

1 CHAPTER FOURTEEN: REMOVALS & RELOCATIONS

1.1 Introduction

EWS Staff agree to be posted by the CCOM when they apply to be Representatives. The CCOM determines where Representatives are to be posted taking into account the needs of the ADF, EWS organisational needs and the desires of the Representative and their developmental needs.

1.2 New Staff

Upon the appointment of a new Representative a posting order (Annex 14 A) is issued by the CCOM and copies sent to the Representative's initial Unit, to Defence Housing Authority (DHA) and ADFSS who are the authorising power.

On receipt of the EWS Posting Order the gaining unit begins administrative action and housing allocation action also commences at DHA.

It is the responsibility of EWS to fund the initial removal of new appointed Representatives from their place of residence to the area of destination.

1.3 Current Staff

1.3.1 EWS Posting Order

Having decided that a particular position is to be filled by a particular Representative the CCOM, or a staff member they authorise, issues an EWS Posting Order to the Representative and ADFSS. Posting Order forms are available via EWS template documents. An EWS Posting Order is the official document that authorises a removal and change of housing allocation.

1.3.2 Housing Allocation

The CCOM will issue DHA with a copy of the EWS Posting Order which authorises the cancellation of the current DHA rental agreement and enables DHA to proceed with authorising new accommodation at the pending destination. Once the Representative has been approved by DHA for further housing they will then be given a user name and password to access the DHA website which will enable them to decide on a suitable house within region of relocation.

All philanthropic representatives are given the same level of housing regardless of rank (RB2 Level). Some exemption and consideration may apply to higher levels of housing when there is limited accommodation available at the RB2 level within the area of destination; however this decision remains with DHA.

1.3.3 Transit Accommodation

It is the responsibility of EWS to organise and pay for all accommodation for the Representative whilst in transit (i.e. hotels, etc). This is to be authorised and prearranged with the CCOM prior to vacating the existing premises.

1.3.4 Removals

The CCOM sends a copy of the EWS Posting Order to the Representative's Unit. This enables the losing unit to undertake the administrative action to enable the removal to occur as PHILOMAN 2.6 makes provision for the ADF to fund the removal of accredited EWS Representatives.

1.3.5 Posting Tenure

It is expected that Representatives remain in their posting locality for at least 3 years before relocating. There will be exceptions to this norm based on extenuating circumstances that will need to be approved by the CCOM and the ADFSS.

1.3.6 Removal on Cessation of Service with EWS

All removals for exiting staff must take place within one month of the completion of service. In the case of resignations, the Representative will be afforded a "once off" removal provided he has served the required time as a Philanthropic as designated by the DI's anywhere within Australia by Defence.

In the case where a Representative is terminated, neither Defence nor EWS are responsible nor obligated to fund the removal of that Representative.