



Defence Housing  
Australia

'Our primary role is to provide housing and related services to Defence members and their families'.

CURRENTDATE

APPLICANTFNAME APPLICANTLNAME  
APPLICANTSTREET1  
APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

## PROMOTION

Welcome to Defence Housing Australia (DHA). Congratulations on your promotion to **JOBTITLE, OFFERPAYSCALENAME**.

The terms and conditions of your employment with DHA are set out in this letter, the *Public Service Act 1999 (Cth)* and other applicable Commonwealth legislation, *DHA's Enterprise Agreement 2021 (EA)* and applicable DHA policies in existence now or as created or amended from time to time.

To take up this promotion you are required to accept the promotion via the DHA Careers portal within three business days and complete and return the required paperwork. If the required paperwork is not returned within three business days this may impact your commencement in this position.

In accepting this promotion, you understand that:

- failure to satisfactorily meet the "Conditions of Employment" specified in my letter of offer may result in termination of my employment;
- failure to obtain the relevant security clearance within 12 months of my commencement in DHA may result in termination of my employment; and
- you must provide proof of any applicable qualifications, licenses, or memberships required by the position.

In accepting this promotion, you certify that you have not received a redundancy benefit within the last 12 months from an APS agency, a non-APS Commonwealth employer or the Australian Parliamentary Services.

The proposed commencement date shown in the attached Promotion schedule is subject to approval of interim access from the Australian Government Security Vetting Agency (AGSVA) (if you do not currently hold an Australian Government security clearance). Confirmation of your commencement date will occur when approval of interim access or confirmation of a current Australian Government security clearance has been received by DHA.

We look forward to you being a part of our exciting, diverse and inclusive organisation. If you have any questions regarding your promotion, please contact [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

Yours sincerely,

s11C(1)(a)

HR Advisor  
Human Resources  
Defence Housing Australia

## Promotion Schedule

<b>Position Title</b>	<b>JOBTITLE</b>
<b>Business Unit</b>	<b>JOBBRAND</b>
<b>Position Number</b>	<b>OFFERPOSITIONNO</b>
<b>Position Location</b>	<b>SITETITLE</b>
<b>Position Supervisor</b>	<b>REPORTSTOFNAME REPORTSTOLNAME</b>
<b>Employment Reason</b>	<b>Promotion</b>
<b>Employment Type</b>	<b>JOBWORKTYPE</b>
<b>Employment Status</b>	<b>GENERIC_GENERICLIST1_</b>
<b>Hours of Work</b> (per week)	<b>HOURSPERWEEK</b> hours per week (pro rata for part-time employment). Reasonable additional hours may be required from time to time to fulfil the requirements of this role.
<b>Date of effect of Promotion</b>	<b>OFFERSTARTDATE</b>
<b>Classification</b>	<b>OFFERPAYSCALENAME</b>
<b>Salary</b> (Baseline)	<b>\$ADDITIONALHOURSALLOWANCE</b> per annum. <ul style="list-style-type: none"> <li>A pro-rata amount will be paid for part-time employees.</li> <li>The net amount of your pay will be paid to you each fortnight via electronic funds transfer.</li> </ul>
<b>Superannuation</b>	<b>Employer Superannuation Contributions</b> <ul style="list-style-type: none"> <li>Generally, DHA makes compulsory employer superannuation contributions at the rate of 15.4 per cent of an employee's fortnightly superannuation contribution salary. Refer to the DHA Enterprise Agreement 2021 for more information</li> </ul>
<b>Probation</b> (if applicable)	<b>GENERIC_GENERICLIST3_</b> Your proposed employment may be subject to a probationary period. If your employment requires you to participate in a probationary period, either party (the Employer or Employee) may terminate the employment for any reason on one week's notice or payment in lieu.

### Notification of Promotion

If you are an Australian Public Service promotee and your DHA classification level is subject to open review, notification of your promotion will appear in the Commonwealth Gazette on OFFERSUPPLEMENTARY\_DATE02 and is subject to a review period of 14 days following the date of publication. You will notified if any applications for review are lodged. If no application for review are lodged, the effective date for your commencement in the position will be as indicated above unless a different date of effect is agreed between us.



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APPLICANTSTREET1

APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

#### **INTERNAL TEMPORARY MOVEMENT**

Congratulations on being successful for temporary re-assignment to the JOBTITLE role in JOBRAND for the period from OFFERSTARTDATE to OFFERENDDATE.

To confirm that you wish to accept this temporary re-assignment, you are required to indicate your acceptance via the DHA Careers portal within three business days.

Unless the period of temporary re-assignment of extended, you will revert to your substantive position and salary at the conclusion of the temporary assignment.

Should you have any questions regarding the position please contact your Manager, REPORTSTOFNAME REPORTSTOLNAME.

Yours sincerely,

s11C(1)(a) -

HR Advisor

Human Resources

Defence Housing Australia

## Temporary movement schedule

<b>Position title</b>	<b>JOBTITLE</b>	
<b>Business unit</b>	<b>JOBBRAND</b>	
<b>Position location</b>	<b>SITETITLE</b>	
<b>Position supervisor</b>	<b>REPORTSTOFNAME REPORTSTOLNAME</b>	
<b>Employment reason</b>	<b>GENERIC_GENERICLIST8_</b>	
<b>Employment type</b>	<b>JOBWORKTYPE</b>	
<b>Employment status</b>	<b>GENERIC_GENERICLIST1_</b>	
<b>Hours of work</b> (per week)	<b>HOURSPERWEEK</b> hours per week (pro rata for part-time employment). Reasonable additional hours may be required from time to time to fulfil the requirements of this role.	
<b>Movement start date</b>	<b>OFFERSTARTDATE</b>	
<b>Movement end date</b> (if applicable)	<b>OFFERENDDATE</b>	
<b>Classification</b>	<b>OFFERPAYSCALENAME</b>	
<b>Salary</b>	If your temporary movement is to a higher classified role, you will be entitled to a higher duties allowance equal to the difference between your current salary and the bottom pay point in the higher classification. Part time employees will receive a pro-rate amount. Bottom pay points are currently:	
	DHA 2 – \$58,700 DHA 3 – \$64,752 DHA 4 - \$72,748 DHA 5 - \$79,662	DHA 6 – \$87,564 EXECL 1 – \$106,293 EXECL 2 - \$131,722



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APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

### OFFER OF NON-ONGOING EMPLOYMENT

Welcome to Defence Housing Australia (DHA). I am pleased to offer you non-ongoing employment under section 22 of the *Public Service Act 1999*, on the following terms and conditions.

The terms and conditions of your employment with DHA are set out in this letter and attached Schedule, the *Public Service Act 1999 (Cth)* and other applicable Commonwealth legislation, *DHA's Enterprise Agreement 2021 (EA)* and applicable DHA policies in existence now or as created or amended from time to time.

To take up this offer you are required to indicate your acceptance in the DHA Careers portal within three business days and complete and return the required paperwork. If the required paperwork is not returned within three business days this may impact your commencement with DHA.

In accepting this offer, you understand that:

- failure to satisfactorily meet the "Conditions of Employment" specified in your letter of offer may result in termination of your employment;
- failure to obtain the relevant security clearance within 12 months of your commencement in DHA may result in termination of your employment; and
- you must provide proof of any applicable qualifications, licenses, or memberships required by the position.

In accepting this offer, you also certify that you have not received a redundancy benefit within the last 12 months from an APS agency, a non-APS Commonwealth employer or the Australian Parliamentary Services.

The proposed commencement date shown in the attached Schedule is subject to approval of interim access from the Australian Government Security Vetting Agency (AGSVA) (if you do not currently hold an Australian Government security clearance). Confirmation of your commencement date will occur when approval of interim access or confirmation of a current Australian Government security clearance has been received by DHA.

We look forward to you being a part of our exciting, diverse and inclusive organisation. If you have any questions regarding the contract, please contact [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

Yours sincerely,

s11C(1)(a) -

Personal  
HR Advisor

Human Resources

Defence Housing Australia

## Schedule to Letter of Offer

<b>Position title</b>	<b>JOBTITLE</b>
<b>Business unit</b>	<b>JOBBRAND</b>
<b>Position number</b>	<b>OFFERPOSITIONNO</b>
<b>Position location</b>	<b>SITETITLE</b>
<b>Position supervisor</b>	<b>REPORTSTOFNAME REPORTSTOLNAME</b>
<b>Employment reason</b>	<b>GENERIC_GENERICLIST8_</b>
<b>Employment type</b>	<b>JOBWORKTYPE</b>
<b>Employment status</b>	<b>GENERIC_GENERICLIST1_</b>
<b>Hours of work</b> (per week)	<b>HOURSPERWEEK</b> hours per week (pro rata for part-time employment). Reasonable additional hours may be required from time to time to fulfil the requirements of this role.
<b>Proposed start date</b>	<b>OFFERSTARTDATE</b>
<b>Contract end date</b> (if applicable)	<b>OFFERENDDATE</b>
<b>Classification</b>	<b>OFFERPAYSCALENAME</b>
<b>Salary</b> (Baseline)	<b>\$ADDITIONALHOURSALLOWANCE</b> per annum. <ul style="list-style-type: none"> <li>A pro-rata amount will be paid for part-time appointments.</li> <li>The net amount of your pay shall be paid to you each fortnight via electronic funds transfer.</li> </ul>
<b>Employer Superannuation Contributions</b>	<b>Employer Superannuation Contributions</b> Generally, DHA makes compulsory employer superannuation contributions at the rate of 15.4 per cent of an employee's fortnightly superannuation contribution salary. Refer to the DHA Enterprise Agreement 2021 for more information
<b>Probation</b> (if applicable)	<b>GENERIC_GENERICLIST3_</b> Your proposed employment may be subject to a probationary period. If your employment requires you to participate in a probationary period, either party (the Employer or Employee) may terminate the employment for any reason on one week's notice or payment in lieu.



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APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

### OFFER OF ONGOING EMPLOYMENT

Welcome to Defence Housing Australia (DHA). I am pleased to offer you ongoing employment under section 22 of the *Public Service Act 1999*, on the following terms and conditions.

The terms and conditions of your employment with DHA are set out in this letter and attached Schedule, the *Public Service Act 1999 (Cth)* and other applicable Commonwealth legislation, *DHA's Enterprise Agreement 2021 (EA)* and applicable DHA policies in existence now or as created or amended from time to time.

To take up this offer you are required to indicate your acceptance in the DHA Careers portal within three business days and complete and return the required paperwork. If the required paperwork is not returned within three business days this may impact your commencement with DHA.

In accepting this offer, you understand that:

- failure to satisfactorily meet the "Conditions of Employment" specified in your letter of offer may result in termination of your employment;
- failure to obtain the relevant security clearance within 12 months of your commencement in DHA may result in termination of your employment; and
- you must provide proof of any applicable qualifications, licenses, or memberships required by the position.

In accepting this offer, you also certify that you have not received a redundancy benefit within the last 12 months from an APS agency, a non-APS Commonwealth employer or the Australian Parliamentary Services.

The proposed commencement date shown in the attached Schedule is subject to approval of interim access from the Australian Government Security Vetting Agency (AGSVA) (if you do not currently hold an Australian Government security clearance). Confirmation of your commencement date will occur when approval of interim access or confirmation of a current Australian Government security clearance has been received by DHA.

We look forward to you being a part of our exciting, diverse and inclusive organisation. If you have any questions regarding the contract, please contact [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

Yours sincerely,

s11C(1)(a) -

HR Advisor  
Human Resources  
Defence Housing Australia

## Schedule to Letter of Offer

<b>Position title</b>	<b>JOBTITLE</b>
<b>Business unit</b>	<b>JOBBRAND</b>
<b>Position number</b>	<b>OFFERPOSITIONNO</b>
<b>Position location</b>	<b>SITETITLE</b>
<b>Position supervisor</b>	<b>REPORTSTOFNAME REPORTSTOLNAME</b>
<b>Employment reason</b>	<b>GENERIC_GENERICLIST8_</b>
<b>Employment type</b>	<b>JOBWORKTYPE</b>
<b>Employment status</b>	<b>GENERIC_GENERICLIST1_</b>
<b>Hours of work</b> (per week)	<b>HOURSPERWEEK</b> hours per week (pro rata for part-time employment).  Reasonable additional hours may be required from time to time to fulfil the requirements of this role.
<b>Proposed start date</b>	<b>OFFERSTARTDATE</b>
<b>Classification</b>	<b>OFFERPAYSCALENAME</b>
<b>Salary</b> (Baseline)	<b>\$ADDITIONALHOURSALLOWANCE</b> per annum. <ul style="list-style-type: none"> <li>• A pro-rata amount will be paid for part-time appointments.</li> <li>• The net amount of your pay shall be paid to you each fortnight via electronic funds transfer.</li> </ul>
<b>Employer Superannuation Contributions</b>	<b>Employer Superannuation Contributions</b> Generally, DHA makes compulsory employer superannuation contributions at the rate of 15.4 per cent of an employee's fortnightly superannuation contribution salary. Refer to the DHA Enterprise Agreement 2021 for more information
<b>Probation</b> (if applicable)	<b>GENERIC_GENERICLIST3_</b>  Your proposed employment may be subject to a probationary period. If your employment requires you to participate in a probationary period, either party (the Employer or Employee) may terminate the employment for any reason on one week's notice or payment in lieu.





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APPLICANTFNAME APPLICANTLNAME  
APPLICANTSTREET1  
APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

### ONGOING MOVEMENT – Section 26

Welcome to Defence Housing Australia (DHA). I am pleased to offer an ongoing movement at your substantive classification level under section 26 of the *Public Service Act 1999*.

The terms and conditions of your employment with DHA are set out in this letter, the *Public Service Act 1999 (Cth)* and other applicable Commonwealth legislation, *DHA's Enterprise Agreement 2021 (EA)* and applicable DHA policies in existence now or as created or amended from time to time.

To accept this offer you are required indicate your acceptance in the DHA Careers portal within three business days and complete and return the required paperwork. If the required paperwork is not returned within three business days this may impact your commencement in this position.

In accepting this offer, you understand that:

- failure to satisfactorily meet the "Conditions of Employment" specified in your letter of offer may result in termination of your employment;
- failure to obtain the relevant security clearance within 12 months of your commencement in DHA may result in termination of your employment; and
- you must provide proof of any applicable qualifications, licenses, or memberships required by the position.

In accepting this offer, you also certify that you have not received a redundancy benefit within the last 12 months from an APS agency, a non-APS Commonwealth employer or the Australian Parliamentary Services.

The proposed commencement date shown in the Contract Schedule will be subject to the approval of interim access from the Australian Government Security Vetting Agency (AGSVA) (if you do not currently hold an Australian Government security clearance). Confirmation of your commencement date will occur once the approval of interim access or confirmation of a current Australian Government security clearance has been received by DHA.

We look forward to you being a part of our exciting, diverse and inclusive organisation. If you have any questions regarding the contact [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

Yours sincerely,

s11C(1)(a) -

HR Advisor  
Human Resources  
Defence Housing Australia

## Movement Schedule

<b>Position title</b>	<b>JOBTITLE</b>
<b>Business unit</b>	<b>JOBBRAND</b>
<b>Employment reason</b>	<b>Section 26 Transfer</b>
<b>Employment type</b>	<b>JOBWORKTYPE</b>
<b>Employment status</b>	<b>GENERIC_GENERICLIST1_</b>
<b>Hours of work</b> (per week)	<b>HOURSPERWEEK</b> hours per week (pro rata for part-time employment). Reasonable additional hours may be required from time to time to fulfil the requirements of this role.
<b>Contract start date</b>	<b>OFFERSTARTDATE</b>
<b>Contract end date</b> (if applicable)	<b>OFFERENDDATE</b>
<b>Classification</b>	<b>OFFERPAYSCALENAME</b>
<b>Salary</b> (Baseline)	<p><b>\$ADDITIONALHOURSALLOWANCE</b> per annum.</p> <ul style="list-style-type: none"> <li>• A pro-rata amount will be paid for part-time appointments.</li> <li>• The net amount of your pay shall be paid to you each fortnight via electronic funds transfer.</li> <li>•</li> </ul>
<b>Superannuation</b>	<p><b>Employer Superannuation Contributions</b></p> <p>Generally, DHA makes compulsory employer superannuation contributions at the rate of 15.4 per cent of an employee's fortnightly superannuation contribution salary. Refer to the DHA Enterprise Agreement 2021 for more information</p>
<b>Probation</b> (if applicable)	<p><b>GENERIC_GENERICLIST3_</b></p> <p>Your proposed employment may be subject to a probationary period. If your employment requires you to participate in a probationary period, either party (the Employer or Employee) may terminate the employment for any reason on one week's notice or payment in lieu.</p>
<b>Important</b>	Please forward this notice to your Payroll Team and ask them to send through a Pay Termination Certificate to Pay@dha.gov.au as soon as possible.



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CURRENTDATE

APPLICANTFNAME APPLICANTLNAME  
APPLICANTSTREET1  
APPLICANTSUBURB APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME

### TEMPORARY MOVEMENT

Congratulations on your temporary movement to Defence Housing Australia (DHA), as a [OFFERPAYSCALENAME] [JOBTITLE], in the [JOBBRAND] business unit.

You will be temporarily transferred under section 26 of the *Public Service Act 1999*, your employment will commence on [OFFERSTARTDATE] unless another commencement date is agreed to, and it is expected that your temporary movement will cease on [OFFERENDDATE].

Your employment terms and conditions are primarily contained in the *Defence Housing Australia Enterprise Agreement 2021 (DHA EA)*, the *Public Service Act 1999* and applicable DHA policies in existence now or as created or amended from time to time.

To accept this temporary movement you are required indicate your acceptance in the DHA Careers portal within three business days and complete and return the required paperwork. If the required paperwork is not returned within three business days this may impact your commencement in this position.

Your current APS agency must also agree to your temporary movement, please have an appropriate delegate in your agency sign the attached "Acceptance of Transfer" form and return it as soon as possible and prior to your commencement date, to [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

The proposed commencement date shown in the Contract Schedule will be subject to the approval of interim access from the Australian Government Security Vetting Agency (AGSVA) (if you do not currently hold an Australian Government security clearance). Confirmation of your commencement date will occur once the approval of interim access or confirmation of a current Australian Government security clearance has been received by DHA.

We look forward to you being a part of our exciting, diverse and inclusive organisation. If you have any questions regarding the contact [humanresources@dha.gov.au](mailto:humanresources@dha.gov.au).

Yours sincerely,

s11C(1)(a) -

HR Advisor  
Human Resources  
Defence Housing Australia

## Agreement to Temporary Movement

Position title	JOBTITLE
Business unit	JOBBRAND
Employment reason	Temporary movement under Section 26 of the Public Service Act 1999
Employment type	JOBWORKTYPE
Employment status	GENERIC_GENERICLIST1_
Hours of work	HOURSPERWEEK hours per week (pro rata for part-time employment).
Contract Start Date	OFFERSTARTDATE
Contract End Date (if applicable)	OFFERENDDATE
Classification	OFFERPAYSCALENAME
Salary (Baseline)	\$ADDITIONALHOURSALLOWANCE per annum.
Superannuation	<p><b>Employer Superannuation Contributions</b></p> <p>Generally, DHA makes compulsory employer superannuation contributions at the rate of 15.4 per cent of an employee's fortnightly superannuation contribution salary. Refer to the DHA Enterprise Agreement 2021 for more information</p>
Probation (if applicable)	<p><b>GENERIC_GENERICLIST3_</b></p> <p>Your proposed employment may be subject to a probationary period. If your employment requires you to participate in a probationary period, either party (the Employer or Employee) may terminate the employment for any reason on one week's notice or payment in lieu.</p>
<p><b>Conditions of movement</b></p> <p>Please note your temporary movement may be terminated at any time if you fail to satisfy one or more of the conditions of transfer specified in this letter</p>	<ul style="list-style-type: none"> <li>Satisfactory completion of security and character checks and attainment of security clearance</li> <li>Evidence of formal qualifications, if required.</li> </ul>

By accepting this Contract online, you agree to a temporary movement to DHA under Section 26 of the *Public Service Act 1999*, from the above Commencement date and you acknowledge that you will be employed under the terms and conditions specified in the DHA EA.

<p><b>Delegate of Losing Agency to Complete</b></p>	<p>I confirm that I hold the delegation to approve the temporary movement of APPLICANTFNAME APPLICANTLNAME to DHA for the above duration.</p> <p>Name of Delegate .....</p> <p>Email address .....</p> <p>Signature of delegate..... Date...../...../.....</p>
<b>Important</b>	Please forward a copy of this notice to your Payroll Team and ask them to send a Pay Termination Certificate to Pay@dha.gov.au as soon as possible.