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Overseas Conditions of Service

Procedural Instruction

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4.8 Transfer allowance

Intent

4.8.1 Transfer allowance compensates employees for transfer related incidental costs incurred in Australia in preparation for, on the way to, and on return from, a posting. Incidental costs include:

- s. 22(1)(a)(ii)
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- luggage and power adaptors
- unaccompanied baggage, customs, quarantine, delivery and storage fees
- s. 22(1)(a)(ii)

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Excess baggage

4.8.6 Employees may also receive an additional excess baggage transfer allowance payment if their personal effects are sent by sea freight to or from a LTP, and between postings when cross-posted. s. 22(1)(a)(ii)

4.9 Uplift and storage of household goods

Uplift and storage of household goods

- 4.9.1 The Department will provide employees with one uplift of household goods to and from post (or between posts if cross-posted) and one into domestic storage (storage), as part of a LTP.
- 4.9.2 Self-initiated uplifts of personal effects, without Employee Relocations' approval, will result in all removal and storage costs being charged to the employee.
- 4.9.3 An employee's uplift will commence three days prior to their departure to post. For example, if an employee is due to travel to post on a Thursday, their uplift will take place Monday through Wednesday. In exceptional circumstances, alternate uplift dates may be considered.
- 4.9.4 Where departmental operational requirements or compelling personal circumstances result in an employee needing to move three months or more ahead of their family, the Department may meet the costs of two separate uplifts. The total volume of effects for both uplifts must be within the employee's cubic metre volume limit for the move as a whole as per volume provisions). Only one removal of personal effects to storage will be approved for the combined move.
- 4.9.5 If, in exceptional circumstances the delegate approves two separate international shipments from one home location:
- the total volume of effects for both shipments must be within the employee's cubic metre volume limit, and
 - both consignments must travel the same way (i.e. sea freight or air freight).
- See Overseas Conditions of Service – Location Information - Supporting Material (HR-7132) for split uplift removal provisions.
- 4.9.6 Household goods are personal and household effects including furniture and property used, or intended to be used, in the operation of a home. Household goods exclude items such as perishable foodstuff, motorised vehicles, trailers, boats, caravans, pets, hazardous, prohibited or dangerous items and excessively heavy or large items. Please note, this is not an exhaustive list. Consult with the Department's removal services contractor if unsure.

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Volume entitlements to post

- 4.9.11 Table 11 specifies the cubic metre limits by family composition for employees to post. Cubic metre volume limits refer to packed amounts. Further advice will be given by the Department's removal services contractor consultant at a pre-pack briefing.

Table 11: Cubic metre limits by family composition

Ordinary period of posting and extensions (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume to post	12	15	17	19	21
Cubic metre volume on return to Australia	15	19	21	24	26

- 4.9.12 An employee's family composition comprises those who accompany the employee at official expense, and may be varied to take into account the following circumstance:
- If an employee is entitled to two or more reunion visits a year, their family composition is deemed to include those dependants using the reunion visits.
- 4.9.13 When family size is greater than five persons, volume limits increase by two cubic meters for each additional dependant.
- 4.9.14 Household goods that exceed the allowable volume limit will be uplifted at the employee's expense. Employee contributions towards removal of additional household goods must be paid prior to departure.
- 4.9.15 In exceptional circumstances, the delegate may vary a volume limit where it has resulted in an employee exceeding the prescribed volume limit.

Dispatch arrangements

- 4.9.16 Employees departing Australia will normally have their household goods sent by airfreight. If an employee has an airfreight entitlement and chooses to send their household goods by sea freight, their volume entitlement will remain unchanged and cannot be increased.

Freight restrictions

- 4.9.17 Most personal effects can be despatched at official expense, provided they fit into the employee's cubic metre allowance. Items which may not be moved at official expense—by air or sea freight—include:
- trailers, motor vehicles or motor bikes
 - boats,
 - tins of paint, aerosol cans, lighter fuel, open bottles of liquid or perishable items; and

- e-bikes and scooters.

4.9.18 The Civil Aviation Safety Authority specifies restrictions on what may be transported by aircraft. The list of items restricted for air freight includes, but is not limited to:

- furniture items (including pianos) larger than 1.52m long, 1.01m wide, 1.62m high;
- white goods such as washing machines, dryers and refrigerators;
- canoes and windsurfers;
- heavy gymnasium equipment; and
- lawn mowers.

4.9.19 The dispatch of hazardous, explosive or combustible items is prohibited. It is an employee's responsibility to ensure that they do not transport prohibited or dangerous items. Further details are available on the [Civil Aviation Safety Authority](#) website.

Employee responsibilities

4.9.20 Overseas removals may include alcohol subject to Australian Customs regulations and those of the country of posting. Employees should contact the Senior Administrative Officer (SAO) at post to determine if there are any restrictions on importing alcohol before including it in their uplift consignment. Employees are responsible for any duty payable on alcohol.

4.9.21 Personal effects that require special handling or that hold special value can be included in an employee's consignment. However, alternative arrangements such as specialist storage (at personal cost) or leaving the items in the custody of family and friends should be considered if climate, security or other factors may increase the risk of loss or damage to items during the posting. If items included in an employee's consignment require specialised:

- handling
- removal
- crating
- clearances, and/or
- inspections or permits, then
- any additional costs will be the employee's responsibility

4.9.22 Employees are personally responsible for ensuring such items are adequately insured, crated and packaged to minimise loss or damage during uplift and storage.

4.9.23 Employees should also consider implications for the return of these items, as many countries require special clearances, inspections or permits, even if the goods were originally imported into the country by the employee.

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Insurance cover for household goods sent to post

- 4.9.32 The Department will meet costs for the insurance coverage of goods going to post up to a maximum consignment value of AUD100,000.
- 4.9.33 Insurance for effects exceeding the AUD100,000 limit (including accompanying in-flight luggage and any goods sent as unaccompanied airfreight) attracts an additional premium, which the employee must pay. Insurance providers calculate any personal contribution in annual premiums for effects in excess of the AUD100,000 limit, and will invoice the employee separately.
- 4.9.34 Insurance coverage for employees' for household goods sent to post is provided by the Department's removal services contractor. Comprehensive information regarding the Department's removal services contractor should be obtained by contacting the contractor. To seek contact details for the Department's removal services contractor, please contact the Employee Relocations team by email **s. 22(1)(a)(ii)** @homeaffairs.gov.au). Employees are responsible for reading all company information.
- 4.9.35 Employees need to contact the Department's removal services contractor to arrange for a policy and should ensure their policy is kept up to date while at post. The effective date is the date of uplift.

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Leave for packing, uplift and removal

- 4.9.38 As approved by the delegate, employees on LTP are entitled to up to three days Miscellaneous Leave with Pay (Exceptional Circumstances) for packing, uplift and removal of their household goods (including when moving residence at post or cross-posting). This entitlement allows two days for packing and one day for house cleaning. If additional days are required, employees must apply for other forms of leave, such as flex leave or annual leave. This entitlement does not extend to accompanying spouses who are APS employees.
- 4.9.39 Miscellaneous Leave with Pay (Exceptional Circumstances) must be entered into easySAP once approval is obtained for the time of packing/unpacking household goods. Employees who choose to take annual leave or unpaid leave for this purpose will not have their leave re-credited or receive additional remuneration.

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Baggage benefits

- 4.10.33 Each employee and dependant authorised to travel overseas may transport baggage up to the baggage limit according to individual airline policies at departmental expense. Any personal excess baggage costs incurred en route to, and upon return from, a LTP will not be reimbursed and are at the employee's personal expense.
- 4.10.34 When an employee is being accompanied by a dependant child, who will not occupy an airline seat, the Department will meet additional costs incurred for the transportation of one car seat and one pram per child, where these items are not included free of charge by the airline.

Excess baggage

- 4.10.35 Employees and their eligible dependants who send their personal effects by sea freight to and from a LTP (including a cross-posting), may be entitled to an additional amount of transfer allowance to compensate for the cost of carrying additional luggage on the flight to or from post. The
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5.23 Cross-postings

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Removal and Storage for cross posting

5.23.6 Employees proceeding on a cross-posting may return unwanted or excess household goods to Australia for storage at official expense provided the total volume of the household goods removed to Australia and to their new post does not exceed the employee's overall volume limit.

5.23.7 Table 32 below specifies the cubic metre limits by family composition for employees proceeding on cross posting.

Table 32: Cross-posting cubic metre limits by family composition

Cross-postings (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume post to post	15	19	21	24	26

5.23.8 Employees proceeding on cross-posting will normally have their household goods sent by airfreight.

5.23.9 When personal effects are sent via sea, an excess baggage transfer allowance may be provided to the employee and their travelling dependants.

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Transfer Allowance

5.23.12 Transfer allowance is paid at the 'from post/cross-posting' rate. Excess baggage is payable if personal effects are shipped by sea as outlined in the excess baggage and transfer allowance.

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Table 33: Cross posting guidance – Scenario 1

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Uplift	Uplift in line with cross-posting provisions. Uplift should be direct from P1 to P2. This would normally be by air however, sea or road may be considered depending on where the posts are located.
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Scenario 1 – E2’s posting begins before E1’s posting finishes	
	Consignments can be split for returning a portion of effects to store in Australia and/or some items transferred from store to the new post, providing the overall volume remains within the allowed limits.
Volume entitlements	In accordance with cross-posting provisions at Table 32 above.

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Table 34: Cross posting guidance – Scenario 2

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Uplift	Uplift in line with cross-posting provisions. Uplift should be direct from P1 to P2. This would normally be by air however, sea or road may be considered depending on where the posts are located. Consignments can be split for returning a portion of effects to store in Australia and/or some items transferred from store to the new post, providing the overall volume remains within the allowed limits.
Volume entitlements	In accordance with cross-posting provisions at Table 32 above.

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6.2 Removal and return of household goods to Australia

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Volume entitlements

- 6.2.3 Table 35 below specifies the cubic metre limits by family composition for employees returning to Australia from an ordinary period of posting plus any extension at one post. Cubic metre volume limits refer to packed amounts.

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Table 35: Cubic metre limits by family composition – returning to Australia plus extension

Ordinary period of posting and extensions at one post (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume on RTA	15	19	21	24	26

- 6.2.4 Table 36 below specifies the cubic metre limits by family composition for employees returning to Australia from multiple postings.

Table 36: Cubic metre limits by family composition – returning to Australia from multiple postings

Cross-postings and Multiple postings (inclusive of external packaging)					
Family composition	1	2	3	4	5
Cubic metre volume on RTA	19	23	27	30	33

- 6.2.5 s. 22(1)(a)(ii)

- 6.2.6 Household goods that exceed the allowable volume limit will be removed at the employee's expense. s. 22(1)(a)(ii)

Dispatch arrangements

- 6.2.7 Employees returning to Australia will normally have their household goods sent by sea freight unless they are returning from a designated 'airfreight' post. If an employee has an airfreight entitlement and chooses to send their household goods by sea freight, their volume entitlement will remain unchanged and cannot be increased.
- 6.2.8 A number of posts have been designated airfreight posts for return of household goods to Australia. The designated airfreight only posts are governed by DFAT taking in to account the security of the posts. The delegate may add or delete designated airfreight posts. A list of posts can be found in Overseas Conditions of Service – Location Information - Supporting Material (HR 7132).

Freight restrictions

- 6.2.9 See Freight restrictions subsection for details.

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Leave for packing, uplift and removal

6.2.19 Employees returning from LTP are entitled to up to three days Miscellaneous Leave with Pay (Exceptional Circumstances) for packing, uplift and removal of their household goods. This

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Baggage benefits

6.4.10 Refer to Baggage benefits subsection for details.

Excess baggage if personal effects are sent by sea freight

6.4.11 Refer to Excess baggage subsection for details.

Unaccompanied baggage or air freight

6.4.12 Refer to unaccompanied baggage or air freight subsection for details.

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