

DEPARTMENT OF EDUCATION & TRAINING TEACHERS' LOCALITY ALLOWANCE CLAIM FORM (TLA FORM)

(For instructions on completion of this form, please refer to the following "Information for Teachers")

1. IDENTIFICATION: (Please use block letters)

Employee No:	Name:	Surname:	Given Name/s
School :	Code		
Date of Appointment to school:			

2. MARITAL STATUS: (please mark appropriate box/s)

☐ MARRIED / DE FACTO ☐ SINGLE/ WIDOWED / DIVORCED / SEPARATED
(If married / de facto, please complete further details as follows:

NAME OF SPOUSE/PARTNER:

Occupation of Spouse / Partner	1 <input type="checkbox"/> TEACHER (NSW Government schools Spouse/Partner's	Employee No
NOTE: Each eligible party must complete a separate TLA Form		

2 ☐ NSW PUBLIC SERVICE (non teaching)

Department

Spouse/Partner's:

Serial/Pay No

Locality Allowance paid -

1. CLIMATIC \$ p.a.

2. YANCOWINNA \$ p.a.

3 ☐ NON DEPENDENT SPOUSE / PARTNER

4 ☐ DEPENDENT SPOUSE / PARTNER

3. DEPENDENT CHILDREN: (Please mark appropriate box)

☐ Yes (please provide details. Attach additional information if necessary) ☐ No

1. First given name:	Date of Birth:
2. First given name:	Date of Birth:
3. First given name:	Date of Birth:
4. First given name:	Date of Birth:
5. First given name:	Date of Birth:

4. DATE OF EFFECT:

To be inserted only when this form is being submitted due to a change in personal circumstances.

DATE OF EFFECT:

5. TEACHER'S DECLARATION:

I declare that the information above is true and correct in every detail. Further, I agree to notify the Department of Education & Training immediately, by way of a new TLA form, if a change of personal circumstances should alter any of the information supplied herein.

SIGNATURE: DATE:

The information provided in this form is being obtained for the purpose of determining the rate of locality allowance payable. It will be stored securely by the Department of Education & Training and will not be provided to other persons and/or agencies. Provision of this information is voluntary. If you do not provide all or any of this information then a base rate of allowance only will be paid. You may amend or correct any personal information provided at any time by completing a new TLA form.

DEPARTMENT OF EDUCATION AND TRAINING

TEACHERS' LOCALITY ALLOWANCE CLAIM

FORM

INFORMATION FOR TEACHERS

Please read carefully information and definitions contained below.

Locality and related allowances are payable in accordance with Schedule 3 of the *Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award*.

This form is used to claim allowances contained in Schedule C, Part A, B & C of the Award. (Climatic disability, Isolation from socio economic goods and services and Motor vehicle.)

The completed claim form should be forwarded to the appropriate Employee Service Centre, either:

Employee Services, Newcastle
Locked Bag No 6
HAMILTON DELIVERY CENTRE NSW 2303
Telephone enquiries: 1300 338 001
Fax: 1300 338 121

(For schools in Hunter & Central Coast, New England, North Coast, Northern Sydney and Western Sydney Regions)

OR

Employee Services, Wollongong
Locked bag 12
WOLLONGONG EAST 2520
Telephone enquiries: 1300 338 002
Fax: 1300 338 122

(For schools in Illawarra and South Coast, Riverina, South Western Sydney, Sydney and Western Regions)

Should personal circumstances change a new locality allowance claim for must be submitted. This applies in the case of any change, including where a dependent child reaches the age of sixteen or eighteen, completes school studies, or no longer resides with the teacher.

DEFINITIONS

The following definitions apply when completing this form:

"Dependent Child" means, unless otherwise defined, a child of which a teacher is a parent and who is resident with and wholly maintained by such teacher and either is under the age of sixteen years or is a full time student under the age of eighteen years or is completing their school studies up to and including Year 12.

"Dependent Partner" means a person who is resident with and substantially reliand upon a teacher for their financial support, being either the teacher's spouse or a person whom the Director-General is satisfied is cohabiting otherwise than in marrigae with the teacher in a permanent de facto and bona fide domestic relationship.

"Single" means and includes a teacher who is a widow, widower, divorcee or teacher living separately and apart from their spouse.