From:

Melanie <Hill>

Sent:

Tuesday, 24 February 2009 2:20 PM

To:

@defence.gov.au

Subject:

RE: Days Leave [SEC=UNCLASSIFIED]

hi

mark is currently at lunch, when he returns i will put this email to him. kind regards,

Melanie Hill / Allocations consultant

Defence Housing Australia
Unit 43 level 1, Fremantle malls
27-35 William street, Fremantle Wa 6160
Fax: (08) 9210 3461 Tel: (08) 9210 3404
melanie.hill@dha.gov.au

From:

ſmailto:

@defence.gov.au]

Sent: Tuesday, 24 February 2009 12:58 PM

To: Hill, Melanie

Subject: Days Leave [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Melanie,

I am putting in leave for my move this friday, then subsequently the Tuesday and Wednesday the next week. My boss has asked me why I am not entitled to a removal ("IAW PACMAN")...I have tried to explain the situation, though he claims I am entitled. I realise that this move to a DHA SR is a privalage, and i dont want to step on too many toes. I am not worried about the move costs itself, though the 2 or so days leave etc. is what my Warrant Officer is questioning...as so not to take leave from my earned days. Is there a way, or some more advice on what my response could be to explain this unique sitation, and therefore am I entitled to those days off for removal? Obviously if i am entitled to the Free Days for removal, is there some other paperwork to be taken to the Pay and Leave office (WRITERS).

Sorry to keep bugging you,

IMPORTANT: This email remains the property of the Australian Defence Organisation and is subject to the jurisdiction of section 70 of the Crimes Act 1914. If you have received this email in error, you are requested to contact the sender and delete the email.

From:

Hill, Melanie

Sent:

Friday, 13 February 2009 12:31 PM

To:

@defence.gov.au;

Subject:

FW: paperwork

@bigpond.com;

hi

we need from you a NOR form (notification of relocation) filled out so we can create a case for your housing. you can get one from the dha website but I have attached one for you. it will be a self move.



kind regards,

Melanie Hill / Allocations consultant



Notification of Relocation

Member Expense

If you are relocating at your own expense within your posting locality, please complete this form before relocating.

Collection, storage and use or disclosure of personal information is subject to the Information Privacy Principles set out in section 14 of the *Privacy Act 1988*.

Defence Housing Australia (DHA) will collect and use or disclose the information you provide to arrange any of the following services which you may require:

- · issuing access to HomeFind
- · finding a permanent accommodation solution.

DHA usually gives some or all of the information to the Department of Defence. Defence is not permitted to use or disclose your personal information, without your consent, for a purpose other than the purpose for which the information was given to them.

Your personal information may also be given to your spouse or de facto or to other organisations on a need to know basis for reasons such as law enforcement or in connection with legal proceedings.

These organisations include:

- Centrelink
- Australian Taxation Office
- Commonwealth or State Departments/Agencies (where there is an obligation to provide it)
- · Department of Families, Community Services and Indigenous Affairs
- · Law enforcement agencies including the police.

Please answer all relevant questions. This will enable DHA to process this application on time to meet your housing requirement. Please call your local DHA Housing Management Centre if you require assistance with this form.

- PART A Personal details All questions must be completed.
- PART B Relocation details Please complete relevant questions.
- PART C Housing considerations Please complete relevant questions.
- **PART D Other considerations** Please complete, if applicable.
- PART E Storage Please complete relevant questions.
- PART F Rent Allowance To be completed by Members requiring Rent Allowance.
- PART G Declaration Must be completed by all Members.

Return the completed Notification of Relocation - Member Expense form to your local DHA Housing Management Centre.

Keep a photocopy of the completed form for your records.



Notification of Relocation

Member Expense

1. Are you relocating at your own expense?	No Don't use this form. You will need to complete an Application for Relocation form. Yes Please complete all relevant details below.			
PART A - Personal details				
2. Employee ID number				
3. Service Number				
4. Title/Rank				
5. Full name	Family name		Given name(s)	
6. Service	Army Oth	Army Other Other		
7. Date of birth	/ /			
8. Gender	Male Female			
9. Address details	Current residential address Postal address As above Work address Position/Job title Unit Base Unit location Street address Telephone number Fax number Mobile	State State Home () Work () Work ()	Postcode	
	Email	Home		
		Work		NOR_page 3

PART B - Relocation details					
10. Change in personal circumstance (CIPC)	Marrriage/De facto/Interdependent recognition				
Please attach supporting documentation as advised	Recognition of special needs				
by your local DHA Housing Management Centre.	Exchange of service residence				
Management Gentre.	Own means to service residence/Live in Accommodation				
	Change in dependant status				
	Rent Allowance approval				
	Other				
11. Required date for housing					
12. Date of entry/enlistment					
13. Have you previously served in the ADF?	No Discourse of the second of				
	Yes Dates of previous service				
	/ / to / /				
Your categorisation for housing. Select ONE only	MWD Member with Dependants i.e. a Defence Member who maintains a home for dependants and who occupies the home with at least one dependant Date MWD categorisation recognised by ADF // Place				
	MWD(U) Member with Dependants (unaccompanied) i.e. a Defence Member who maintains a home for dependants and who is separated from them for				
	service recognised reasons State Postcode				
	Go to Question 17				
	MWOD Member without Dependants i.e. a Defence Member who is not MWD or a MWD (U) Go to Question 17				
15. MWD only					
Details of your spouse/ partner	Family name Given name(s)				
	ADE ADO				
	ADF or APS member No Yes Employee ID/AGS number Navy Army Air Force				
	Reserve APS Current rank/grade				
	Note: The senior ranking member must complete this form.				

. MWD only Do you have any dependants who will accompany you on this relocation?	No Go to Question 17 Yes Please provide their deta	ails below lants please provide details on separate	e sheet.)
Dependant 1	Family name	Date of birth	What type of school does
		/ /	this dependant attend? Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary
Dependant 2	Family name	Date of birth	What type of school does
		/ /	this dependant attend? Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary
Dependant 3	Family name	Date of birth	What type of school does this dependant attend?
		/ /	Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary
Dependant 4	Family name	Date of birth	What type of school does this dependant attend?
		/ /	Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary
Dependant 5	Family name	Date of birth	What type of school does this dependant attend?
		/ /	Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)	V V v v V	Tertiary
Dependant 6	Family name	Date of birth	What type of school does this dependant attend?
		/ /	Does not attend school
	Given name(s)		Infants/primary
		Male Female	Secondary
	Relationship to you (e.g. son, daughter)		Tertiary

PART C - Housing Consideration				
17. What is your current residential arrangement?	Live in Accommodation (LIA)			
residential arrangement?	Service Residence (SR)			
	Own Home Contract of sale required			
	Rent Allowance (RA) Cease Rent Allowance form required			
	Other (Own Means)			
18. Date you will be vacating				
19. What type of permanent housing do you require? DHA staff aim to provide	MWD Service Residence (SR)			
you with an accommodation solution that takes into account your Defence entitlement and family composition and, where possible your preferences,	MWOD Live in Accommodation (LIA) Go to Question 23 Rent Allowance (RA)			
however, the solution is dependent on available options.	Own Home Go to Question 26 Other Go to Question 26			
20. Preferred type of permanent accommodation Tick one only	Standard house Unit/Townhouse			
21. Do you have a preferred area to live in the new location?	No			
	1 3			
	2			
22. Do you have any pets?	No No			
	Yes Desexed			
	(e.g. cat, dog) Sex Yes No Age Breed and size (small, medium, large)			
23. Do you, or any member of your dependent family, own or part own, a residential property in this posting locality?	No Yes Address of the residential property Number of			
Note: You may not have an entitlement to subsidised	bedrooms State Postcode			
housing assistance if you own a residential property in your posting locality. Contact your local DHA Housing	Do you intend to live at this residential address in this postal locality? No Reason			
Management Centre for more information.	Yes Date of intended occupancy / /			
If more than one property please provide details on	Is this residential property currently tenanted?			
separate sheet.	No Yes Date lease expires / /			
	Is there a Release Clause? No Yes			
	is there a hereage ordase. The			

PART D - Other Considerations	
24. MWD only	Not applicable Yes Please state your special needs requirements for housing
Are you recognised as a family with special needs in accordance with PACMAN Chapter 8?	
Give a brief summary and attach a copy of Recognition, Family with Special Needs Letter, as approved by Defence Community Organisation (DCO).	
25. Do you have any other circumstances or personal	No Yes Please describe
preferences (not already	
included in this application) that you believe should	
be taken into account regarding your housing?	
This could include specific job requirements, which will assist	
in determining your housing requirements, and may require	
Defence approval.	
PART E - Storage	
26. Do you have any items currently in storage at Commonwealth expense?	No
Note: If you are relocating	
to a house or townhouse you may no longer be entitled to continued storage at Commonwealth expense.	
This entitlement will be	Do you require continued storage of these items?
reviewed.	Yes
	No Preferred delivery date / /
	Delivery address
	State Postcode

PART F - Rent Allowance			
27. Are you applying for Rent Allowance?	No O Go to PART G - Declaration Yes O		
28. Do you have your CO/OC's permission to live off base? Note: LIA policy now directs that certain members may be	No Do not proceed until approval is confirmed Yes Was/is any Live in Accommodation held in your name? No Yes		
required to live in. (refer to PACMAN Chapter 7)	Date Live in Accommodation handed back / / Comments		
29. Reason you are applying for Rent Allowance	Live in Accommodation not available		
	Suitable Service Residence not available		
	SGT (E) to WO or MAJ (E) or higher rank		
	Five years aggregate continuous full-time ADF service completed (Note: Your date(s) of enlistment must be completed at Questions 12/13)		
	Only levels 1, 2 or 3 Live in Accommodation are available		
	Other circumstances – please give details		
30. Do you currently receive Rent Allowance?	No Yes Address of the property where you currently receive Rent Allowance		
	State Postcode		
31. Will you be occupying a commercial boarding house? Note: Boarding in a private home does not constitute boarding for the purpose of calculating Rent Allowance.	No Yes		
32. Address of the rental			
property/commercial boarding house you will			
оссиру			
	State Postcode		
	Number of bedrooms		
33. What is the term of the lease?	From / / / to / /		
	Date you occupied, or will occupy the property / /		
34. Is there a standard Defence Release Clause included in your lease?	No State reason why Yes		

35. What is the total rent for the property?	If you are sharing the property with someone else please put the total amount for the property, not the amount that you individually pay.				
	If occupying a commercial boarding house please put the amount you will pay.				
	\$ Per week Per fortnight	Per month			
6. Are you the sole occupant of the property for which you are applying for Rent Allowance? Note: MWD — do not include dependants. Note: All other occupants	Details of the people with whom you share the property (If you are occupying a commercial boarding house go to Question 39) Service/Employee ID (if applicable) Rank or title (if applicable) Name Rent contribution				
of the premises, whether a civilian (including children)		\$			
or ADF Member, including house sitters, will normally		\$			
be regarded as sharing the premises unless they have a		\$			
more permanent residence in another locality and are no		\$			
more than visitors or they are transient and thus temporary co-residents (see PACMAN Chapter7).		\$			
7. MWD only Do you wish to elect the 2 bedroom ceiling appropriate to your rank and pay the applicable contribution?	Yes Note: Members choosing the 2 bedroom ceiling will not be exceiling increases, and this election applies for the term of the (for more information about this option, contact DHA).	eligible for e lease			
38. MWOD and MWD(U) only Will you be claiming furniture rental?	Yes Furniture rental per week Note: This is a separate claim. Furniture rental such as white goods, beds, dining suite etc will be calculated as part of your rent, limited to your ceiling. A contract and a receipt are required (for more information about this option, contact DHA).				
) Continue over pa			

Application for bond, rent and utility connection deposit in advance

Optional				
39. Do you wish to apply for an advance payment for bond, rent and utility allowance?	No Yes Bond	\$		
allowances	Rent	\$	Limited to the lesser of four weeks rent or ceiling	
	Utility connecti	ion deposit \$		
	Note : Proof within 14 da	of payment must be provide ys of receipt of advance rec	ed to your local HMC uested.	
	Commonwealth, ar	I understand that any advances specified above must be repaid to the Commonwealth, and I agree to do so: (Please tick preferred method)		
	by fortnightly in:	stalments directly from my p	pay over the term of the lease	
	in full at the end	of the tenancy		
	(Note : If you ch your pay in one	oose this option, the total a payment. Please contact DI	mount of the advance will be recouped from HA if you intend to take up this option.)	
	I understand that any monies still owed to the Department of Defence from an advance as outlined above, will be recovered in full upon cessation of my Rent Allowance.			
			Date	
	Signature of Memb	er 🔎	/ /	
40. Statement Please confirm your understanding of Rent Allowance requirements by reading and ticking each box. If unsure please ask your DHA consultant.	I understand that I must provide DHA with the following supporting documentation in respect to this application: Copy of the signed lease (residence/furniture) The initial receipt, detailing: Name of the owner/agent to whom the rental payments are made Amount of the rental and the period of payment (must include period of any rent in advance) Date of payment The address of the premises Bond and Utility receipt (if applied for Bond or Utilities advance) I understand that my Rent Allowance will not be processed if I fail to provide the documentation within 14 working days of the submission of my application. I undertake to advise DHA and my Commanding Officer in writing of any changes to the details provided in this form within 10 days of the change. I understand that my Rent Allowance may be audited one or more times in a posting cycle, and that I must respond within 14 days or my Rent Allowance will be suspended. I have received/sighted a copy of the Guide to Rent Allowance. I undertake to provide DHA with a Cease Rent Allowance form and final rent receipt to enable the cessation of my Rent Allowance when vacating.			
			Date	

PART G - Declaration	
41. Declaration by Member Please confirm your understanding by reading and ticking each box. If unsure please ask your DHA consultant.	I understand that DHA will collect, store and use or disclose information contained in this form for the purposes set out on the first page. I acknowledge that it is DHA's usual practice to give some or all of my personal information (including relocation details) to the agencies and organisations identified on the first page.
	The information I have provided in this form is true and accurate. I am aware that the giving of false or misleading information, documents or statements to the DHA is a serious offence under the <i>Commonwealth's Criminal Code 1995</i> and the <i>Defence Force Discipline Act 1982</i> and that this legislation imposes substantial penalties, including imprisonment, for committing these offences. Any entitlement provided to me as a result of such conduct may be recovered.
	I acknowledge that I need approval to live outside the posting locality – this approval from the CO/OC needs to be provided to DHA.
	Date

ØD)

Signature of Member

From:

Hill, Melanie

Sent:

Tuesday, 17 February 2009 2:56 PM

To:

@defence.gov.au;

Subject:

Housing Confirmation Letter-

@bigpond.com;

hi

please find attached a copy of your housing confirmation letter. if you can please sign and return the back page in acceptance of the property



thanks and kind regards,

Melanie Hill / Allocations consultant

Rockingham WA 6169

Dear

HOUSING CONFIRMATION LETTER

Thank you for your selection of a DHA service residence. The purpose of this letter is to confirm the details of your housing solution.

Property Details

Address

Port Kennedy WA 6172

Property Group Rent Scheme: RB1 (A)

Rent contribution per fortnight: \$311.32 (includes \$7.90/fn water excess)

Date property available to occupy: 27 February 2009

Welcome Visit

Our Relocation Coordinator will contact you to arrange a Welcome Visit at the house prior to the delivery of your furniture. The aim of the Welcome Visit is to ensure you are completely happy with your new home. The visit will take approximately one hour. The Consultant will walk you through a condition report, complete the Defence Residence Agreement and handover the keys to your new home. Please note that only the serving member can sign the Defence Residence Agreement and therefore should be in attendance at the welcome visit.

<u>Delivery</u>

A request for door-to-door delivery of your furniture and effects for **27 February 2009SAP** thereafter has been requested with Toll Transitions. Toll Transitions will contact you to advise of your confirmed date of delivery. (Please note this date is not yet confirmed and only if you are entitled to a removal).

PLEASE NOTE: On the day that your furniture and effects are delivered to your new home you are required to vacate your temporary accommodation. Please confirm a check out time with your hotel reception.

Please indicate at the bottom of this letter your acknowledgement and confirmation of the property detail and conditions. Then return this letter to the Perth HMC, or via fax on (08) 9210 3460 or in the reply paid envelope enclosed as soon as possible (do not send Fast Connect Form in envelope).

Fast Connect

As part of the relocation service to you, arrangements for your electricity, gas, telephone, internet and Pay TV to be disconnected at your current location and reconnected at your gaining locality. This can be made by a company known as Fast Connect.

This fantastic Fast Connect service is <u>free</u>, which is offered through DHA to improve the quality of your move. If you wish to use this service, please complete the enclosed form* and return to Fast Connect by post, fax or internet as follows:

- By return freepost (no stamp required) to the following address: FAST CONNECT REPLY PAID 270 WEST PERTH WA 6872
- Fax the form to Fast Connect via 1300 663 900.
- Use the easy Fast Connect link on HomeFind or the DHA web page (http://www.dha.gov.au).

<u>Please note</u> that if you have any Fast Connect questions, you should contact Fast Connect directly, phone 1300 661 464 (local call cost around Australia)

I trust that your relocation will be successful and we look forward to assisting you in any way that we can upon your arrival into Perth. If you require any further assistance, please do not hesitate to contact me on (08) 9210 3418. Office hours are 8.30am – 5.00pm Monday to Friday.

Yours sincerely,

Melanie Hill Relocations consultant Defence Housing Australia

*Enclosed: Fast Connect form and reply paid envelope

K		
IRank	Initials	Surname
<u> </u>		nedy Wa 6172
	Service Residence Addı	ress
27/02/ Proposed Occupati		
* Please return slip to DHA Perth prior to you moving into the Service Residence.		

Confirm Service Residence selection? (circle one)	Member's Signature	Date
YES / NO		

Attention: Melanie (when completed & returned to DHA Perth)

From:

Hill, Melanie

Sent:

Friday, 13 February 2009 3:52 PM

To:

@bigpond.com;

Subject:

nousing

hi

I had a chat with mark, there are 2 scenarios. if you get married, the entitlement may be in jeopardy because:

- 1: the unit would become officially suitable housing in your posting locality, so then it would need to be deemed unsuitable. OR
- 2: you could rent it out long term or sell it, it would not jeopardise the SR entitlement in any way

kind regards,

Melanie Hill / Allocations consultant

From:

Hill, Melanie

Sent:

Friday, 13 February 2009 12:30 PM

To:

@defence.gov.au;

Subject:

paperwork

hi

we need from you a NOR form (notification of relocation) filled out so we can create a case for your housing. you can get one from the dha website but I have attached one for you. it will be a self move.



kind regards,

Melanie Hill / Allocations consultant

From:

Hill, Melanie

Sent:

Thursday, 12 February 2009 12:03 PM

To:

@defence.gov.au;

Subject:

ριορειτу ι

h

please find photos attached for

warnbro















060599-1.jpg.JPG 060599-2.jpg.JPG 060599-3.jpg.JPG 060599-4.jpg.JPG 060599-5.jpg.JPG 060599-6.jpg.JPG 060599-7.jpg.JPG







060599-8.jpg.JPG 060599-9.jpg.JPG 060599-10.jpg.JPG

kind regards,

Melanie Hill / Allocations consultant



















