The DEO is responsible for the payment of:

- a. any compulsory university student fees;
- b. administrative charges;
- c. HECS payments;
- d. a textbook and related sundry allowance of \$650 per annum (at the date of issue of this instruction); and
- e. salary during the academic year.

39. The DEO will arrange for the book allowance to be paid to the Award holder at the beginning of each academic year.

40. The book allowance will only be used for study related purposes, such as purchasing textbooks, subject notes, photocopying and stationary.

## HIGHER EDUCATION CONTRIBUTION SCHEME

41. The Award holder must forward an original copy of their HECS invoice to the DEO prior to the deadline, which is within the first 14 days of each semester. Failure to do so will result in the incurred HECS fees becoming the Award holder's responsibility.
42. The Award holder is responsible for payment of HECS for all failed units. The DEO will pay the Award holder's HECS fees for the semester only after receiving the final results for that semester.
43. The DEO will only pay for HECS liability incurred while Award holders are in the Study Award scheme.

## ACADEMIC FAILURE AND WITHDRAWAL

44. The Study Award will last only for the duration of the normal full-time study course. The Award holder will not be able to continue with the DISA if the completion of their course exceeds the duration of normal full time study for the relevant course.
45. Any academic failure will result in a DEO review of the Award holder's eligibility to continue with the DISA. The DEO will determine case by case the Award holder's eligibility to continue with the DISA.
46. If an Award holder fails **more** than three units during his or her degree they will be removed from the DISA immediately.
47. If an Award holder withdraws from a unit after the census date but before the failure date set by their educational institution this late withdrawal constitutes a failure and the HECS fee occurring as a result becomes the Award holder's responsibility.
48. The Award holder must inform the DEO in writing within fourteen days if he or she withdraws from any study unit at any time during the semester.
49. If an Award holder resigns from the DISA they must inform the DEO in writing within fourteen days. This will also result in the removal of the Award holder from their actual position in the DEO.
50. If a medical condition has contributed towards the Award holder's academic failure or withdrawal from a unit, the Award holder is required to provide the DEO with sufficient medical evidence to support his or her case.
51. Award holders will be contacted by the DEO at the end of the academic year and advised if their Award is to continue. Progression to the next year of the course is conditional on the satisfactory completion of the current year of study.
52. It is a condition of the DISA that the Award holder maintains full-time status at their educational institution. If their study load drops below the full time status they are no longer eligible for the DISA. In this circumstance the DEO recommends applying for Studybank.
53. Progress is considered unsatisfactory when an Award holder fails a unit or does not perform in any aspect of their Award or fails to demonstrate any of the following:
  - a. the required standard of ability;
  - b. a satisfactory level of diligence and efficiency; or
  - c. commitment to the APS Values and Code of Conduct.
54. The Award holder will be provided with reasons as to why the termination of their Award has been recommended may be taken and also given the opportunity to respond in writing within ten working days to these reasons before the final decision is made. The letter should be addressed to the Director-General, Career Management Policy, R1-1-C021, Russell Offices, Department of Defence, CANBERRA ACT 2600.
55. If the Study Award holder remains dissatisfied after this decision they may seek further review by the Complaints Resolution Agency in line with the *Public Service Act 1999*, section 33—'Review of Actions'.

## RESPONSIBILITIES OF THE AWARD HOLDERS' ORIGINAL GROUP OR SERVICE

56. It is the responsibility of the Group or Service to which the Award holder substantively belongs to ensure that a position remains available for the returning DISA recipient at the completion of their studies.

57. The work area of the Group or Service to which the Award holder substantively belongs is expected to maintain relationships with the Award holder. This may involve including the Award holder in staff meetings or in communications where the Award holder may be affected by changes in the work environment upon returning at the completion of their studies.

58. Negotiate a Performance Framework Agreement (Plan on a Page) with the Study Award holder biannually in accordance with the current DECA and provide a copy of it the DEO (see [paragraph 27.](#)).

## TUTORIAL ASSISTANCE

59. Award holders are eligible to receive tutorial assistance under the Aboriginal Tutorial Assistance Scheme. Information on such assistance is available from Indigenous Support Centres at each university or educational institution. These centres provide academic skills training and personal support.

## KEEPING RECORDS AND PRIVACY

60. The administration of DISA recipients will generate documentation containing personal information as defined in section 6 of the *Privacy Act 1988* (the Privacy Act). It is essential that adequate records be maintained of Award recipients' academic progress.

61. The DEO will hold copies of Award recipients' academic results in order to satisfy the Commonwealth's requirement for financial accountability and to ensure that funding is being utilised in an appropriate manner to complete approved courses of study. The DEO may also use the information without identifying specific award recipients for statistical purposes, in comparing the progress of the National Indigenous Cadetship Project and DISA over time. The DEO will not disclose personal details about academic results to any other agency without the consent of the Award recipient.

62. Defence records are kept in accordance with:

- a. Defence Instruction (General) (DI(G)) ADMIN 27-1—*Freedom of Information Act 1982—Implementation in the Department of Defence*;
- b. DI(G) ADMIN 27-2—*Implementation of the Access Provisions of the Archive Act 1983 in the Department of Defence*; and
- c. chapters in the *Defence Workplace Relations Manual* (DRB 19) on the Privacy Act and Managing Personal Records.

63. **Privacy Act.** This Act prevents the use of personal information in any manner other than the purpose for which it was provided. Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whose identity is apparent, or can reasonably be ascertained, from the information or opinion. If uncertain, obtain legal advice.



D.S.M. ROCHE  
Brigadier  
Director-General Career Management Policy

## Annexes:

- A. [Form AC 070—Application for Indigenous Study Award](#)
- B. [Form AB 151—Civilian Movement or Additional Responsibility Pay](#)
- C. [Responsibilities under the Defence Indigenous Study Award](#)
- D. [Applicants/award holders](#)

DISTRIBUTION: SDL 1, 2, 3, 4, 6

CONTACT OFFICER: Defence Equity Organisation  
R1-1-C085  
Department of Defence  
CANBERRA ACT 2600  
Telephone: (02) 6265 1881  
Facsimile: (02) 6265 1799

EARLIER DEPARTMENTAL PERSONNEL INSTRUCTION CANCELLED: 3/2001



# FORM AC 070—APPLICATION FOR INDIGENOUS STUDY AWARD

**STAFF-IN-CONFIDENCE** *(After first entry)*

Department of Defence

## Application for Indigenous Study Award

### Application form and departmental statement

- Copies of this form are available from the Staff Officer – Aboriginal and Torres Strait Islander Program (SO–ATSIP), R1-1-C085, phone 02 6265 1881.

### Guidelines for completion

*Please use this checklist to ensure that applications are correctly completed and that all relevant material is attached.*

#### Applicant should:

- Complete Section A;
- Make three copies of the completed application:
  - retain one;
  - pass one to the Australian Public Service referee; and
  - pass one to the scholastic referee.
- Give referees the 'Referee Report' forms attached to this application to complete; and
- Pass the original application to a senior officer who is familiar with your work. This should be the commanding officer, manager or equivalent.

#### Commanding officer or manager should:

- Complete Section B;
- Retain copy of the completed application;
- Discuss assessments with applicant; and
- Forward original form to SO–ATSIP.

#### SO–ATSIP should:

- Arrange completion of Section C by officer with delegation to approve funds; and
- Forward original form to:
  - Director, Defence Equity Organisation
  - R1-1-C055
  - Department of Defence
  - Canberra ACT 2600

**STAFF-IN-CONFIDENCE** *(After first entry)*



**STAFF-IN-CONFIDENCE (After first entry)**

<p><b>Educational qualifications</b></p> <p>What is your highest level of educational qualification?</p> <input style="width: 100%;" type="text"/> <p>Name of institution <span style="float: right;">Year</span></p> <input style="width: 80%;" type="text"/> <input style="width: 15%;" type="text"/> <p><b>Current study</b></p> <p>Are you currently studying?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of course</p> <input style="width: 100%;" type="text"/> <p>Name of institution</p> <input style="width: 100%;" type="text"/> <p>Where applicants have already completed some subjects towards a tertiary qualification, list tertiary subjects attempted and results obtained.</p> <input style="width: 100%; height: 40px;" type="text"/> <p>Applicants must attach copies of results obtained.</p> <p><b>Details of proposed course</b></p> <p>Applicants are reminded that they are expected to apply directly to the appropriate tertiary institution in their area for admission. Applicants should attend the closest appropriate institution, unless the Department's approval to the contrary is given to meet special circumstances.</p> <p>If you have not already submitted an application for admission, you should contact the appropriate educational institution immediately to make arrangements to lodge your application. Where the application is being lodged late, you should find out whether or not it will still be accepted.</p> <p>If you have lodged your application but have not yet received an acknowledgement you should contact the educational institution to ensure that your application has been received.</p> <p>Have you applied for admission to the proposed course?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you been advised of your admission?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">When will you be advised of your admission?</p> <input style="width: 100%;" type="text"/> <p>Educational institution</p> <input style="width: 100%;" type="text"/> <p>Full title of proposed course</p> <input style="width: 100%;" type="text"/>	<p><b>Details of course</b></p> <p>What period of full-time study will be required to complete this program?</p> <p>Date from <input style="width: 50%;" type="text"/> Date to <input style="width: 50%;" type="text"/></p> <p>Are there any prerequisite qualifications or courses which you will have to complete before undertaking the study you propose?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', give details</p> <input style="width: 100%; height: 150px;" type="text"/> <p>Give details on a proposed course of study, for at least the first year of study. <i>(List units or subjects to be undertaken)</i></p> <input style="width: 100%; height: 100px;" type="text"/> <p><b>It is the responsibility of the applicant to find out what fees are likely to be charged.</b></p> <p>Give details of the fees.</p> <input style="width: 100%; height: 100px;" type="text"/>
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**STAFF-IN-CONFIDENCE (After first entry)**

<p><b>Supporting information on proposed study</b></p> <p>Attach to your application at least two pages on the benefit of the proposed study to your efficiency and personal development.</p>	<p><b>Referees</b></p> <p>Nominate at least <b>two</b> referees. One referee must be familiar with your work in the APS and may be contacted on your behalf. One referee must be familiar with your scholastic performance. Ask your referees to complete the attached reports.</p> <p>Australian Public Service referee's name  <input style="width: 100%;" type="text"/></p> <p>Position <input style="width: 150px;" type="text"/> Work telephone number <input style="width: 150px;" type="text"/></p> <p>Group or branch  <input style="width: 100%;" type="text"/></p> <p>Work address (Please include postcode)  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/></p> <p>Scholastic referee's name  <input style="width: 100%;" type="text"/></p> <p>Position <input style="width: 150px;" type="text"/> Work telephone number <input style="width: 150px;" type="text"/></p> <p>Group or branch  <input style="width: 100%;" type="text"/></p> <p>Work Address (Please include postcode)  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/>  <input style="width: 100%; height: 20px;" type="text"/></p> <p><b>Declaration by applicant</b></p> <p>I have read and discussed the completed Section B of my application.</p> <p>I declare that the above information is true and correct to the best of my knowledge. I also declare that I am of Aboriginal and/or Torres Strait Islander origin and accepted as such in the community with which I associate.</p> <p>Section 13 'Code of Conduct' (9) of the <i>Public Service Act 1999</i> states "An Australian Public Service (APS) employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with this employee's APS employment." Disciplinary action will be taken against any person not complying with this legislation, and may lead to termination of their employment.</p> <p>Signature of applicant <input style="width: 200px;" type="text"/> Date <input style="width: 80px;" type="text"/></p>
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**STAFF-IN-CONFIDENCE (After first entry)**

<p><b>Section C – Delegate approval</b>  <i>SO-ATSIP to arrange completion by the Delegate of the Chief Officer (DGCMP).</i></p> <p><b>Delegate's details</b></p> <p>Name  <input style="width: 100%;" type="text"/></p> <p>Designation <span style="margin-left: 100px;">Telephone number</span>  <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/></p> <p>Work address <i>(Please include postcode)</i>  <input style="width: 100%;" type="text"/></p> <p><b>Departmental assessment</b></p> <p>In completing this section, regard should be had to:</p> <ol style="list-style-type: none"> <li>a. the applicant's statements in Section A;</li> <li>b. the commanding officer or manager's report in Section B;</li> <li>c. the benefits to the individual officer;</li> <li>d. the benefits of the study to the Department and the Service in general; and</li> <li>e. where applicable, the merit of other applicants from the Department.</li> </ol> <p>Give detailed reasons for recommendation or non-recommendation of this application.</p> <div style="border: 1px solid black; height: 200px; width: 100%;"></div>	<p>Give detailed reasons for applicant's ranking.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>Any other relevant comments?</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>Delegate's signature <span style="float: right;">Date</span></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 60%;"></div> <div style="border: 1px solid black; width: 30%;"></div> </div> <p><b><i>This section is to be completed by SO-ATSIP after decision by delegate or chief officer.</i></b></p> <p><b>Department support</b> <i>(Tick appropriate box)</i></p> <p style="margin-left: 40px;">Strongly supported <input type="checkbox"/>      Supported <input type="checkbox"/></p> <p style="margin-left: 40px;">Not supported <input type="checkbox"/></p> <p>Ranking  <input style="width: 100%;" type="text"/></p> <p>SO-ATSIP signature  <input style="width: 100%;" type="text"/></p> <p>Printed name <span style="float: right;">Date</span></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 60%;"></div> <div style="border: 1px solid black; width: 30%;"></div> </div>
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# FORM AB 151—CIVILIAN MOVEMENT OR ADDITIONAL RESPONSIBILITY PAY

## Instruction Sheet

The movement of civilian staff within the Department of Defence is effected through the combination of one or more of the powers detailed below. Users should be aware that these notes are intended to guide the delegate in the exercise of his or her powers and they should not be relied on as the sole reference source in relation to civilian movements. Further advice and documentation in relation to civilian movements can be sought from:

- Defence Service Centre on 1800 000 677
- Civilian Personnel Administration Centres (CPACs) and regional recruitment units, for procedural assistance
- Civilian Personnel Policy Group (*in DPE*) for matters of Defence civilian policy
- PSMPC (*by accessing [www.pspmc.gov.au/psact](http://www.pspmc.gov.au/psact)*) for statutory or regulatory authority, or the directions and advices of the Public Service Commissioner

This form should be used to notify substantive and actual movements for all civilian staff in the Department. The form can accommodate a variety of movements including:

- Substantive and actual move to the same position
- Substantive and actual move to different positions
- Actual moves or Additional Responsibility Pay

**Please note that there is no requirement for this form to be completed on the engagement of an employee, as the instrument of engagement contains all the necessary information required by CPAC staff to undertake necessary salary action.**

The movement of civilian staff within the Department of Defence is effected through the combination of one or more of the following powers:

Section 23(4) <i>Public Service Act 1999</i>	Allows an agency head or delegated officer to reduce the classification of an APS employee <b>with</b> the employee's consent. Refer to Section 23(4) of the <i>Public Service Act 1999</i> for further information in relation to the reduction in classification of an APS employee <b>without</b> the employee's consent.
Section 25 <i>Public Service Act 1999</i>	Is used to place an employee into a position on an actual basis and assign duties to the employee.
Section 26 <i>Public Service Act 1999</i>	Moves an APS employee from another agency to the Department of Defence.
Section 77(1) <i>Public Service Act 1999</i>	Allows an agency head or delegated officer to create positions.
Section 77(2) <i>Public Service Act 1999</i>	Is used to place an employee into a position on a substantive basis.
Section 6 <i>Public Service Classification Rules 2000</i>	Allocates a classification to an employee to enable an employee to undertake partial duties of a position, perform the duties of an ADF position or be unattached from their substantive position.

For a delegate to exercise their delegation in relation to the movement of an employee, they must be aware of the sections of the *Public Service Act 1999* under which the movement is being effected.

Before approving the movement of an employee, the delegate is required to make a series of decisions about which sections of the *Public Service Act 1999* are being exercised. In order to make these decisions easier, detailed below are the sections of the Act that the delegate must tick in the 'Public Service Act reference section' of the form in relation to the different type moves an employee can undertake.

**PLEASE NOTE HOWEVER, IN COMPLETING THE CIVILIAN MOVEMENT FORM ELECTRONICALLY USING WEB FORMS ON CD OR THE WEB FORMS SYSTEM, THESE DECISIONS WILL BE AUTOMATICALLY DISPLAYED FOR THE DELEGATE IF THE PREVIOUS SECTIONS OF THE FORM HAVE BEEN COMPLETED.**

### Instructions for completing the form

#### PMKEYS requirements

In order for the form to be processed by CPAC staff on PMKEYS in a timely manner, it is imperative that all fields are completed accurately. Failure to complete the form accurately (*eg omitting employee ID, position number, end dates for actual moves, etc*) may delay the processing and result in the form being returned for further action.

Underneath the heading 'Actual movement' on the form you will find a section that requires specific information for the movement of the employee to be correctly entered on PMKEYS. It is imperative that this section of the form is completed to enable CPAC staff to determine how the move should be recorded.

Detailed below are examples of when these boxes should be ticked:

- Reflect the same details of the substantive movement shown on this form.

A tick should be recorded in this box when an employee is being moved both substantively and actually to the same position. **It is important to note that there is no requirement for any actual details to be completed on the form if this box is ticked, as CPAC staff will ensure that the actual movement details recorded on PMKEYS will be the same.**

- Remain as they are currently recorded on PMKEYS.

A tick should be recorded in this box when an employee is being moved substantively to a position, however, there is a previous actual move recorded on PMKEYS and the employee will continue to complete the actual move already recorded. For example, a substantive ASO2 employee is to be promoted to an ASO3 position, however, the employee is currently performing ARP in an ASO4 position and will continue to do so until the expiration of the ARP. Note this box should also be ticked in cases where an employee has an actual move recorded at a lower classification.

**In these instances, only the substantive section of the form should be completed. CPAC staff will ensure that the actual movement details recorded on PMKEYS will reflect the details of the previously recorded actual move.**

- Reflect the details as outlined below.

A tick should be recorded in this box when an employee is being moved substantively to one position and actually to another.

**Note: It is imperative that both the substantive and actual sections of the form are completed in these instances.**



AB 151  
Revised Sep 2002

**STAFF-IN-CONFIDENCE (After first entry)**

Department of Defence

**Civilian Movement or  
Additional Responsibility Pay**

**Distribution**

Original – CPAC  
Copy 2 – Recruitment (Substantive moves only)  
Copy 3 – Originating area

**Identification details**

Employee ID	Applicant ID (For Personnel use only)	Family name	Given name(s)
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**Movement details**

The employee is from another agency.  The employee is from the Department of Defence.

**Substantive movement**

Position number	Classification	
State	Group	
Division	Branch	Section
Sub section	Department ID	Payslip address
Level of security clearance required		

Please tick appropriate box

- Substantive movement of an employee to a higher classification (*Promotion*).
- Substantive movement of an employee to a different position at the same classification level (*Transfer*).
- Substantive movement of an employee to a position that has not been assigned duties (*Formerly unattachment*).
- Substantive movement of an employee to a lower substantive classification (*In providing your agreement to this permanent move to a lower classification, you are also acknowledging that there will be a reduction in your annual salary. You should ascertain the effect this will have on your salary with your CPAC.*)

Employee's signature (Where required)

Date officer to commence in position

Salary to be paid to employee on commencement per annum (**Refer salary on movement policy**). \$

**Actual movement or Additional Responsibility Pay (ARP)**

The employee's details on the actual record should:

- Reflect the same details of the substantive movement shown on this form.
- Remain as they are currently recorded on PMKEYS.
- Reflect the details as outlined below.

Position number (If applicable)	Classification	
State	Group	
Division	Branch	Section
Sub section	Department ID	Payslip address
Level of security clearance required		

**Recruitment or Personnel use only**

<input type="checkbox"/> Security clearance checked, initiated or revalidated on	Date		
<input type="checkbox"/> Security clearance obtained on	Date		
Notification date	Date of effect	CPAC	Pay centre
<b>Movement input on PMKEYS by:</b>			
Printed name	Pay run ID	Date	

**Actual movement (Continued)**

Please tick appropriate box

- ARP requiring the movement of an employee to a higher classification in an established vacant position.
- Payment for an employee undertaking ARP where no vacant position is involved.
- ARP requiring an employee to perform partial duties of a position at a higher classification (*Partial performance*).
- Actual movement of an employee to a different position at the same classification level (*Temporary transfer*).
- Movement of an employee to a lower actual classification.
- ARP requiring an employee to perform the duties of an ADF position (*No position required*). (*In directing this move, delegates must be satisfied that no ADF member is available to perform the duties of the position*).

Proposed classification for payment

*Civilians cannot perform the military duties of an ADF position. Where partial performance is recommended, the employee must be supplied with a duty statement indicating which duties are not to be performed.*

Commencement date End date

Salary to be paid to employee on commencement per annum (**Refer salary on movement policy**). \$

At the expiration of this actual move, is the employee returning to their substantive position?

- Yes  No (*Complete details below*)

Position number End date of actual move

*(The employee has been informed that this reassignment of duties will take place on the end date specified above).*

**Contact officer's details (This section MUST be completed)**

Printed name
Position title
Phone number ( )

**Delegate of the Secretary's approval**

The movement of the civilian employee detailed above is effected through the combination of one or more of the following powers:

- Section 23(4) *Public Service Act 1999*
- Section 25 *Public Service Act 1999*
- Section 26 *Public Service Act 1999*
- Section 77(1) *Public Service Act 1999*
- Section 77(2) *Public Service Act 1999*
- Section 6 *Public Service Classification Rules 2000*

Signature	
Printed name	
Position title	
Phone number ( )	Date



## RESPONSIBILITIES UNDER THE DEFENCE INDIGENOUS STUDY AWARD

### Defence Equity Organisation

*Defence, through the Defence Equity Organisation, will provide the following support for Award holders.*

1. Provide a copy of the Defence Indigenous Study Award Departmental Personnel Instruction 4/2004 outlining the terms and conditions of the Award.
2. Depending on satisfactory completion of their current semester, advise Award holders as to whether Defence approves progression to the next period of study (eg semester, trimester).
3. Ensure the reimbursement/payment of costs including compulsory admission fees, Higher Education Contribution Scheme, book allowance, etc occur within specified time frames and that arrangements are in place for continued payment of salary and any other allowances to which Award holders are entitled during their course of study.
4. Assist the originating Group or Service where necessary with any administrative arrangements to place Award holders into Defence either during their long vacation or on completion of the Award. Note that it is the responsibility of the originating Group or Service to ensure that a position remains available for the Award recipient at the completion of their studies.



## APPLICANTS/AWARD HOLDERS

*Applicants/Award holders have the following responsibilities in relation to the Defence Indigenous Study Awards (DISA).*

1. Promptly complete all forms necessary to secure enrolment by the dates set by the educational institutions including completion of the Higher Education Contribution Scheme (HECS) Payment Option Form (selecting either the deferral or up-front payment option).
2. Provide the Defence Equity Organisation (DEO) with final details on the course of study as soon as available. Only original or certified true copies will be accepted.
3. Provide an original or a certified true copy of results at the completion of each semester/academic year to the DEO as soon as received (whether favourable or not).
4. Obtain prior approval from the DEO for:
  - a. any changes to the course of study or institution,
  - b. withdrawal from one or more subjects,
  - c. deferred payment option for HECS, and
  - d. withdrawal from the course.
5. Advise the DEO immediately of anything that may alter the conditions which gave rise to the approval and continuation of their DISA including the above and failure of subjects.
6. Complete all leave forms and provide them to DEO in relation to any absences during the study period and long vacation breaks.
7. Ensure that they arrange their course of study to maintain a full-time study load so completion of their course will be within the required time limits.
8. Advise the DEO of any difficulties, within seven days of receiving notification, which could result in subject failure/withdrawal.
9. Provide the DEO promptly with information required for payment/reimbursement of HECS and any other administrative fees allowance etc providing enough time for prompt payment.