



**Defence Determination 2016/19, Conditions of service**

made under section 58B of the *Defence Act 1903*

**Compilation No. 50**

**Compilation date:** 29 November 2018

**Includes amendments up to:** Defence Determination 2018/41

This compilation is in 4 volumes

Volume 1	Chapter 1 – Chapter 5
Volume 2	Chapter 6 – Chapter 11
<b>Volume 3</b>	<b>Chapter 12 – Chapter 17</b>
Volume 4	Endnotes

## **About this compilation**

### **This compilation**

This is a compilation of Defence Determination 2016/19, Conditions of service, that shows the text of the law as amended and in force on 29/11/2018 (the *compilation date*).

The notes at the end of this compilation (the *endnotes*) include information about amending laws and the amendment history of provisions of the compiled law.

### **Uncommenced amendments**

The effect of uncommenced amendments is not shown in the text of the compiled law. Any uncommenced amendments affecting the law are accessible on the Legislation Register ([www.legislation.gov.au](http://www.legislation.gov.au)). The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. For more information on any uncommenced amendments, see the series page on the Legislation Register for the compiled law.

### **Application, saving and transitional provisions for provisions and amendments**

If the operation of a provision or amendment of the compiled law is affected by an application, saving or transitional provision that is not included in this compilation, details are included in the endnotes.

### **Modifications**

If the compiled law is modified by another law, the compiled law operates as modified but the modification does not amend the text of the law. Accordingly, this compilation does not show the text of the compiled law as modified. For more information on any modifications, see the series page on the Legislation Register for the compiled law.

### **Self-repealing provisions**

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

## Chapter 12: Overseas conditions of service – overview

### 12.0.2 Contents

This Chapter includes these Parts.

Part 1	General information on Chapters 12 to 16
Part 2	Advice and administration for overseas conditions of service
Part 3	Definitions for Chapters 12 to 17
Part 4	Service with the United Nations – ADF only

## **Part 1: General information on Chapters 12 to 16**

### **12.1.1 Member Chapters 12 to 16 apply to**

Chapters 12 to 16 apply to all members who perform duty overseas. This includes members on Reserve service.

### **12.1.2 Member Chapters 12 to 16 do not apply to**

Chapters 12 to 16 do not apply to these members.

- a. The CDF.
- b. The Vice Chief of the Defence Force.
- c. Service Chiefs.

### **12.1.3 Supplementary conditions**

The overseas conditions of service in Chapters 12 to 16 are supplementary to other conditions of service that members are eligible for under other Chapters. They do not seek to reproduce the entire package of pay, leave and other conditions for members overseas.

## Part 2: Advice and administration for overseas conditions of service

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of sources of advice and information about overseas conditions of service.

## Part 3: Definitions for Chapters 12 to 17

### 12.3.1 Purpose of these definitions

The definitions in this Part apply to Chapters 12 to 17.

### 12.3.2 Accompanied member

1. An accompanied member means a member who has a spouse or partner who meets all the following conditions.

- a. The spouse or partner meets the requirements under subsection 12.3.5.3 to be paid benefits under Chapters 12, 14, 15 and 16.

**Examples:**

1. A spouse who lives with the member at the posting location for 12 months.
2. A partner who lives at the posting location for more than six months, and the CDF has approved the period under subsection 12.3.5.4.

**See:** Section 12.3.5, Dependant

- b. The spouse or partner lives with the member at the posting location.
- c. The spouse or partner is not away from the posting location for a continuous period of more than four weeks.

**Exception:** Paragraph c does not apply if accompanying the member on recreation leave that the member accrued at the posting location.

2. A spouse or partner may accompany a member at private expense. In these cases, the member is regarded as unaccompanied.

### 12.3.3 Allowable travel cost

1. Allowable travel cost means the minimum cost of air travel between two locations. These conditions apply.
  - a. Travel is by an airline with seats available.
  - b. The airline offers a standard of safety and security comparable to air travel within Australia.
  - c. Stopovers are avoided where possible.
  - d. Concessions and discounts are used where possible. This includes discounts for advance purchase.
2. The CDF may approve travel at a class higher than economy class. The benefit is the cost of the higher standard of travel, considered reasonable in the circumstances.

**Example:** The CDF might authorise a higher class of travel for a young child travelling alone to certain locations, on the ground that economy class does not provide suitable security.

3. For subsection 2, the CDF must consider all these criteria.
  - a. The standards of safety, security, amenity and hygiene at both ground facilities and on board the aircraft.
  - b. The time of year when the travel is undertaken.
  - c. The duration of the travel.
  - d. The extent to which the person may, in the course of travel, be subjected to discrimination within the meaning of the *Human Rights and Equal Opportunity Commission Act 1986*.
  - e. Any other factor relevant to the person's travel.
4. The allowable travel cost also includes these costs, if applicable.
  - a. Compulsory insurance costs the member paid to secure a discounted fare.
  - b. Rebooking or cancellation fees, because travel was not possible on the scheduled date, for Service reasons.

**Related information:** Department of Finance and Deregulation, Resource Management Guidance RMG-405, *Official International Travel – Approval and use of the Best Fare of the Day*.

#### 12.3.4 Data service provider

Data service provider means the company contracted by the Department of Defence to provide data about living costs and conditions at overseas posting locations.

#### 12.3.5 Dependant

1. For overseas conditions of service, a dependant means any of these persons.
  - a. A spouse or partner who normally lives with the member.
  - b. A child of the member, or of the member's spouse or partner. The child must meet all these conditions.
    - i. The child must be less than 18 years old.
    - ii. The child must be dependent on the member.
    - iii. The child must normally live with the member.
  - c. A person recognised as a dependant with special needs under this Determination, regardless of age.

**See:** Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs

2. The CDF may approve another person as a member's dependant. The following conditions apply.
  - a. The person must be a relative of the member or of the member's spouse or partner.
  - b. The CDF must specify the period the person is the dependant of the member and for what conditions of service benefits.
  - c. The CDF must consider all of the following criteria before giving approval.
    - i. The extent of the person's dependency on the member.
    - ii. Whether the person's normal place of residence is the member's normal place of residence.
    - iii. The length and timing of the member's posting period.
    - iv. The period during which the person intends to live with the member at the posting location.
    - v. If the person intends to leave the posting location, their reason for that.
    - vi. The expected effect on the person, if the member could make alternative arrangements for the person's care and maintenance.
    - vii. Any other special circumstance bearing on the member's relationship to the person.
3. Benefits under Chapters 12, 14, 15 and 16 are provided for dependants. These conditions apply.
  - a. The member must be on a long-term posting.
  - b. The dependant must meet one of these conditions.
    - i. The dependant lives, or intends to live, with the member at the posting location for at least 12 months.
    - ii. The dependant is eligible for education assistance under Chapter 15 Part 6.  
**See:** Chapter 15 Part 6, Education costs for children
4. For subparagraph 3.b.i, the CDF may approve a period of longer than six months but less than 12 months. The CDF must consider all these criteria.
  - a. The nature of the posting.
  - b. The length of the posting period.
  - c. The likely cost and benefit to the Commonwealth of providing benefits for the dependant.  
**Example:** Advice from the financial manager in the member's Group about the cost impact on the Group's budget of fares, removals, storage, health care.
  - d. The family circumstances of the member.
  - e. Any other factor relevant to the posting.



### 12.3.6 Deployment

Deployment means warlike or non-warlike service overseas by members assigned for duty with a UN mission or a similar force.

### 12.3.7 Head of Post

Head of Post means the Australian Ambassador or High Commissioner responsible for the member's posting location.

### 12.3.8 Location in Australia where member normally lives

A location in Australia where a member normally lives is where the CDF considers reasonable in the circumstances. This is if the member does not normally live at a particular location in Australia.

**Example:** A member has had five postings in the last 10 years, in various locations around Australia. The CDF may decide that it is reasonable to regard the member as normally living in the location where the member was recruited, or where their next of kin live.

### 12.3.9 Long-term posting overseas

1. A long-term posting overseas is one of these periods.
  - a. A continuous period of duty in an overseas country, for longer than six months.
  - b. A continuous period of duty in a series of overseas countries, for longer than six months in total. The CDF may approve these periods of duty as a long-term posting. The CDF must consider all these criteria.
    - i. The accommodation and living arrangements likely to be adopted by the member during the period of duty.
    - ii. The period the member is to spend in each country.
    - iii. Any other factor relevant to the period of duty.
  - c. A period of short-term duty that the CDF extends beyond six months. The long-term posting starts on the date of approval of the extension.
2. This subsection applies to a member who has spent time at a location while assigned to a deployment, and then does further duty there after the end of their deployment. The further duty is a long-term posting if the total period is longer than six months. The long-term posting starts on the date of approval of the further duty.

### 12.3.9A Member posted before 1 July 2017

1. Means a member for whom any of the following conditions apply.
  - a. The member commenced a long-term posting overseas before 1 July 2017 and continued that posting on or after 1 July 2017.
  - b. There is evidence that the member's Service made a decision before 1 July 2017 to post the member on a long-term posting overseas.

**Examples:** A posting order, warning order, List of Officers Postings, List of Sailors Postings, demi-official letter, posting schedule.
  - c. The member began a training course before 1 July 2017 to specifically meet the requirements of a long-term posting overseas.
  - d. The member applied in writing for an expression of interest for a long-term posting overseas, issued before 1 July 2017.
2. Despite subsection 1, Assistant Secretary People Policy and Employment Conditions may decide that a member is a member posted before 1 July 2017.

**Note:** This section does not apply to any members on a long-term posting overseas on or after 1 July 2020.

**See:** Section 12.3.9B, Member posted on or after 1 July 2017

### 12.3.9B Member posted on or after 1 July 2017

Means one of the following.

- a. For the period of 1 July 2017 to 30 June 2020 — a member who is not a member posted before 1 July 2017.

**See:** Section 12.3.9A, Member posted before 1 July 2017
- b. For the period beginning on 1 July 2020 — all members on a long-term posting overseas.

### 12.3.10 Non-warlike service

Non-warlike service means both these kinds of service for the purposes of the *Veterans' Entitlements Act 1986*.

- a. Service with a Peacekeeping Force for the purposes of Part IV.
- b. Hazardous service for the purposes of section 120.

### 12.3.11 Operational area

Operational area means the specified area for the deployment in the table in section 17.7.6.

**See:** Chapter 17 Part 7 Division 1 section 17.7.6, Rate of allowance

### 12.3.12 Ordinary period of posting

The ordinary posting period is three years.

**Exception:** A shorter period may be specified for the posting location in column 2 of Part 1 of Annex 16.A or column 2 of Annex 16.B.

### 12.3.13 Overseas post

An overseas post means any office or other establishment of the Commonwealth where a member is required by the Commonwealth to serve overseas, for any purpose. This includes a mission, appointment, station or place in a country overseas.

### 12.3.14 Parent

A parent includes a guardian or other person who is responsible for the day-to-day care of a child.

### 12.3.14A Post index

1. Subject to subsection 2, the post index for a post index location is the standard figure provided to Defence by a data service provider for a location specified in Annex 12.3.B column 2, that corresponds with the post index location specified in column 1. The figure is modified by exchange rate variance from time to time.
2. If either of the following circumstances apply, the post index for the posting location is 100.
  - a. If the figure provided by the data service provider for the post index location is less than 100.
  - b. The post index location is not listed in Annex 12.3.B column 1.
3. The post index location listed in Annex 12.3.B column 1 for a member's posting location is determined according to the following.

**Note:** For the purpose of this subsection:

**City** means the city and any part of the city (unless otherwise specified).

**State** means a state, county, region, province or territory.

- a. If the posting location is Manhattan — the post index location is Manhattan.
- b. If the posting location is a city listed in Annex 12.3.B column 1 — the post index location is the city.
- c. If the posting location is a city that is not listed in Annex 12.3.B column 1 or an establishment and the state where the city or establishment is located is listed — the post index location is the state.

- d. If the posting location is a city or establishment and the state where the city or establishment is located is not listed in Annex 12.3.B column 1 — the post index location is the country where it is located.
- e. If paragraphs a, b, c or d do not apply — the post index location is not listed.

**See:** Subsection 2

**See:** Annex 12.3.B, Post index locations

### 12.3.15 Posting location

For overseas service, a posting location means the location overseas where the member is on a long-term posting.

### 12.3.16 Posting period overseas

A posting period overseas means the period between the days described in these two paragraphs.

- a. The posting period begins on the day the member starts duty at the posting location after any rest period.

**Exception:** A member may arrive at the posting location on a day observed locally as a weekend or public holiday. If they start duty on the next working day, the posting period begins the day the member arrives at the posting location.

- b. The posting period ends on the day the member leaves their settling-out accommodation at the posting location.

**Exception:** A member may depart from the posting location on a day observed locally as a weekend or public holiday. If the member finished duty on the preceding working day, the posting period ends on the day the member departs from the posting location.

### 12.3.17 Senior ADF representative

Senior ADF representative means the most senior Defence Force member at a posting location. This member has administrative authority for members serving at that location.

### 12.3.18 Short-term duty overseas

Short-term duty overseas means a temporary absence to go to an overseas location, away from the normal place of duty. The absence is authorised by the Commonwealth for the purpose of performing duty overseas, either from Australia or from a posting location overseas. The period of absence is expected to be no longer than six months.

### **12.3.19 Time zone hour**

A time zone hour is a change of one time zone during air travel. It is measured using Coordinated Universal Time (old Greenwich Mean Time). Summer time and daylight saving time are disregarded for the purposes of this definition.

**See:**

Chapter 13 Part 2 Division 2 section 13.2.10, Definitions – time zone hour

Chapter 14 Part 4 Division 3 section 14.4.14, Definitions – time zone hour

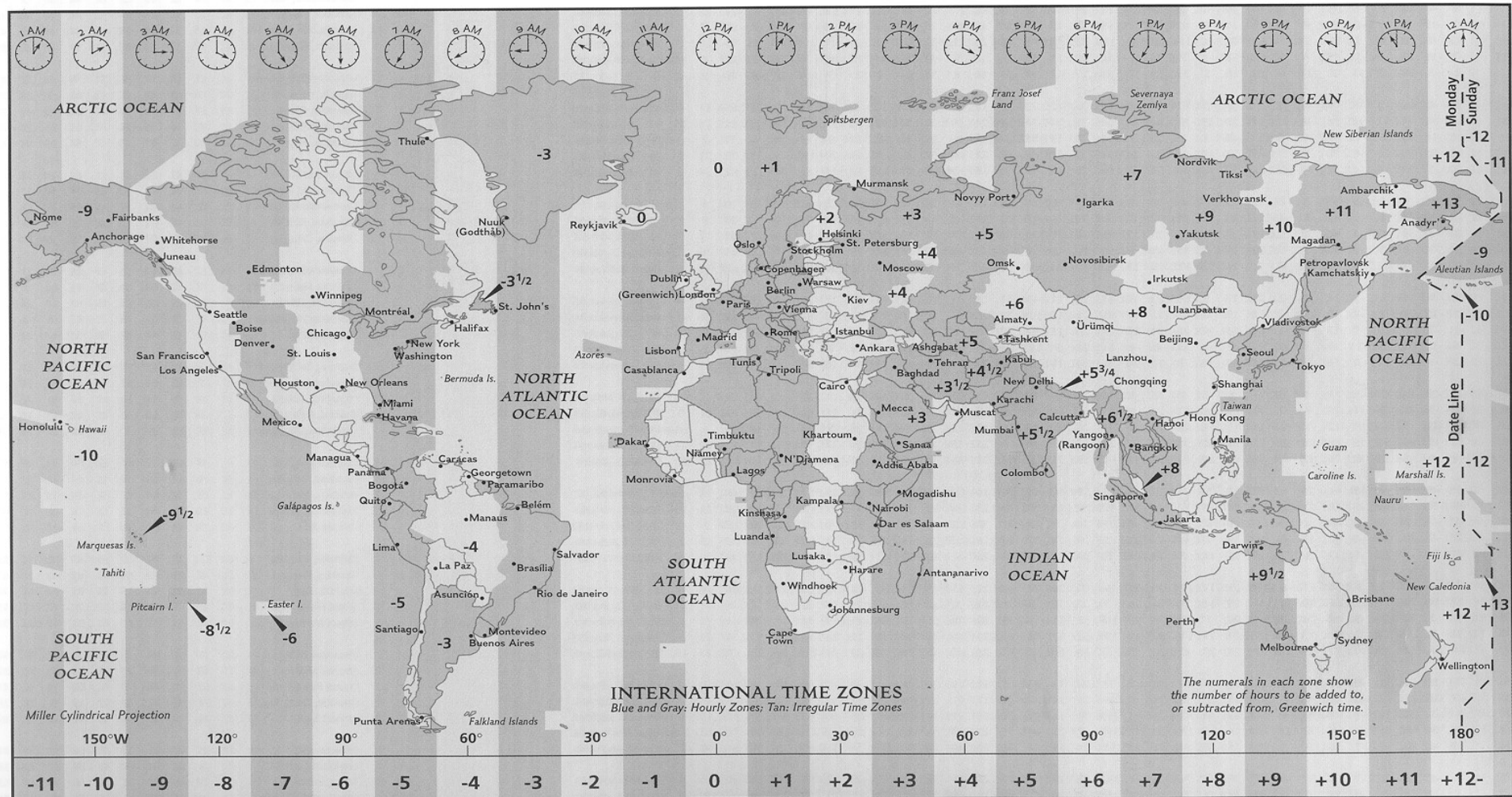
Annex 12.3.A, International time zones

### **12.3.20 Unaccompanied member**

An unaccompanied member means a member who is not an accompanied member. This can happen for one of these reasons.

- a. The member does not have dependants.
- b. The member informs the Overseas Administration Team in writing that they will be unaccompanied at the post.
- c. The member is required to be unaccompanied at the post for one of these reasons.
  - i. Hardship.
  - ii. Safety.
  - iii. The long-term posting is too short to justify a removal.
- d. The member ceases to be an accompanied member while at the post.

## Annex 12.3.A: International time zones



## Annex 12.3.B: Post index locations

Column 1 Post index location	Column 2 The data service provider location
BELGIUM	Brussels
BRUNEI	Bandar Seri Begawan
CAMBODIA	Phnom Penh
CANADA	Canada
- British Columbia	Vancouver
- Ontario	Toronto
- Quebec	Montreal
CHINA	Beijing
CYPRUS	Cyprus
ETHIOPIA	Addis Ababa
FIJI	Suva
FRANCE	France
- Paris	Paris
GERMANY	Berlin
INDIA	New Delhi
INDONESIA	Jakarta
ITALY	Italy
- Genoa	Genoa
- Rome	Rome
JAPAN	Tokyo
JORDAN	Amman
KIRIBATI	Tarawa
KOREA	Seoul
KUWAIT	Kuwait City
MALAYSIA	Kuala Lumpur
MARSHALL ISLANDS	Majuro
MICRONESIA	Pohnpei
MYANMAR	Yangon
NETHERLANDS	Amsterdam
NEW ZEALAND	New Zealand
- Auckland (Region)	Auckland
- Christchurch	Christchurch
- Wellington (Region)	Wellington
PAKISTAN	Islamabad
PALAU	Koror
PAPUA NEW GUINEA	Port Moresby
PHILIPPINES	Manila
SAMOA	Apia
SAUDI ARABIA	Riyadh
SINGAPORE	Singapore
SOLOMON ISLANDS	Honiara
SPAIN	Spain
- Madrid	Madrid

<b>Column 1</b> <b>Post index location</b>	<b>Column 2</b> <b>The data service provider location</b>
SRI LANKA	Colombo
THAILAND	Bangkok
TIMOR-LESTE	Dili
TONGA	Nukualofa
TURKEY	Ankara
TUVALU	Funafuti Atoll
UNITED ARAB EMIRATES	Abu Dhabi
UK	United Kingdom
- London	Central London
USA	USA
- Alaska	Anchorage
- California	Los Angeles
- Colorado	Denver
- Connecticut/Rhode Island	Hartford
- Florida	Miami
- Georgia	Atlanta
- Guam	Guam
- Hawaii	Honolulu
- Illinois	Chicago
- Maryland/Virginia, including Washington DC	Washington DC
- Massachusetts	Boston
- Missouri	St Louis
- New York State	New York (excluding Manhattan)
- Manhattan	Manhattan
- Texas	Dallas
- Washington State	Seattle
VANUATU	Port Vila
VIETNAM	Hanoi



## **Part 4: Service with the United Nations**

### **12.4.1 Purpose**

The purpose of this Part is to outline the conditions of service for members undertaking a period of service with the United Nations (UN).

### **12.4.2 Period of service with the UN counts as service**

An approved period of service with the UN counts as service for the purpose of salary increments and accrual of service for long service leave.

**See:**

Chapter 3 Part 2, Administration of salaries

Chapter 5 Part 5, Long service leave

### **12.4.3 Contents**

This Part includes the following Divisions.

Division 1      Member remunerated by the UN

Division 2      Member remunerated by the ADF

## Division 1: Member remunerated by the UN

### 12.4.4 Purpose

The purpose of this Division is to outline the conditions of service for members who meet both of the following conditions.

- a. They are undertaking a period of service with the UN.
- b. They are receiving remuneration from the UN.

### 12.4.5 Member this Division applies to

This Division applies to a member who meets both of the following conditions.

- a. They are released from duty to undertake a period of service with the UN.
- b. They are receiving remuneration from the UN.

### 12.4.6 Allowances and benefits not payable

1. A member and their dependants are not eligible for benefits under Chapters 1 to 17 for the following periods.
  - a. The period of service with the UN.
  - b. Any period immediately before or after the period of service with the UN, in relation to the following.
    - i. Conditions of service for long-term posting overseas that would be payable in relation to the period of service.
    - ii. Travel costs or any other costs incurred by the member or a dependant in connection with the service with the UN.
2. Despite subsection 1, the CDF may approve the following benefits, as if the member were going on, or on a long-term posting.
  - a. Storage of the member's and dependant's possessions within Australia at Commonwealth expense, while the member is on a period of service with the UN.
  - b. Reimbursement for insurance of the possessions stored under paragraph a.
  - c. Outlay advance.
  - d. Assistance with health services provided overseas for a member and their dependants.
  - e. Temporary accommodation allowance while in Australia.

3. For subsection 2, the CDF must consider all the following factors.
  - a. Whether there is a similar benefit provided by the UN.
  - b. The costs incurred by the member and dependants.
  - c. Any other factor relevant to the member's circumstances during the approved period of service with the UN.

## Division 2: Member remunerated by the ADF

### 12.4.7 Purpose

The purpose of this Division is to outline the conditions of service for members undertaking a period of service with the UN and receiving remuneration from the ADF.

### 12.4.8 Member this Division applies to

This Division applies to a member who meets both of the following conditions.

- a. The member is released from duty to undertake a period of service with the UN.
- b. The member is receiving remuneration from the ADF.

### 12.4.9 Allowances and benefits payable

Chapters 1 to 12 and Chapters 14 to 16 apply to a member under this Division as if the member were on a long-term posting overseas.

**Note:** The member is subject to any eligibility conditions set out in the allowance or benefit.

### 12.4.10 Leave arrangements during the period of service with the UN

The member must use their ADF leave credits when taking any period of leave during their service with the UN.

**Note:** This includes periods of leave that the member has been directed to take by the UN.

## Chapter 13: Short-term duty overseas

### 13.0.1 Overview

This Chapter contains information for members who undertake short-term duty overseas. It covers the range of travel benefits and allowances available.

### 13.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Overview
- Part 2 Overseas travel benefits
- Part 3 Travel costs for short-term duty overseas
- Part 4 Special conditions and allowances – ADF only

## Part 1: Overview

### 13.1.1 Purpose

1. This Chapter describes the benefits and allowances that apply when members travel overseas on short-term duty.
2. The Chapter covers standard benefits, such as class of air travel and rest periods. It also covers payment of travel costs for short-term duty overseas. It sets out the various ways a member may become eligible for more or less than the standard limits on payment of travel costs.

### 13.1.2 Member this Chapter applies to

This Chapter applies to a member who performs short-term duty overseas. This includes both the following.

- a. A member who performs short-term duty overseas while on a long-term posting.

**See:** Chapter 15 Part 3 Division 1, Travel for short-term duty while on long-term posting

- b. A member on Reserve service.

### 13.1.3 Member this Chapter does not apply to

1. This Chapter does not apply to any of these members.

- a. The CDF.
- b. The Vice Chief of the Defence Force.
- c. Service Chiefs.

**See also:** Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to

2. Parts 1, 2 and 3 do not apply to a member on an officially approved activity overseas, as described in Part 4 Division 2.

**See:** Part 4 Division 2, Officially approved activities

**Note:** Members on short-term duty are eligible for some hardship location conditions if they meet the eligibility conditions.

**See:** Chapter 16, Overseas hardship locations

### 13.1.4 Member on short term duty ill or injured

A member on short-term duty overseas who is seriously or very seriously ill, may be eligible for support under the Australians dangerously ill scheme under Chapter 17 Part 4.

**See:** Chapter 17 Part 4, Australians dangerously ill scheme – overseas

## Part 2: Overseas travel benefits

### 13.2.1 Overview

1. When a member travels overseas on short-term duty, they are eligible for travel in particular classes. They may also be eligible for rest periods for the journey.
2. This Part covers these and other travel-related benefits for members.

### 13.2.2 Definitions

This table defines terms used in this Part.

Term	Definition in this Chapter
Time zone hour	A change of one time zone during air travel, measured using Coordinated Universal Time (old Greenwich Mean Time).
Travel time	A period that: <ul style="list-style-type: none"><li>▪ <b>begins</b> with the latest allowed check-in time for the scheduled departure</li><li>▪ <b>ends</b> with the actual arrival time at the destination airport</li><li>▪ <b>excludes</b> all:<ul style="list-style-type: none"><li>- rest periods</li><li>- leave</li><li>- stopovers where members are not on duty.</li></ul></li></ul>

### 13.2.3 Contents

This Part includes these Divisions.

Division 1	Class of air travel
Division 2	Rest periods
Division 3	Accompanied travel
Division 4	Miscellaneous costs of short-term duty overseas

## Division 1: Class of air travel

### 13.2.4 Member this Division does not apply to

This Division does not apply to these members.

- a. Members who hold the rank of Colonel or lower, travelling to, on or from a deployment.

**See:** Chapter 17 Part 3 section 17.3.2, Class of air travel – warlike and non-warlike deployments

- b. Members who travel in an aircraft owned or chartered by the Commonwealth. The travel arrangements are as provided on board the aircraft.
- c. Groups of members who hold the rank of Colonel or lower, travelling together by commercial air service on operations, exercises, training or to perform ceremonial duties. These groups are eligible for travel economy class.

**Example:** A class of members on an overseas study tour, or members of a ceremonial party or military band.

**Exception 1:** A member with the rank of Brigadier may choose to travel in business class.

**Exception 2:** The CDF may approve a higher class of travel for a class of members on an overseas study tour. The CDF must consider the costs and benefits of travel at the higher class, the members' rank, and the nature of the study tour.

**See also:**

Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to Part 1 section 13.1.3, Member this Chapter does not apply to

### 13.2.5 Special travel requirements

A member has special travel requirements if both these conditions are met.

- a. A doctor certifies them as pregnant at the time of travel.
- b. Their actual travel time in an aircraft is longer than five hours.

### 13.2.6 Class of air travel for short-term duty

1. If a member is required to travel by air on short-term duty overseas, then they are eligible for travel in these classes.
  - a. Business class, if available.
  - b. First class, if business class is not available and they hold the rank of Brigadier or higher.
  - c. Economy class, if business class is not available and they hold the rank of Colonel or lower.



- d. First class, if business class is not available on a USA domestic carrier for travel between Hawaii and the USA mainland.
2. This section applies to all these kinds of travel.
    - a. Overseas from Australia.
    - b. Domestically within a foreign country.
    - c. Between foreign countries.
    - d. Within Australia on flights that are directly associated with the member's overseas travel.

**Example 1:** A member is eligible to fly business class from Sydney to South Africa. The flight goes from Sydney to Perth to Johannesburg. An international aircraft operates the entire route. The member is eligible to fly business class the entire trip.

**Example 2:** A member posted in Melbourne is authorised to attend a conference in London. As part of the preparation, the member must attend a meeting in Perth immediately before travelling from Perth to London direct. The travel from Melbourne to Perth is treated as part of the overseas travel under this Division.

### 13.2.7 Downgrading the class of air travel

A member must not downgrade their class of air travel or depart from their approved itinerary for personal or financial gain.

### 13.2.8 CDF discretion for first class air travel

1. The CDF may upgrade a member to first class for special reasons. This can happen where a member is **not** eligible for first class air travel under paragraph 13.2.6.1.b.
2. When making this decision, the CDF must consider all these criteria.
  - a. The standards of hygiene and amenities that the class of air travel would otherwise provide. This includes both at the airport in and the air.
  - b. The member's health.
  - c. The time of year the travel is happening.
  - d. The length of the journey.
  - e. If any duties are being performed during travel.
  - f. If part of a delegation, its size and structure, and any need to conduct business during travel.

- g. If the member is travelling with someone for duty, that person's status and class of air travel. This includes travel with senior government officials.

**Examples:**

Parliamentary delegations.

Ministers.

The CDF.

The Vice Chief of the Defence Force.

Service Chiefs.

Secretaries of Departments.

- h. If the member might be subjected to discrimination during travel, as defined by the *Human Rights and Equal Opportunity Commission Act 1986*.
- i. Any other factor relevant to the travel.

## Division 2: Rest periods

### 13.2.9 Purpose

Rest periods provide a chance to recover from jet lag, during or after air travel undertaken for duty.

### 13.2.10 Definition – time zone hour

A time zone hour is a change of one time zone during air travel. It is measured using Coordinated Universal Time (old Greenwich Mean Time). Summer time and daylight saving time are disregarded for the purposes of this definition.

**See:**

Chapter 12 Part 3 section 12.3.19, Definition – time zone hour  
Chapter 14 Part 4 Division 3 section 14.4.14, Definition – time zone hour  
Annex 12.3.A, International time zones

### 13.2.11 Rest period benefits

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.
2. This table describes the eligibility for rest periods.

Item	If travel by the direct route is...	then the member is eligible for...
1.	for at least four time zone hours, or with a travelling time of at least 12 hours	one rest period.
2.	for at least six time zone hours	two rest periods.

3. The same eligibility applies to the journey, whether it is by a direct or indirect route.
4. The member may choose whether to take a rest period during the journey or at the final destination, or both.

**Example 1:** A member travels from Sydney to Los Angeles direct. The journey is six time zone hours. The member is eligible for two rest periods and takes them on arrival in Los Angeles.

**Example 2:** A member is approved to travel from Sydney to New York via London (indirect). The time zone difference between Sydney and New York by the direct route is nine time zone hours, so the member is eligible for two rest periods. The member chooses to take one rest period in London and one on arrival in New York.

5. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.
6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period benefit under this section.
7. No journey can have more than two rest periods.

8. For an overnight rest period, the member is eligible to be paid both these costs.
  - a. Accommodation costs as if the member were on duty.
  - b. The meal and incidental components of travel costs.

**See:** Part 3, Travel costs for short-term duty overseas

### **13.2.12 Recreation leave with rest periods**

1. This section applies to a member who has been approved to take recreation leave during or after a journey.
2. A member may take a rest period at the same location as recreation leave. The duration of the rest period is the same as if the member was to continue the journey without taking leave.
3. Time spent on a rest period is not to be deducted from recreation leave credits.

## Division 3: Accompanied travel

### 13.2.13 Spouse accompanying member on short-term duty overseas

1. A member is not eligible to have their spouse or partner accompany them at Commonwealth expense on short-term duty overseas.

**Exception:** The CDF may approve travel for a spouse or partner to accompany the member at Commonwealth expense for representational purposes. Approval may only be given if the CDF is satisfied that it is demonstrably in the interests of the Commonwealth, given the purpose of the travel, for the member to be accompanied by their spouse or partner.

2. If the CDF approves accompanied travel on short-term duty overseas, the member is eligible for all the following, as applicable.
  - a. The reasonable additional cost of accommodation (including for rest periods).
  - b. The spouse's or partner's transportation cost by the same mode and class of travel as the member. This is the only transportation cost payable for the member's spouse or partner.
  - c. Costs incurred for meals, up to the same daily limit as the member's meal costs benefit under Annex 13.3.A for short-term duty overseas.

**See:** Annex 13.3.A, Travel costs

## Division 4: Miscellaneous costs of short-term duty overseas

### 13.2.14 Insuring personal effects

1. The Commonwealth may provide or arrange insurance against loss or damage to members' personal effects carried on overseas visits.
2. If the Commonwealth does not do this, members are eligible for the reimbursement of one of the following, whichever is less.
  - a. The premium paid to insure personal effects.
  - b. The cost of a premium that would insure personal effects for AUD 3,000.

### 13.2.15 Death of member or dependant

If a member or dependant dies while on short-term duty overseas, Chapter 15 Part 9 section 15.9.3 or section 15.9.3A applies.

**See:** Chapter 15 Part 9

Section 15.9.3, Assistance if member dies

Section 15.9.3A, Assistance if dependant dies

## Part 3: Travel costs for short-term duty overseas

### 13.3.1 Purpose

This Part sets out how a member who travels on short-term duty overseas may use an official charge card (the Defence travel card) to pay their reasonable travel costs.

### 13.3.2 Basis

Use of the travel card is based on the principle that a member will neither gain nor lose financially when they travel on Defence business.

### 13.3.3 Contents

This Part includes these Divisions and Annex.

Division 1	Rates, limitations and specific situations
Division 2	Equipment costs
Annex 13.3.A	Travel costs: Part 1: Brigadier or higher Part 2: Colonel or lower

### 13.3.4 Member eligible to use the travel card

Subject to this Part, a member on short-term duty overseas is eligible to use the travel card to pay the cost of meals, accommodation, incidentals and equipment.

### 13.3.5 Member not eligible to use the travel card

A member on short-term duty overseas is not eligible to use the travel card while they are on either of the following types of leave.

- a. Recreation leave.
- b. Long service leave.

## Division 1: Rates, limitations and specific situations

### 13.3.6 Travel costs while living out

1. A member who lives out during short-term duty overseas may use the travel card to pay the travel costs set out in this table.

Item	If the member's rank is...	then they may use the travel card to pay for...	up to a daily maximum amount of...
1.	Brigadier or higher	accommodation on each night in the period	the cost of accommodation of a reasonable standard for: a. their classification, and b. the nature of the duties performed.
		meals for each day of the period	the rate in Part 1 of Annex 13.3.A for the location.
		incidentals for each day of the period	the rate in Part 1 of Annex 13.3.A for the location.
2.	Colonel or lower	accommodation on each night in the period	the cost of accommodation of a reasonable standard for: a. their classification, and b. the nature of the duties performed.
		meals for each day of the period	the rate in Part 2 of Annex 13.3.A for the location.
		incidentals for each day of the period	the rate in Part 2 of Annex 13.3.A for the location.

#### Related Information:

1. See section 13.3.9 for maximum costs for incomplete days at the start and end of the period of duty at a location overseas.
2. For a member travelling to Australia on short-term duty see Chapter 9 Part 5, Payment of travel costs.
2. The member may not be able to use the card to pay for a meal directly. In this case, they may use the card to withdraw cash from an automatic teller machine (ATM) to pay for the meal. They must not withdraw more than their maximum benefit.
3. A member might get an allowance for accommodation, meals or incidentals from a non-Commonwealth organisation for a period and location. The member has no eligibility under this Part for the costs for the same period and location.

**See also:** Section 13.3.12, Top-up of costs paid by another organisation

4. For this Part, a member attending the Royal College of Defence Studies in the UK is taken to hold the rank of Brigadier.



### 13.3.7 Member eligible for allowance instead of using travel card

1. A member may be eligible for an allowance to pay their travel costs if they meet both these conditions.
  - a. They are on short-term duty overseas.
  - b. They have not got a travel card to pay overseas travel costs.

The amount of the allowance is up to what they would normally pay for accommodation, meals and incidentals with the travel card.

**Example:** A member on long-term posting in an overseas location may not have access to a travel card when they go on short-term duty to another location.

2. The member must keep receipts to show their accommodation costs.
3. Receipts are not required for meal and incidental costs.

### 13.3.8 Limits on benefits

1. A member is not eligible to use the travel card for accommodation or meals if any of these conditions are met.
  - a. The Commonwealth, a carrier or anyone else provides meals at no cost to the member.

**Example:** The member is not eligible for breakfast if it was provided as part of an accommodation tariff.

- b. They are included in a fare paid for travel during the period of duty.

**Example:** An in-flight meal on an overseas flight is a meal provided in the fare payable for the travel.

- c. The member's travel continues overnight without a break for accommodation.

2. A member is not eligible for an amount for accommodation provided on a non-commercial basis.

**Example:** The member stays privately at their aunt's home while on short-term duty overseas. They are not to use cash withdrawn from the travel card to pay their aunt for the accommodation.

3. A member may need to travel within Australia as part of their journey to get to an overseas location for short-term duty. In this case, they are not eligible to use the travel card at the rates under this Part to pay the domestic travel costs.

**Example:** A member must fly from Perth to Sydney to get to New York for short-term duty. They must use their benefit under Chapter 9 Part 5 to pay costs for the Perth–Sydney flight. They must then use this Part for their journey from Sydney to New York. Their eligibility for business class travel is not affected by this Part.

4. This subsection applies to a member who meets both these conditions.
  - a. The member is living out at a location for five days or longer. The member's days of arrival and departure do not count towards the five days.
 

**See:** Section 13.3.9, Reduced rates for meals on day of arrival or departure
  - b. The member's accommodation provides cooking facilities and utensils. The facilities are of a standard that would allow the member to prepare their own meals.
5. The maximum meal amount for the member is limited. It is two-thirds of the amount to which the member would normally be eligible under the table in section 13.3.6.

### 13.3.9 Reduced rates for meals on day of arrival or departure

1. The rate for meals on the day a member arrives or departs depends on what time they arrive or depart.
2. The rate for meals based on arrival time is worked out by multiplying the standard daily rate for meals by the appropriate percentage from this table.

Item	If the member arrives at the location...	then the rate they are eligible for on the day is...
1.	before 0700	100%
2.	between 0700 and 1300	75%
3.	between 1301 and 1900	50%
4.	after 1900	Nil

3. The rate for meals based on departure time is worked out by multiplying the standard daily rate for meals by the appropriate percentage from this table.

Item	If the member departs from the location...	then the rate they are eligible for on the day is...
1.	before 0700	Nil
2.	between 0700 and 1300	25%
3.	between 1301 and 1900	50%
4.	after 1900	100%

### 13.3.10 Reduced eligibility for incidentals

1. The rate for incidental costs on the day a member arrives or departs depends on what time they arrive or depart. They are only eligible for half the daily rate in either of these situations.
  - a. They arrive after noon.
  - b. They depart before noon.

2. A member is eligible for half the normal rate for incidental costs if they meet any of these conditions.
  - a. They stay on duty at a location after being on short-term duty there for a continuous period of 28 days. They get half the listed rate for the period beyond the 28 days.
  - b. They are on a long-term posting overseas, and they go on short-term duty within the country of posting. The lower benefit applies to the short-term duty only.

**Example:** A member is on posting in Washington DC. They travel on business to Seattle. They get half the listed rate for incidental costs for the trip.

**See:** Chapter 15 Part 3 Division 1, Travel for short-term duty while on long-term posting

- c. They are in an overseas country on leave and the CDF recalls them to undertake short-term duty in that country. They get half the listed rate for the short-term duty only.
  - d. They are accommodated on board a seagoing ship while it is visiting an overseas port. They get half the listed rate during the visit.
3. A break of less than seven days from their short-term duty location may not break a member's continuity for the purposes of paragraph 2.a above. The break does not count if the member was advised that the period of absence was to be for less than seven days.

**Example:** A member has been on short-term duty in Washington DC for 21 days. They travel on duty to Chicago for two-day conference, which they attend as planned. When they return, they still have five days on the full incidental rate before the rate drops to half.

**Non-example:** A member has been on short-term duty in New Delhi for 15 days. They are advised to undertake short-term duty in Colombo for three days. For reasons beyond their control, the duty in Colombo takes eight days. This breaks continuity for paragraph 2.a. When they return to New Delhi, they have a further 28 days on the full incidental rate before the rate drops to half.

### 13.3.11 Additional travel costs

1. A member's maximum benefit may be less than they actually spend on accommodation, meals or incidentals on their short-term duty. In this case, the CDF may approve their use of an additional amount on the travel card.
2. The CDF must consider all these criteria.
  - a. The length of the member's short-term duty period.
  - b. The nature of the duties the member undertakes.
  - c. The nature and cost of meals, accommodation and relevant services at the location of the duty.
  - d. Any other factor relevant to the costs.

**Example 1:** A member is required to accompany the Minister, Secretary, CDF, VCDF or a Service Chief. They may be allowed to use the travel card to buy accommodation at the same hotel as the person they are working with.

**Example 2:** A member is required to lead a delegation overseas. They may be allowed to use the travel card to pay for a hotel suite for extra office space.

### 13.3.12 Top-up of costs paid by another organisation

1. A non-Commonwealth organisation might pay some of a member's travel costs, but less than the member would be eligible for under this Part. The member may apply for additional travel costs under section 13.3.11.

**See also:** Subsection 13.3.6.3, Travel costs while living out

2. This section does not apply if the member is on exchange duty overseas.

### 13.3.13 Travel costs when in hospital

A member of any rank who is in hospital for a period during short-term duty overseas has these benefits.

- a. They may use the travel card to pay for these costs.
  - i. Incidentals up to the maximum for a Colonel or lower in the table in section 13.3.6.
  - ii. Continuing costs they cannot avoid for accommodation and other charges outside the hospital. The Commonwealth will not pay more than the limit of their benefit under this Part.

**Example:** Ongoing hotel costs for retaining accommodation or storing baggage.

- b. If they could not use the travel card to pay for costs in subparagraph a.ii, they may be reimbursed by other means.

### 13.3.14 Confirming actual travel costs

1. A member must confirm their costs on the travel card using the Department of Defence's card management system. They must do this within 28 days after they end their short-term duty overseas.

**Example:** The member might present receipts for the payments.

2. If the member has spent more on the travel card than they were eligible for (including any extra amount approved by CDF), they must repay the difference to the Commonwealth.
3. If the member has not used their maximum benefit for meals and incidentals when they confirm their costs, they are not eligible for the unused costs.

### 13.3.15 Part-day travel

1. A member who meets all of the following conditions is eligible for part-day travelling allowance.
  - a. The member is required to perform duty away from the location where the member normally performs duty.
  - b. The member holds the rank of Colonel or lower.
  - c. The member is absent from their normal duty location for more than 10 hours.
  - d. The member is not absent from their normal duty location overnight.

**Example:** A Lieutenant Colonel leaves home at 0600 to travel to a meeting in another city. The member returns home at 2100. The member is away from home for 15 hours. The member is eligible for part-day travelling allowance.

2. Part-day travelling allowance is an amount calculated at 60% of the meal amount listed for the location in Part 2 of Annex 13.3.A.

**See:** Annex 13.3.A, Travel costs

3. A member must not use the Defence travel card to claim part-day travelling allowance.

**Note:** Part-day travelling allowance is paid through the pay system and is taxable. The member would still use their Defence travel card to purchase fares for their journey.

### 13.3.16 Travelling allowance while living in

1. A member who lives in during short-term duty overseas is eligible for travelling allowance for each day in the period of duty. This table sets out how this allowance is worked out for members of any rank.

Item	The member is eligible for an amount for...	up to a daily maximum of...
1.	compulsory mess charges and accommodation	the amount of the charges.
2.	meals	an amount that the CDF considers reasonable, but not more than the applicable limit in Annex 13.3.A for the location.
3.	incidentals	the applicable amount in Annex 13.3.A for the location.

2. For item 2 of the table, the CDF must consider all these criteria.
  - a. The location where the member is accommodated.
  - b. The cost of meals at the location.
  - c. The nature of the member's accommodation and living arrangements.
  - d. Any other factor relevant to the member's meals.

## Division 2: Equipment costs

### 13.3.17 Purpose

The payment of basic equipment costs helps a member in two ways when they travel from Australia to short-term duty overseas.

- a. It helps them pay for travel equipment and other necessary items.

**Examples:** A suitcase, a foreign electricity adaptor, a world clock.

- b. It has an element to pay them for the extra wear and tear on their possessions.

### 13.3.18 Benefit

1. A member is able to use the travel card to buy equipment up to a maximum of the relevant of the following.

- a. AUD 115 for travel to New Zealand.

- b. AUD 225 for any other travel.

2. A member can use the travel card to buy equipment to the total of AUD 225 in any three-year period.

**Example:** A member travels to New Zealand and spends AUD 115 to buy a suitcase. Two years later, the member travels to the United States. The member may only use the travel card to buy equipment up to AUD 110.

3. A member is not to use the travel card to pay for equipment for use in these situations.

- a. Participating in an approved ADF activity such as overseas adventure training, sports events or work experience.

- b. Serving in a seagoing ship or submarine and required to live ashore while the vessel is in an overseas port.

- c. Travelling on short-term duty to Australia from an overseas location where they are on a long-term posting.

- d. For use at a long-term posting.

4. If a member uses the travel card to buy equipment and then does not go overseas, they must repay the total amount to the Commonwealth.

5. The CDF may waive the repayment, if satisfied that they are unable to recover the cost of any items they bought.

### **13.3.19 Additional equipment costs**

1. A member may use the travel card to buy special clothing for overseas climates that are different from the usual climate at their normal place of duty.
2. The CDF may authorise the member to use the travel card to buy additional equipment. Approval can only be given if the CDF is satisfied that the maximum benefit under section 13.3.18 is not enough to meet the member's needs.
3. The CDF must consider all these criteria.
  - a. The climate at the member's destination compared to the climate at their normal place of duty.
  - b. The length of the proposed travel.
  - c. The means of travel.
  - d. The climate likely to be met at locations during the travel.
  - e. The duties the member will perform during the travel.
  - f. How much clothing the Commonwealth supplies the member for the travel.
  - g. How much more wear and tear the member's clothing will face due to the travel, compared to ordinary wear and tear.
  - h. Any Commonwealth money the member was eligible for to buy clothes for previous duty travel within Australia or overseas.
4. An authorised member may use the travel card to spend up to AUD 205 on additional equipment. The member may spend up to this amount once in any three-year period for use in each of these three regions as they are identified in the CDF approval.
  - a. A tropical region.
  - b. A cold region.
  - c. Another climatic region.
5. The member may be approved to spend a further AUD 205 for additional equipment in any three-year period. Approval may only be given if the CDF is satisfied that they meet all these conditions.
  - a. They are to travel on short-term duty to a location.
  - b. They are likely to be exposed to an extremely cold winter climate at that location.
  - c. The additional equipment they are eligible to buy under section 13.3.18 and subsection 4 above will not meet their clothing needs for travel to the location.

6. This table gives examples of how this section is applied.

Item	Climate	Examples: additional equipment allowance applies	Non-examples: additional equipment allowance does not apply
1.	Tropical	<b>Destination:</b> Singapore <b>Normal place of duty:</b> Melbourne <b>Reason:</b> The two places have different climates (tropical and temperate).	<b>Destination:</b> Papua New Guinea <b>Normal place of duty:</b> Cairns <b>Reason:</b> Both are tropical climates.
2.	Cold	<b>Destination:</b> UK in January <b>Normal place of duty:</b> Brisbane in January <b>Reason:</b> The two places have different climates at that time of year.	<b>Destination:</b> UK in April <b>Normal place of duty:</b> Melbourne in April <b>Reason:</b> The two places have similar climates at that time of year.
3.	Extreme cold (subsection 5)	<b>Destination:</b> Moscow or northern Canada in winter <b>Normal place of duty:</b> Sydney <b>Reason:</b> Moscow and northern Canada have extremely cold winter climates.	<b>Destination:</b> Moscow in summer <b>Normal place of duty:</b> Sydney <b>Reason:</b> The two places have similar climates at that time of year.

7. Additional equipment allowance may be paid to members on long-term overseas postings who must travel to other overseas locations for short-term duty.

### 13.3.20 Member not provided with travel card

1. A member who is eligible under this Division may get an allowance for their equipment costs. This is only if they meet these two conditions.
  - a. They are travelling on short-term duty overseas.
  - b. They have not got a travel card.
2. The limit of the allowance is the amount they would be eligible for if they used the travel card under this Division.



## Annex 13.3.A: Travel costs

This Annex sets out maximum travel costs payable using the travel card on short-term duty overseas.

### Part 1: Brigadier or higher

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
1.	Argentina	ARS	690	197
2.	Australia <b>See:</b> Chapter 9 Part 5, Payment of travel costs	-	-	-
3.	Austria	EUR	144	35
4.	Bahrain	BHD	71	17
5.	Bangladesh	BDT	12099	3203
6.	Barbados	BBD	522	110
7.	Belgium	EUR	201	42
8.	Brazil	USD	261	55
9.	Brunei	BND	163	46
10.	Cambodia	USD	128	37
11.	Canada	CAD	275	58
12.	Chile	USD	156	41
13.	China – Hong Kong	HKD	2023	426
14.	China – Macau	MOP	2084	439
15.	China – elsewhere	CNY	1601	337
16.	Cook Islands	NZD	243	59
17.	Croatia	HRK	892	236
18.	Cyprus	EUR	144	35
19.	Czech Republic	CZK	3109	823
20.	Denmark	DKK	1628	315
21.	Egypt	EGP	1092	289
22.	Ethiopia	ETB	1629	514
23.	Fiji	FJD	242	69
24.	Finland	EUR	201	42
25.	France	EUR	201	42
26.	Germany	EUR	144	35
27.	Greece	EUR	144	35
28.	Hungary	HUF	35259	9333
29.	Iceland	ISK	32333	6807
30.	India	INR	9247	2448
31.	Indonesia	IDR	1544384	408807
32.	Iran	IRR	1910607	505749
33.	Irish Republic	EUR	144	35
34.	Israel	USD	261	55
35.	Italy	EUR	201	42

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
36.	Japan	JPY	25913	5455
37.	Jordan	JOD	185	39
38.	Kazakhstan	USD	156	41
39.	Kenya	KES	13363	3537
40.	Korea Republic	KRW	297926	62721
41.	Korea Republic – US Bases	USD	188	46
42.	Kuwait	KWD	54	13
43.	Laos	USD	128	37
44.	Lebanon	USD	188	46
45.	Luxembourg	EUR	201	42
46.	Malaysia	MYR	492	130
47.	Malta	EUR	120	32
47A.	Marshall Islands	USD	92	23
48.	Mauritius	MUR	4839	1281
49.	Mexico	USD	156	41
49A.	Micronesia	USD	89	13
50.	Monaco	EUR	201	42
51.	Myanmar	USD	156	41
52.	Nauru	AUD	95	30
53.	Nepal	NPR	12184	3481
54.	Netherlands	EUR	201	42
55.	New Caledonia	XPF	23680	4985
56.	New Zealand	NZD	243	59
57.	Nigeria	NGN	42399	8926
58.	Norway	NOK	1733	355
59.	Oman	OMR	100	21
60.	Pakistan	PKR	8652	2732
60A.	Palau	USD	120	24
61.	Papua New Guinea	PGK	588	124
62.	Philippines	PHP	6722	1779
63.	Poland	USD	156	41
64.	Portugal	EUR	120	32
65.	Qatar	USD	261	55
66.	Russia	USD	284	55
67.	Rwanda	RWF	98,419	26,052
68.	Samoa	WST	445	108
69.	Saudi Arabia	SAR	584	154
70.	Senegal	EUR	144	35
71.	Singapore	SGD	331	70
72.	Solomon Islands	SBD	1116	296
73.	South Africa	ZAR	1272	363
74.	Spain	EUR	144	35
75.	Sri Lanka	LKR	16710	4774
76.	Sudan	USD	128	37
77.	Sweden	SEK	1761	371

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
78.	Switzerland	CHF	268	52
79.	Syria	SYP	15598	4129
80.	Thailand	THB	4826	1278
81.	Timor-Leste	USD	128	37
82.	Tonga	TOP	284	75
83.	Turkey	USD	188	46
84.	Uganda	USD	128	37
85.	Ukraine	USD	156	41
86.	United Arab Emirates	AED	958	202
87.	United Kingdom	GBP	172	36
88.	USA	USD	188	46
89.	Vanuatu	VUV	18547	4524
90.	Venezuela	USD	261	55
91.	Vietnam	USD	128	37
92.	Other countries	AUD	95	30

## Part 2: Colonel or lower

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
1.	Argentina	ARS	542	172
2.	Australia <b>See:</b> Chapter 9 Part 5, Payment of travel costs	-	-	-
3.	Austria	EUR	120	32
4.	Bahrain	BHD	59	16
5.	Bangladesh	BDT	9608	2847
6.	Barbados	BBD	421	92
7.	Belgium	EUR	162	35
8.	Brazil	USD	211	46
9.	Brunei	BND	128	41
10.	Cambodia	USD	101	32
11.	Canada	CAD	222	48
12.	Chile	USD	124	37
13.	China – Hong Kong	HKD	1633	355
14.	China – Macau	MOP	1682	366
15.	China – elsewhere	CNY	1292	281
16.	Cook Islands	NZD	201	53
17.	Croatia	HRK	708	210
18.	Cyprus	EUR	120	32
19.	Czech Republic	CZK	2469	732
20.	Denmark	DKK	1418	263
21.	Egypt	EGP	867	257
22.	Ethiopia	ETB	1286	429
23.	Fiji	FJD	190	61
24.	Finland	EUR	162	35

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
25.	France	EUR	162	35
26.	Germany	EUR	120	32
27.	Greece	EUR	120	32
28.	Hungary	HUF	28000	8296
29.	Iceland	ISK	26094	5673
30.	India	INR	7343	2176
31.	Indonesia	IDR	1226422	363384
32.	Iran	IRR	1517247	449555
33.	Irish Republic	EUR	120	32
34.	Israel	USD	211	46
35.	Italy	EUR	162	35
36.	Japan	JPY	20913	4546
37.	Jordan	JOD	149	32
38.	Kazakhstan	USD	124	37
39.	Kenya	KES	10612	3144
40.	Korea Republic	KRW	240431	52268
41.	Korea Republic – US Bases	USD	156	41
42.	Kuwait	KWD	44	12
43.	Laos	USD	101	32
44.	Lebanon	USD	156	41
45.	Luxembourg	EUR	162	35
46.	Malaysia	MYR	390	116
47.	Malta	EUR	95	28
47A.	Marshall Islands	USD	88	23
48.	Mauritius	MUR	3843	1139
49.	Mexico	USD	124	37
49A.	Micronesia	USD	73	13
50.	Monaco	EUR	162	35
51.	Myanmar	USD	124	37
52.	Nauru	AUD	75	25
53.	Nepal	NPR	9573	3046
54.	Netherlands	EUR	162	35
55.	New Caledonia	XPF	19110	4154
56.	New Zealand	NZD	201	53
57.	Nigeria	NGN	34217	7438
58.	Norway	NOK	1509	279
59.	Oman	OMR	81	18
60.	Pakistan	PKR	6831	2277
60A.	Palau	USD	98	24
61.	Papua New Guinea	PGK	474	103
62.	Philippines	PHP	5338	1582
63.	Poland	USD	124	37
64.	Portugal	EUR	95	28
65.	Qatar	USD	211	46
66.	Russia	USD	247	46

Item	Place	Currency	Limit for each day: meals	Limit for each day: incidentals
67.	Rwanda	RWF	78,156	23,157
68.	Samoa	WST	369	98
69.	Saudi Arabia	SAR	463	137
70.	Senegal	EUR	120	32
71.	Singapore	SGD	267	58
72.	Solomon Islands	SBD	887	263
73.	South Africa	ZAR	1000	318
74.	Spain	EUR	120	32
75.	Sri Lanka	LKR	13129	4178
76.	Sudan	USD	101	32
77.	Sweden	SEK	1421	309
78.	Switzerland	CHF	234	43
79.	Syria	SYP	12387	3670
80.	Thailand	THB	3833	1136
81.	Timor-Leste	USD	101	32
82.	Tonga	TOP	225	67
83.	Turkey	USD	156	41
84.	Uganda	USD	101	32
85.	Ukraine	USD	124	37
86.	United Arab Emirates	AED	773	168
87.	United Kingdom	GBP	139	30
88.	USA	USD	156	41
89.	Vanuatu	VUV	15380	4071
90.	Venezuela	USD	211	46
91.	Vietnam	USD	101	32
92.	Other countries	AUD	75	25

## **Part 4: Special conditions and allowances – ADF only**

### **13.4.1 Overview**

This Part outlines travel costs that apply to members for specific conditions overseas.

### **13.4.2 Contents**

This Part includes the following Divisions.

Division 1	Member on Defence co-operation program or project
Division 2	Officially approved activities

## Division 1: Member on Defence co-operation program or project

### 13.4.3 Member this Division applies to

1. This Division applies to a member serving for a period overseas on one of these projects.
  - a. A Defence co-operation program or project.
  - b. A similar program or project approved by the CDF.
2. The CDF must consider all these criteria.
  - a. The duties performed by the member.
  - b. The circumstances in which the program or project is conducted.
  - c. The duration of the program or project.
  - d. Any other relevant factor.

### 13.4.4 Member this Division does not apply to

A member is not eligible under this Division if they are eligible for maritime disability allowance.

### 13.4.5 Allowance if meals not provided

1. This section applies to the member during part or all of their stay at a location overseas. Both these conditions must be met.
  - a. The member does not stay in a hotel or other commercial lodging, or living-in accommodation.
  - b. The member is not provided with food.
2. The member is eligible for these benefits for the period.
  - a. An allowance for the costs that the CDF considers reasonable for food and drinks, excluding alcohol.
  - b. Half the normal rate for incidentals under Part 3, Travel costs for short-term duty overseas.  
**See:** Part 3, Travel costs for short-term duty overseas
3. For paragraph 2.a, the CDF must consider all these criteria.
  - a. The cost the member incurred for food and drinks.
  - b. The member's welfare and dietary needs.
  - c. The cost and availability of supplies at the place where the member is on duty, and alternative sources of supply.
  - d. The cost of transporting goods to the member.
  - e. Any other factor relevant to the member's situation.

#### **13.4.6 Allowance for supplementary dietary needs**

1. The CDF may decide that the food provided to a member does not satisfy ordinary dietary needs. If so, the member may be reimbursed food costs incurred in meeting those needs.
2. When making a decision, the CDF must consider all these criteria.
  - a. The quantity and quality of the food provided.
  - b. The ordinary dietary requirements of someone serving in the member's circumstances.
  - c. Any other factor relevant to the food provided.



## Division 2: Officially approved activities

### 13.4.7 Member this Division applies to

This Division applies to a member participating in officially approved activities overseas.

**Examples:** Adventure training, sports, work experience.

### 13.4.8 Help with travel costs

1. The CDF can decide an amount to help with travel costs associated with participation in officially approved activities. The CDF must consider all these criteria.
  - a. The activity's nature, duration and location.
  - b. The approved itinerary and transport arrangements.
  - c. The nature and extent of travel costs incurred by the member.
  - d. The benefit to the ADF of the member's participation.
  - e. The nature and level of interest in the activity among ADF members.
  - f. The value of any other subsidy of the member's participation.
  - g. Any other factor relevant to the activity.
2. The amount must not be more than the lesser of these costs.
  - a. The total travel costs the member would be eligible for if the travel were for short-term duty.
  - b. The costs the member incurs for participating in the activity.
3. The member is not eligible for either of these amounts.
  - a. Other travel costs.
  - b. The cost of transportation.

## Chapter 14: Relocating to or from a long-term posting overseas

### 14.0.1 Overview

1. This Chapter contains legislation for a member and their dependants relocating to or from a long-term posting overseas.
2. It covers benefits from when an official written notice of a posting is issued, until the member starts the period of posting. It also covers the return journey to Australia or the next posting.

### 14.0.2 Contents

This Chapter includes these Parts.

Part 1	Overview
Part 2	Before leaving Australia
Part 3	Removals
Part 4	Travel to and from the posting location
Part 5	Settling in and out
Part 6	Evacuations and withdrawals from posting

## Part 1: Overview

### 14.1.1 About relocations to and from overseas postings

1. When a member receives official written notice of an overseas posting, the Commonwealth provides a number of benefits. These benefits help the member and dependants to travel to the overseas posting, so the member is ready for duty on the required date. The benefits also provide travel back to Australia, or the next posting location, when the posting period ends.
2. This table provides an overview of the benefits covered by this Chapter.

Item	Benefit	For details, see:
1.	Fitness checks for dependants.	Part 2, Before leaving Australia
2.	Financial advances.	
3.	Financial advice.	
4.	Removal, storage or sale of items.	Part 3, Removals
5.	Loss on sale of private vehicle.	
5A.	Storage of private vehicle.	
6.	Transfer allowance.	
7.	Compensation for any loss or damage.	
8.	Travel cost allowance.	Part 4, Travel to and from the posting location
9.	Air travel to the posting location, to begin duty.	
10.	Air travel from the posting, at end of the posting period.	
11.	Excess baggage costs.	
12.	Rest periods.	
13.	Settling in and out allowances.	Part 5, Settling in and out
14.	Benefits during evacuations	Part 6, Evacuations and withdrawals from posting
15.	Benefits if the Commonwealth suddenly withdraws from posting.	
16.	Compensation for loss or damage to possessions in certain events. <b>Examples:</b> War, civil disorder, natural disaster.	

3. Once the member has moved in to permanent accommodation at the posting, benefits are covered by Chapter 15, until the end of the posting period.

**See:** Chapter 15, Living and working on long-term posting overseas

4. When relocating back to Australia, or the next posting location, similar removal, travel and settling out benefits apply. Check each Part in this Chapter for details.

### 14.1.2 ...

### 14.1.3 Member this Chapter does not apply to

1. This chapter does not apply to a member if any of the following conditions apply.
  - a. They are not entitled to salary.
  - b. They are on a scholarship, bursary or endowment for studying overseas from an organisation other than the Commonwealth.

**Example:** Rhodes Scholarship.

- b. They are on short term duty overseas.

## Part 2: Before leaving Australia

### 14.2.1 Overview

This Part provides information on benefits and advancements available to members, before leaving Australia for an overseas post.

**Note:** For additional requirements before departure, contact Defence Travel. They can assist with information relating to passports and visas.

### 14.2.2 Contents

This Part includes these Divisions.

Division 1	Pre-departure certificate of fitness
Division 2	Financial advances and advice
Division 3	Expenses if overseas posting is cancelled

## Division 1: Pre-departure certificate of fitness

### 14.2.3 Member this Division applies to

1. This Division does **not** apply to members. It applies to their dependants approved by the Commonwealth to live at the member's posting location.  
**See:** Chapter 15 Part 5 Division 1, Eligible persons
2. Health benefits for eligible persons at the posting location are outlined in Chapter 15 Part 5, Excess health costs.

### 14.2.4 Pre-departure certificate of fitness

1. Before a person departs Australia for the posting location, they must obtain certificates of both medical and dental fitness. Certificates must state that the person is fit to travel to and live at the posting location.

**Note:** This section also applies to dependants embarking on reunion visits to the posting location.

2. Certificates must be provided by doctors and dentists authorised by Defence. They must be informed that the examinations are required for travelling to and living at the posting location. They must provide a results report to the Joint Health Services Agency (JHSA) for approval.
3. The JHSA will then advise the Overseas Administration Team of approval or further action required. Files are kept by the JHSA as Medical-in-Confidence information.
4. The examinations must allow sufficient time for any necessary medical or dental treatment to be undertaken before departure from Australia.
5. If the examinations reveal a medical, dental, physical, mental or intellectual condition, the JHSA must consider if the posting location has suitable facilities for ongoing treatment of that condition.
6. If a person has been recognised as a dependant with special needs under this Determination, the decision-maker in the JHSA must consider if the posting location has suitable facilities for ongoing treatment and care of the condition.

**Example:** A dependant with special needs has a medical condition that requires monthly hospital treatments. JHSA will consider if a hospital in the posting location has the facilities to be able to perform the monthly treatment.

**See:** Chapter 1 Part 3 Division 2 section 1.3.84, Dependants with special needs

7. This subsection applies if a medical examination shows that a person has a special need. The member may apply for recognition under section 1.3.84, if the person is not already recognised under that section.

**See:** Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs

8. If a person is not certified as fit, the CDF may approve that the person is eligible for health care costs outlined in this Part. The CDF must consider all these criteria.
  - a. The state of health of the person.
  - b. The nature, availability and cost of health, therapeutic or special needs facilities at the posting location.
  - c. The interests of the Commonwealth that would be furthered by the person living at the posting location.
  - d. Any climatic or other environmental factor at the posting location that may be especially adverse to the health or the person.

**Example:** A recognised dependant with special needs requires a constant temperature between 20 and 25 degrees celsius. The proposed posting location has an average temperature of 35 degrees celsius for most of the year. This location may not be seen as suitable for the dependant's well being.
  - e. Any other factor relevant to the person's fitness to live at the posting location.

**Example:** Any recognised special needs that the person has.
9. The member is eligible for the reimbursement for any costs to obtain the certificate of fitness.
10. Eligible persons are also eligible to be provided with all necessary inoculations, vaccinations and anti-malarial drugs, at Commonwealth cost.

**Note:** This includes dependants embarking on reunion visits.

## Division 2: Financial advances and advice

### 14.2.5 Member this Division applies to

This Division applies to a member who has received an official written notice of posting.

### 14.2.6 Outlay advance — purpose

Outlay advance is a loan to help with the member's establishment costs at a new posting location.

### 14.2.7 Outlay advance — payment

1. A member may apply for an outlay advance for use at the start of a long-term posting.
2. The member may select an advance amount up to a maximum of AUD 15,000.
3. The member must request the amount required on the form FD071, Payment of Outlay Advance Deed.
4. When a member and their spouse or partner (who is also a member) are posted to the same location overseas, only the member receiving overseas living allowances is eligible for an outlay advance.

**See:** Chapter 15

Part 2, Overseas living allowances – member posted before 1 July 2017

Part 2A, Overseas living allowances – member posted on or after 1 July 2017

5. A member may claim an outlay advance for each long-term posting. The maximum amount that a member can have outstanding at any time is AUD 15,000.

### 14.2.8 Outlay advance — statement

The member must provide a statement that meets all of the following requirements.

- a. The statement must be provided within the six months after the member receives the outlay advance.
- b. The statement must be in writing.
- c. The statement must list all costs paid from the outlay advance.
- d. The statement must be provided to the Overseas Administration Team.

**Note:** If these requirements are not met there are fringe benefits tax implications for the member.



### 14.2.9 Outlay advance — recovery

1. There are two types of outlay advance recovery.
  - a. Recovery of unspent monies.  
**See:** Subsection 2.
  - b. Recovery of the advance.  
**See:** Subsection 3.
2. The following arrangements apply where the amount shown on a member's outlay advance statement is less than the amount of the advance.
  - a. The member must repay the whole of the difference.
  - b. Repayments under paragraph a must be made by the date six months after the member received the outlay advance.
3. The following arrangements apply to recovery of the advance.
  - a. The member must pay back the outlay advance by the day one year after the payment was made.
  - b. Payments must start on the payday after the member receives the outlay advance.
  - c. The member must repay the advance by fortnightly instalments.
  - d. The following table shows how to calculate fortnightly repayments.

**Exception:** After a member has made a repayment under subsection 2, repayments are calculated under paragraph e.

Step	Action
1.	Divide the amount of the outlay advance by 26.
2.	The member must repay the outcome of Step 1 each payday.

- e. The following table shows how to calculate fortnightly repayments, if a member has made a repayment under subsection 2.

**Note:** This represents the principle that the outstanding advance is recovered over the rest of the 26 weeks.

Step	Action
1.	Multiply the amount of the repayment under Step 2 of the table in paragraph d by the number of payments already made.
2.	Perform the following calculation: Amount of outlay advance <b>minus</b> outcome of Step 1 <b>minus</b> amount of the repayment under subsection 2.
3.	Subtract the number of payments already made under paragraph d from 26.
4.	Divide the outcome of Step 2 by the outcome of Step 3.
5.	The member must repay the outcome of Step 4.

**Example:** A member applies for an AUD 15,000 outlay advance. The member spends AUD 12,000. After paying 13 repayments calculated under paragraph d, the member repays AUD 3,000. The member's new repayments are calculated as follows.

Step	Action
1.	The member's former repayments were AUD 576.92 a fortnight. (AUD 15,000 divided by 26). $AUD\ 576.92 \times 13 = AUD\ 7,499.96$
2.	$AUD\ 15,000 - 7,499.96 - 3,000 = AUD\ 4,500.04$
3.	$26 - 13 = 13$
4.	$AUD\ 4,500.04 \div 13 = AUD\ 346.16$
5.	The member must repay AUD 346.16 each fortnight.

4. If a member has been paid an outlay advance, and the member's posting is cancelled or ends, the member must repay any outstanding amount of the outlay advance.
5. The amount assessed under subsection 4 is a debt to the Commonwealth.

**Authority:** *Public Governance, Performance and Accountability Act 2013*

#### 14.2.10 Financial advice before leaving Australia – member posted before 1 July 2017

- 1A. This section only applies to a member posted before 1 July 2017.

**See:** Chapter 12 Part 3 section 12.3.9A for the definition of Member posted before 1 July 2017

1. If a member consults an accredited financial adviser before departing Australia, the member is eligible for reimbursement of up to AUD 300 for the consultation.
2. The consultation must occur between the day the official written notice of posting is issued, and the day the member departs from Australia.

## Division 3: Expenses if overseas posting is cancelled

### 14.2.11 Reimbursement of costs if long-term posting cancelled

1. If a long-term posting is cancelled before the member begins the posting, they may not be able to be refunded by the supplier for goods and services they bought for the posting. They are eligible for an amount for what they would have been reimbursed for the goods and services, if the posting had not been cancelled. All these conditions must be met.
  - a. The member received written notification of posting.
  - b. The cancellation did not result from the member's personal circumstances.
  - c. The member paid for goods or services as a direct result of the notification.
  - d. The member cannot make use of the goods or services.
  - e. The member is not able to be refunded by the supplier of the goods or services.
2. If no existing condition of service in subsection 3 covers unavoidable costs incurred in subsection 1, the member may be paid an amount the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
  - a. The nature of the costs.
  - b. The circumstances under which the costs were paid.
  - c. The residual benefit of the goods and services bought.
  - d. Any other factor relevant to the costs.
3. For subsection 2, these are the conditions of service.
  - a. Transfer allowance.
  - b. Housing assistance.
  - c. Reimbursement of education costs for a child.
  - d. Reimbursement for loss on sale of a vehicle for a member posted before 1 July 2017.

## Part 3: Removals

### 14.3.1 Overview

This Part outlines the removal benefits for a member, going to or from a long-term overseas posting.

### 14.3.2 Member this Part applies to

This Part applies to a member who has received an official written notice of posting. It also applies to their eligible dependants.

### 14.3.3 Dual entitlements

In certain situations, a member and their spouse may be eligible for two removal benefits under this Part. Only a member receiving overseas living allowances is eligible for a removal.

### 14.3.4 Contents

This Part includes these Divisions.

Division 1	Removal, storage or sale of items
Division 2	Sale or storage of private vehicles
Division 3	Transfer allowance
Division 4	Loss or damage
Division 5	Dependant removals in special cases
Division 6	Removals if dependant status changes

## Division 1: Removal, storage or sale of items

### 14.3.5 Removal at beginning of posting

1. At the beginning of a posting, a member is eligible for a removal of items to the posting location at Commonwealth cost.
2. When the member has made an inventory of items to be removed, the CDF will approve what items may be removed, and how they are to be removed. The CDF must consider all these criteria.

#### Criteria about the posting

- a. The location from which the member departs.
- b. The location to which the member is posted and the circumstances at the posting location.
- c. The intended duration of the posting.
- d. Any prospective postings and the member's expected career path.

#### Criteria about the dependants

- e. The number, age and health of any dependants of the member.
- f. Any other factor relevant to the residential arrangements of the member and dependants at the posting location.

#### Criteria about the removal

- g. The quantity and nature of the goods to be removed.
  - h. The most efficient and effective means of transport available to remove the goods.
  - i. The cost of removal by available means of transport.
  - j. The need for the goods to arrive as close as possible to the date of the member's arrival at the posting location.
  - k. Any other factor relevant to the removal.
3. For a member privately arranging removals, the conditions in sections 6.5.15 and 6.5.16 apply.

### 14.3.6 Pet relocation

1. The member may be reimbursed up to AUD 652 for pet transportation, both to and from the overseas posting location.

**Example:** Two pets are removed to the posting location and the member is reimbursed AUD 652. At the end of the posting, three pets are returned to Australia and the member is again reimbursed AUD 652. The total reimbursement is a maximum of AUD 1,304 for all pets.

2. The benefit includes reimbursement for these costs.
  - a. Commercial transportation and associated boarding.
  - b. Any veterinary fees for the sedation of a pet during transport.
  - c. Any fees and charges in relation to quarantine, if imposed by the Commonwealth or not.
3. The benefit does not include reimbursement for these costs.
  - a. Items bought for the transportation or boarding of pets.
  - b. The transportation and boarding of any animal that the member or dependant owns primarily for economic or business purposes.
4. To be reimbursed, the member must apply in writing to the Overseas Administration Team, attaching receipts.
5. This section does not apply to pets relocated within Australia, in connection with the long-term posting. These cases are dealt with under Chapter 6 Part 1 Division 3 for pet relocation within Australia.

**See:** Chapter 6 Part 1 Division 3, Pet relocation

#### **14.3.7 Storage of items not removed**

1. Subject to subsection 2, a member who is eligible for a removal under this Part may choose to store in Australia some of their portable household items at Commonwealth expense for the duration of the posting.

**See:** Chapter 6 Part 5 Division 2, Removal of furniture and effects

2. An unaccompanied member whose dependants remain in Australia is not eligible for a benefit under this section.
3. At the end of a member's overseas posting, the stored items may be removed from storage to a member's permanent accommodation in Australia at Commonwealth expense.

#### **14.3.7A Items placed into temporary storage**

1. If a member arrives at the posting location and the member has no accommodation for which they receive a benefit for under Chapter 15, Division 4, the property that was removed to the posting location under section 14.3.5 may be stored at Commonwealth expense.
2. When permanent accommodation becomes available to the member, property stored under subsection 1 may be removed from storage to a member's permanent accommodation at the posting location at Commonwealth expense.

### 14.3.8 Loss on sale or disposal of items

1. A member may choose to dispose of items, instead of removing them to the posting location or storing them in Australia. The member may be reimbursed an amount equal to any loss as a result of the disposal.

**Exception:** If a member sells an item that was obtained through a grant the member is not eligible for a reimbursement under this Part.

2. For subsection 1, the maximum amount payable is what the Commonwealth would have paid to remove and store the possessions.
3. To claim this benefit, the member must apply in writing to the Overseas Administration Team.

### 14.3.9 Storage of excess items

1. In certain situations, a member may discover removed items cannot be accommodated at the new overseas posting location. This excludes necessary items bought while overseas.

**Example:** A member finds permanent accommodation. Certain items are too large for the new residence.

2. In these situations, a member may do any of these things.
  - a. Have the item removed back to Australia and stored at Commonwealth cost for the remainder of the overseas posting.
  - b. Sell the item and claim any loss on the disposal of the item as in section 14.3.8, Loss on sale or disposal of items.
  - c. Store the item overseas, before removal back to Australia.

### 14.3.10 Removal during posting

For removals during a posting, see Chapter 15 Part 4 Division 1 section 15.4.10, Changing housing during posting.

### 14.3.11 Removal at end of posting

1. A member is eligible for a removal of items at Commonwealth cost, either to the next posting location or Australia, in these situations.
  - a. At the end of the posting period.
  - b. On termination of the posting by the CDF.
  - c. On leaving the ADF.
2. If the member is eligible for a removal from the USA or Canada to Australia, a volume-based removal applies. The CDF may approve a member to fill the available space without consideration of the factors in subsection 3. Additional space is not provided under subsection 4.

3. When the member has made an inventory of desired items to be removed, the CDF will approve what items may be removed and how they are to be removed. The CDF must consider all these criteria.

**Criteria about the return from overseas posting**

- a. The location from which the member is returning.
- b. The period since the member last lived in Australia.
- c. The next location to which the member is posted and the circumstances at the posting location.
- d. The intended duration of the next posting.
- e. Any prospective postings and the member's expected career path.

**Criteria about the dependants**

- f. The number, age and health of any dependants of the member.
- g. Any other factor relevant to the residential arrangements of the member and dependants at the next posting location.

**Criteria about the removal**

- h. The quantity and nature of the goods to be removed.
  - i. The most efficient and effective means of transport available to remove the goods.
  - j. The cost of removal by available means of transport.
  - k. The need for the goods to arrive as close as possible to the date of the member's next posting.
  - l. Any other factor relevant to the removal.
4. The member is also eligible for an additional 2.25 cubic metres of space to place certain items for removal from the posting location. This is for furniture and whitegoods only. The additional space is provided over and above the volume of goods removed to the post.
  5. The CDF will approve the most efficient and effective transport for the removal.

**14.3.12 Unacceptable items for removal**

1. These items are not acceptable for any overseas removal at Commonwealth cost.
2. The Commonwealth will not knowingly remove any of the items covered by this subsection. The member must take personal responsibility for any charges or penalties arising from including any of these items in a removal.
  - a. Dangerous goods.

**Examples:** Explosive, flammable, combustible or corrosive items.
  - b. Items that contravene Customs or quarantine regulations, in Australia or the host country.

**Examples:** Plants, wooden items not allowed through Customs.



3. The Commonwealth will not remove any of these items, except under any special conditions that are stated.
- a. Furniture, except in special circumstances subject to CDF approval under section 14.3.5 or 14.3.11.  
**Examples:** Beds, whitegoods, wardrobes, lounge suites, bookcases.
  - b. Non-portable items that cannot be carried by one person.  
**Examples:** Televisions, stereos, piano.
  - c. Private vehicles or towable items of any kind.  
**Examples:** Caravans, hobby vehicles, cars, trucks, motorcycles, scooters, go-carts.
  - d. Water recreational equipment.  
**Examples:** Boats, yachts, jet skis, outboard motors.
  - e. Aircraft of any sort.  
**Examples:** Hang gliders, gyrocopters.
  - f. Household furnishings and appliances.  
**Examples:** Carpets, mats, rugs, blinds, awnings, bean bags, mops, brooms or linen baskets.
  - g. Air conditioners.  
**Exception:** In Papua New Guinea outside Port Moresby, approval may be granted for personal air conditioners to be moved at Commonwealth cost.
  - h. Large or heavy gardening equipment.  
**Examples:** Ride-on lawn mowers, garbage bins, wheelbarrows, stepladders, garden furniture, sheds, greenhouses, cubby houses, large or heavy barbecue equipment including gas bottles.
  - i. Perishable foods of any kind, including packaged or frozen food.

#### 14.3.13 Benefits if enlisted overseas

1. A member might be appointed or enlisted outside Australia for service in Australia. In this case, the member is eligible for help with travel and removal to Australia, as follows.
  - a. Air travel (including rest periods) at Commonwealth expense for the member and any dependants.
  - b. Rest periods for the member and dependants.
  - c. Removal of a reasonable amount of personal effects and household items (including furniture) to the location where the member will serve in Australia.  
**Exception:** This exception applies a limit to the benefit for a member with dependants (unaccompanied), whose dependants elect to make their first Australian home in a personal location. A reasonable amount of the dependants' personal effects may be removed to the personal location at Commonwealth expense.

- d. Travel costs, including accommodation costs for authorised rest periods, for the period of travel en route to Australia.
- e. Accommodation costs if it is necessary to spend a night in temporary accommodation. This can be before departure and on arrival in Australia.
- f. Temporary accommodation allowance and rent allowance at the initial posting location in Australia.

**Exception:** This exception applies a limit to the benefit for a member with dependants (unaccompanied) whose dependants elect to make their first Australian home in a personal location. The member may also be eligible for the following conditions.

- a. Temporary accommodation allowance for the dependants in the personal location.
- b. Rent allowance or a service residence for the dependants in the personal location.

**See:** Chapter 7, ADF housing and meals

- g. Reimbursement of any medical or migration processing fees.

- 2. The baggage benefits and method of transport are as specified in Part 4.

**See:** Part 4, Travel to and from the posting location

## Division 2: Sale or storage of private vehicles

### 14.3.14 Loss on sale of private vehicle – member posted before 1 July 2017

1. A member posted before 1 July 2017 to a posting location overseas may be reimbursed the amount of a loss incurred on the sale of a private vehicle. All these conditions must be met.
  - a. The vehicle must be owned by the member.
  - b. The member bought the vehicle before the official written notice of the posting was issued.
  - c. The member must sell the vehicle in Australia because of the long-term posting.
  - d. The price the member obtained the vehicle for is less than the market price for a vehicle of the same model, age and similar condition.
  - e. The CDF is satisfied that the member made reasonable efforts to dispose of the vehicle without incurring a loss. The CDF must consider all these criteria.
    - i. How the member sought to dispose of the vehicle.
    - ii. When and how widely the member advertised the vehicle for sale.
    - iii. The nature and extent of offers made for the vehicle.
    - iv. Particulars of the sale made by the member.
    - v. Any other relevant aspect of the sale.
2. The maximum reimbursement under this section is AUD 1,400.

**Exception:** If a member buys a vehicle after date of issue of the posting order, the maximum reimbursement is AUD 700.
3. The member must apply in writing to the Overseas Administration Team for reimbursement.
4. This benefit applies to one private vehicle for each posting.
5. A member may choose to transfer their loss on sale benefit from a private vehicle to a towable item. This includes a caravan or trailer.

### 14.3.15 Storage of vehicle

1. A member posted overseas may choose to store a vehicle. All these conditions must be met.
  - a. The vehicle is owned by the member, on the date the official written notice of the posting was issued.
  - b. The vehicle is stored in a commercial storage area.

**Note:** Any private storage with relatives or friends is not a commercial storage area.
2. The member may be reimbursed for storage costs up to AUD 1,400. This amount includes maintenance costs included in the storage costs.

3. The member must meet these costs.
  - a. Transporting the vehicle from the posting location in Australia to or from the commercial storage facility.
  - b. Preparing the vehicle for storage.
  - c. Insurance for the vehicle, if it becomes unregistered.
  - d. Any damage caused by or to the vehicle, if it becomes unregistered and is unsafe to drive.
4. To be reimbursed under subsection 2, the member must apply in writing to the Overseas Administration Team, attaching receipts.
5. A member may choose to transfer their storage benefit from a private vehicle to a towable item. This includes a caravan or trailer.

#### **14.3.16 Removal of vehicle on return to Australia**

1. If a member retains ownership of a vehicle in Australia during the period of posting overseas, they are eligible for a removal of the vehicle on return to Australia.
2. The maximum amount that may be reimbursed is the cost of removal from the member's last posting in Australia, to the new posting location in Australia.
3. The member must meet any costs in excess of subsection 2. This includes any of these amounts.
  - a. Travel costs from any other storage location.
  - b. Insurance for the vehicle if it becomes unregistered.
  - c. Any damage caused by or to the vehicle while it is being removed, if it becomes unregistered and is unsafe to drive.
  - d. Any damage the vehicle causes while it is being removed if it becomes unregistered and is unsafe to drive.
4. A member is eligible for a removal of up to two vehicles on return to Australia. The removal is to be carried out under the normal within-Australia provisions.

**See:** Chapter 6 Part 5, Removals and storage

**Exception:** Chapter 6 Part 5 Division 5 section 6.5.40, provides that vehicles to be removed must be registered and roadworthy. That section does not apply for removal on return to Australia if the member makes a written statement that the vehicle is safe to drive.

## Division 3: Transfer allowance

### 14.3.17 Purpose

The purpose of transfer allowance is to pay towards miscellaneous costs associated with overseas removals.

### 14.3.18 Benefit

Members are paid transfer allowance within two months of the scheduled date of departure. This table outlines transfer allowances for members.

Item	For a member...	the allowance per person eligible for a removal to the location is AUD...
<b>Moving from Australia to a location overseas</b>		
1.	who lived in before departure from Australia	<ul style="list-style-type: none"> <li>▪ 635 for the member</li> <li>▪ 294 for each dependant</li> </ul>
2.	with a spouse or partner	<ul style="list-style-type: none"> <li>▪ 749 each for the member and spouse or partner</li> <li>▪ 294 for each dependant (excluding spouse or partner)</li> </ul>
3.	in any other situation	<ul style="list-style-type: none"> <li>▪ 775 for the member</li> <li>▪ 294 for each dependant</li> </ul>
<b>Moving from overseas location to Australia</b>		
4.	who lived in before departure from the location	<ul style="list-style-type: none"> <li>▪ 79 for the member</li> <li>▪ 133 for each dependant</li> </ul>
5.	with a spouse or partner	<ul style="list-style-type: none"> <li>▪ 161 each for the member and spouse or partner</li> <li>▪ 133 for each dependant (excluding spouse or partner)</li> </ul>
6.	in any other situation	<ul style="list-style-type: none"> <li>▪ 179 for the member</li> <li>▪ 133 for each dependant</li> </ul>
<b>Moving from an overseas location to another overseas location</b>		
7.	who lived in before departure from the location	<ul style="list-style-type: none"> <li>▪ 301 for the member</li> <li>▪ 229 for each dependant</li> </ul>
8.	with a spouse or partner	<ul style="list-style-type: none"> <li>▪ 365 each for the member and the spouse or partner</li> <li>▪ 229 for each dependant (excluding spouse or partner)</li> </ul>
9.	removing from the member's residence to another residence at the overseas location	<ul style="list-style-type: none"> <li>▪ 152, and</li> <li>▪ the costs incurred by the member for telephone disconnection and reconnection</li> </ul>
10.	in any other situation	<ul style="list-style-type: none"> <li>▪ 407 for the member</li> <li>▪ 229 for each dependant</li> </ul>

## Division 4: Loss or damage

### 14.3.19 Insurance for removal

A member may be reimbursed for insurance costs, when items are removed overseas at Commonwealth cost. The member is reimbursed the lesser of these two amounts.

- a. The cost of world-wide multiple risks insurance to cover the value of the items up to AUD 53,000. This is for a period which:
  - i. begins on the day the items are removed from the member's residence in Australia, and
  - ii. ends on the day the items are returned to the member's residence in Australia.
- b. The cost of the insurance worked out at the rate of AUD 2 per AUD 100 insured.

## Division 5: Dependant removals in special cases

### 14.3.20 Purpose

The purpose of this Division is to outline cases where removals may be granted to dependants in special circumstances.

**Note:** It is generally expected that dependants move with members.

### 14.3.21 Separate removal of member and dependant

1. In certain situations, a member and dependant may have items removed from the posting location at different times.
2. If the total amount for these separate removals is greater than the amount for a single removal, the member must pay the extra amount to the Commonwealth.
3. The CDF may meet the total cost of all removals and storage charges for special circumstances.

**Example:** The spouse and children need to remain in Australia or the overseas posting location to complete the school year.

### 14.3.22 Moving dependants within Australia

1. In certain situations, a member on long-term posting is eligible for a removal to move dependants remaining in Australia to another Australian location. All these conditions must be met.
  - a. The member is unaccompanied.
  - b. The CDF decides that one or more of these conditions applies.
    - i. The dependants must vacate a Service residence as a result of the member's posting.
    - ii. There are no family members available to provide support for dependent children, in the member's absence from the location.
    - iii. The location of the current home is too remote to provide social and educational facilities for dependant children.
    - iv. The dependant has a medical condition that requires them to move to another location.
    - v. The safety or welfare of the dependants would be at high risk if they remained in the accommodation.
    - vi. A change in family circumstances requires urgent action.
    - vii. The removal is necessary to prevent an emergency.

2. The CDF may approve a removal at Commonwealth cost to any suitable destination in Australia. The CDF must consider both these criteria.
  - a. The location of the member's next posting.
  - b. If it is expected that the member will complete their service within 12 months of returning to Australia.
3. If granted a removal under this section, the member is eligible for the normal conditions of service for a removal within Australia.

**Examples:** Storage, pet relocation costs, temporary accommodation allowance, loss on sale of a private vehicle.

**See:**

Chapter 6, ADF relocation on posting in Australia  
Chapter 7 Part 5, Temporary accommodation allowance

4. A member may be reimbursed the cost of private removal arrangements. The CDF must approve this arrangement before the removal takes place. The limit is not more than the cost of the Commonwealth removal benefit.



## Division 6: Removals if dependant status changes

### 14.3.23 Purpose

This Division describes the removal benefits for a member whose domestic or marital status changes, while serving overseas on long-term posting.

### 14.3.24 Member marries or has partnership recognised at posting location

When a member marries or has a partnership recognised at the posting location, there is no removal benefit to have the spouse's or partner's possessions moved to the member's permanent accommodation overseas.

### 14.3.25 Member marries or has partnership recognised away from posting location

1. If a member marries elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.
  - a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's spouse travels to accompany the member at the overseas location.
  - b. Only the spouse's personal possessions and wedding presents are removed from the place of marriage, to the member's permanent accommodation at the posting location.

**Note:** The spouse's furniture cannot be removed or placed in storage at Commonwealth cost.
2. If a member has a partnership recognised by the ADF elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.
  - a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's partner travels to accompany the member at the overseas location.
  - b. Only the partner's personal possessions are removed from the place where the couple's common household was established, to the member's permanent accommodation at the posting location.

**Note:** The partner's furniture cannot be removed or placed in storage at Commonwealth cost.
3. If the new spouse or partner has a child, the member is eligible for the removal of the child's personal effects. These conditions must be met.
  - a. The child is eligible as a member's dependant for removal purposes.
  - b. The child normally lives with the spouse or partner.
  - c. The child is to live with the member at the overseas posting location.
4. The Commonwealth is not responsible for costs associated with the full removal, storage or indemnity of the new dependants' goods.

### **14.3.26 Removal on next posting**

1. Division 1 section 14.3.11 applies to the member's and any dependants' removal on the next posting after the member's marriage or ADF recognition of partnership, whichever is applicable.
2. On the member's and dependants' arrival in Australia after the long-term posting, the normal provisions for removal within Australia apply.

**See:** Chapter 6 Part 5, Removals and storage

### **14.3.27 Ceasing to be a member with dependants overseas**

A member on long-term posting overseas may cease to be a member with dependants. This means they no longer have a requirement to maintain a home for dependants at the overseas posting location. The member is eligible for one of these removals for their dependants.

- a. Removal of items to the intended location of residence in Australia.
- b. Temporary removal of items to storage in Australia, until completion of the overseas posting. In addition, a subsequent removal from storage to the intended location of residence in Australia.
- c. Removal of items to any other location. This is provided the cost is no more than the cost if all items been removed at the same time.

## Part 4: Travel to and from the posting location

### 14.4.1 Overview

This Part outlines travel benefits for journeys taken at the beginning and end of a posting period. This means the journey to the posting location before the settling-in period starts, and the journey from the posting location after the settling-out period ends.

### 14.4.2 Member this Part applies to

1. This Part applies to a member, when the member has an official written notice of a posting.
2. Dependants can receive the same benefits as the member under this Part. All these conditions must be met.
  - a. The dependants are being removed to the posting location with the member, at Commonwealth cost.
  - b. The dependants are able to spend the minimum period under Chapter 12 Part 3 section 12.3.5 as part of the member's household at the posting location.

**See:** Chapter 12 Part 3 section 12.3.5, Dependant
  - c. The dependants are not travelling to a posting designated as unaccompanied.
3. For this Part, the Commonwealth will not pay for any escorts accompanying a dependant in any circumstances.

### 14.4.3 Contents

This Part includes these Divisions.

Division 1	Travel benefits
Division 2	Baggage benefits
Division 3	Rest periods
Division 4	Dependants not travelling with the member

## Division 1: Travel benefits

### 14.4.4 International best fare

In this Division, international best fare has the meaning given in the Department of Finance Resource Management Guide No. 405 as published on 6 April 2017.

**Related Information:** Resource Management Guide No. 405, *Official International Travel - Use of the Best Fare of the Day*.

**Note:** International best fare takes into account matters such as cost, practicality and value for money.

### 14.4.5 Travel benefit

1. The Commonwealth will pay the cost of members' and dependants' travel to and from the posting location in these situations.
  - a. To begin the posting.
  - b. At the end of the posting period, to travel back to Australia, or to the next posting location.
  - c. On evacuation of the member.

**See:** Chapter 14 Part 6, Evacuations and withdrawals from posting
  - d. On termination of the posting by the CDF.
  - e. On termination of the posting by the member.
2. The Director Defence Travel must approve the routes that may attract travel assistance. Before making the decision they must consider the whole-of-Australian-Government international best fare policy.
3. Travel assistance may only be paid for a route that the CDF is satisfied meets both of the following conditions.
  - a. It is a route approved under subsection 2.

**Note:** Package holidays are not approved under subsection 2, and are not available.
  - b. It is the international best fare.

**See:** Section 14.4.4, International best fare

**Exception:** Section 14.4.8, Alternative travel modes and routes.
4. This subsection applies if a new dependant joins a member's household. At the end of the posting period, the Commonwealth will provide the fare to Australia for any dependants of the member.

**See also:** Division 4, Dependants not travelling with the member

#### 14.4.6 Travel costs

1. For travel at the beginning and end of a posting period, a member and dependants may be paid travel costs for accommodation, meals and incidentals.
2. The travel cost limits payable for meals, accommodation and incidentals for the journey are as follows.

- a. For the portion of the journey that is overseas, the cost limits are calculated as if travelling to or from the posting location on short-term duty.

**See:** Chapter 13 Part 3, Travel costs for short-term duty overseas

**Exception:** If a dependant is less than 12 years old, costs are payable at the reduced rate of two-thirds of those limits.

- b. For the portion of the journey within Australia, the cost limits are calculated as for travelling within Australia on posting.

**See:** Chapter 9 Part 5, Payment of travel costs

#### 14.4.7 Class of air travel for long-term posting

1. The member is eligible for travel at business class, if available. This includes connecting flights for the journey to or from the overseas posting location.
2. If business class is not available, members with the rank of Colonel or lower must travel economy class.
3. A member is eligible for travel at first class, if business class is not available and the member meets either of these conditions.
  - a. They hold the rank of Brigadier or higher.
  - b. They have special travel requirements.
4. A member with special travel requirements is a member travelling to or from the posting location for more than five hours on the aircraft. They must also satisfy one of these conditions.
  - a. The member is certified by a doctor as being pregnant at the time of travel.
  - b. The member is accompanying a dependent who is certified by a doctor as being pregnant at the time of travel.
  - c. The member is accompanying a child under seven years of age at the time of travel.
5. If a member is unable to accompany their pregnant dependent, the dependent may travel first class, if business class is not available.
6. If a member is unable to accompany a child under seven years of age, but the child is travelling with the member's spouse or partner, the spouse or partner and the child may travel first class if business class is not available.

7. The CDF may approve a member to travel first class in other special circumstances. The CDF must consider all these criteria.
  - a. Standards of amenities and hygiene if not travelling first class, both on the ground and on board the aircraft.
  - b. The member's health.
  - c. The time of year when travelling.
  - d. The duration of travel.
  - e. The nature of duties (if any) being undertaken while travelling.
  - f. The extent to which the member may be subject to discrimination, within the meaning of the *Human Rights and Equal Opportunity Commission Act 1986*, while travelling.
  - g. Any other factor relevant to the member's travel.

#### 14.4.8 Alternative travel modes and routes

1. The Director Defence Travel may approve travel by a route that was not approved under section 14.4.5. Approval may only be given before the member or dependant has made a booking.

**Exception:** Approval will not be given for holiday packages.

2. Only the following costs can be paid for travel approved under subsection 1.

- a. Airfares at the class provided for under section 14.4.7.

**See:** Section 14.4.7, Class of air travel for long-term posting

- b. Any surface travel.

**See:** Chapter 9 Part 6, Vehicle allowance

- c. Costs for any rest period.

**See:** Division 3, Rest periods

3. The value of airfares and surface travel costs paid under subsection 2 must not be more than the airfare component of the travel that would otherwise be provided under section 14.4.5 and section 14.4.6.

**Example:** A member's business-class airfare costs under section 14.4.5 would have been \$10,000. The member is given approval to travel by an alternative route. The alternative airfare cost is \$15,000. The member must pay the extra \$5,000, and must travel by the business-class equivalent.

4. If the route approved under this section is cheaper than the route approved under section 14.4.5 the member is not entitled to the difference.

#### **14.4.9 Travel by private vehicle**

1. A member may be authorised to travel to or from their posting location by private vehicle.
2. In this case, the member is eligible for vehicle allowance and travel costs. Incidental costs are payable at half the normal rate.

**See:** Chapter 13 Part 3 Annex 13.3.A, Travel costs

3. The benefit must not be more than what would have been paid for the member's transport if the member had not used the vehicle.

## Division 2: Baggage benefits

### 14.4.10 Baggage benefits

1. Each member and dependant authorised to travel overseas at Commonwealth cost may transport 30 kg of baggage at Commonwealth cost.  
**Exception:** If the carrier charges a price for each bag rather than for the combined weight of baggage, the benefit is two suitcases.
2. This benefit includes the amount of baggage the carrier allows the passenger to carry for no extra charge.

### 14.4.11 Excess baggage

1. The CDF may authorise payment for excess baggage which exceeds the limits provided under subsection 14.4.10.1.
2. Payment of excess baggage is limited by the following conditions.
  - a. If the carrier charges for the combined weight of baggage, payment may only be made for up to 45 kg of total baggage weight.  
**Example:** A member has 50 kg of baggage and is approved for payment of excess baggage. The carrier charges for baggage weighing more than 25 kg. The Commonwealth will pay for 20 kg of the cost of excess baggage. The member must pay the cost of the additional 5 kg.
  - b. If the carrier charges per suitcase, payment may only be made for up to three suitcases in total.  
**Example:** A member has four suitcases and is approved for payment of excess baggage. The carrier charges for baggage exceeding two suitcases. The Commonwealth will pay excess baggage for one of the additional suitcases. The member must pay for the other.
  - c. Costs are limited to those that would apply to travel by the most direct route.
3. The CDF must consider all the following criteria before making the decision under subsection 1.
  - a. The nature and content of the baggage, including any special equipment being carried.  
**Example:** Wheelchairs.
  - b. Removal arrangements made by the Commonwealth.  
**Example:** The Commonwealth may remove a member's household items using sea-freight because it is a lot more cost effective than air-freight. Items can often take four to six weeks to arrive. It is therefore reasonable for the member to carry additional baggage to allow for the extended period of arrival of their household items.
  - c. The duration and timing of the position.



#### **14.4.12 Unaccompanied baggage or air freight**

1. The benefit in section 14.4.11 may be converted to unaccompanied baggage or air freight.
2. If the member chooses to send baggage unaccompanied, the cost limit is as if the member had moved the full benefit of air baggage at the accompanied rate.
3. This means that the cost of accompanied baggage plus the cost of unaccompanied baggage, must not be more than the cost of 45 kg of accompanied baggage.
4. If there is no unaccompanied baggage rate available, air freight may be used on the same principle.

## Division 3: Rest periods

### 14.4.13 Purpose

Rest periods provide a chance to recover from jet lag, during or after air travel undertaken for duty.

### 14.4.14 Definition – time zone hour

A time zone hour is a change of one time zone during air travel. It is measured using Coordinated Universal Time (old Greenwich Mean Time). Summer time and daylight saving time are disregarded for the purposes of this definition.

**See:**

Chapter 12 Part 3 section 12.3.19, Definitions - time zone hour  
Chapter 13 Part 2 Division 2 section 13.2.10, Definitions – time zone hours  
Chapter 12 Part 3 Annex 12.3.A, International time zones

### 14.4.15 Rest period benefits

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.
2. This table describes the eligibility for rest periods.

Item	If travel by the direct route is...	then the member is eligible for...
1.	for at least four time zone hours, or with a travelling time of at least 12 hours	one rest period.
2.	for at least six time zone hours	two rest periods.

3. A member is taken to be on duty during a rest period. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.
4. The same benefit applies to a given journey, whether it is by a direct or indirect route.
5. The member may choose whether to take a rest period during the journey or at the final destination.

**Example 1:** A member travels from Sydney to Los Angeles direct. The journey is six time zone hours. The member is eligible for two rest periods and takes them on arrival in Los Angeles.

**Example 2:** A member is approved to travel from Sydney to New York via London (indirect). The time zone difference between Sydney and New York by the direct route is nine time zone hours, so the member is eligible for two rest periods. The member chooses to take one rest period in London and one on arrival in New York.

6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period benefit under this section.
7. No journey can have more than two rest periods.

8. For an overnight rest period, the member is eligible for both of the following.
  - a. Accommodation costs as if the member were on duty.
  - b. Meals and incidental costs under Chapter 13 Part 3, Travel costs for short-term duty overseas.

#### **14.4.16 Recreation leave with rest periods**

1. This section applies to a member who has been approved to take recreation leave during or after a journey.
2. A member may take a rest period at the same location as recreation leave. The duration of the rest period is the same as if the member was to continue the journey without taking leave.
3. Time spent on a rest period is not to be deducted from recreation leave credits.

## Division 4: Dependants not travelling with the member

### 14.4.17 Dependants not travelling with member

1. In certain circumstances, a member's dependants may travel to or from the posting location at a different time than the member. Approval may only be given if the CDF is satisfied that the separate travel is a special case.

**Examples:**

- a. The dependant is temporarily medically unfit to travel overseas at the same time as the member.
  - b. Departure is delayed for the child's educational needs.
  - c. A relative of the member suffers ill health and the dependant chooses to remain to help the relative.
  - d. Short posting notice does not provide adequate time to make domestic arrangements before departure.
2. To qualify for travel at Commonwealth cost, all these conditions must be met.
    - a. The dependant is being removed to the posting location at Commonwealth cost.
    - b. The dependant can spend the minimum period under subsection 12.3.5.3 or 12.3.5.4 as part of the member's household at the posting location.

**See:** Chapter 12 Part 3 section 12.3.5, Dependant

- c. The dependant is not travelling to or from the posting location on any other type of Commonwealth-assisted airfare, based on the allowable travel cost.
- d. If the dependant **returns** unaccompanied to Australia at Commonwealth cost, the member must have served at least 12 months at the overseas posting location.

**Exception:** The CDF may reduce the 12-month limit if there are special circumstances.

3. This table describes the maximum amounts paid for travel by a dependant, not travelling with the member.

Item	For...	The maximum amount payable is the...
1.	a child who travels to or from the posting location, unaccompanied by the member or member's spouse or partner	allowable travel cost to the location.
2.	any other dependant not travelling with the member	amount that would have been paid by the Commonwealth, if the dependant had accompanied the member for travel.

4. For this section, the dependant must not travel:
  - a. before the date of effect of the posting order, or
  - b. more than 12 months after the member's travel from the posting location.
5. A dependant who does not travel with the member is not eligible for a rest period.

#### 14.4.18 Baggage charges

The member may claim costs involved in carrying the dependant's personal baggage. The cost must have been unavoidable.

**Examples:** It might be necessary to buy portage to help in these situations.

- a. The dependant has a disability that prevents them carrying their luggage.
- b. The dependant is a child. The flight attendant is not permitted to carry the luggage for the child.

## Part 5: Settling in and out

### 14.5.1 Purpose

The purpose of this Part is to cover the additional costs of meals when a member and dependants are obliged to live in temporary accommodation, including motels and serviced apartments.

### 14.5.2 Member this Part applies to

1. This Part applies to a member and their dependants who are authorised to live in temporary accommodation overseas for any of the following reasons.
  - a. The member is arriving at the posting.
  - b. The member is leaving the posting.
  - c. The member's housing has become unfit for occupation.

**See:** Chapter 15 Part 4 Division 1 section 15.4.11, Housing becomes unavailable or unfit

**Example:** A member is given a long-term posting to Paris. Their household items are being relocated from Australia. The member stays in temporary accommodation in Paris for one week until they arrive. The member refers to conditions under this Part.

**Non-example:** A member is given a long-term posting to New York. Their household items are being relocated to the overseas post. The member stays in an apartment in Sydney for one week before leaving. The member refers to domestic conditions of temporary accommodation allowance.

**See:** Chapter 7 Part 5, Temporary accommodation allowance

2. During a period of settling in and settling out, a member is eligible for the overseas living allowances. They must also pay a rent and utilities contribution.

**See:** Chapter 15 Part 4 Division 4, Rent and utilities contribution

**Note:** Benefits under this Part apply to a deceased member's dependants under section 15.9.4. However, additional limits may apply under subsection 15.9.4.4.

**See:** Chapter 15 Part 9 section 15.9.4, Continuing benefits for dependants

### 14.5.3 Settling in at the posting location

1. On arrival at the posting location, the member and dependants may live in temporary accommodation. The member is eligible for a settling in allowance for themselves and for each of their dependants.

**Exception:** The member's spouse or partner is also a member. Only the member receiving overseas living allowances is eligible for a settling in allowance for themselves and for each of their dependants.

**See:** Chapter 15

Part 2, Overseas living allowances – members posted before 1 July 2017

Part 2A, Overseas living allowances – members posted on or after 1 July 2017

2. The settling in period **begins** on the first day of the member's posting period. It **ends** on the earlier of these days.
  - a. The day when permanent accommodation becomes available at the posting location.
  - b. Six weeks after the day when the member's posting period begins.
3. If a member has not obtained permanent accommodation within the period in subsection 2, the CDF may approve a longer period for the allowance. The CDF must consider all these criteria.
  - a. The availability of suitable accommodation.
  - b. The action taken by the member to obtain suitable accommodation.
  - c. The efficient operation of the ADF.
  - d. Costs associated with extending the period.
  - e. Any special circumstances relating to the member or their dependants.
  - f. The reasonable accommodation needs of the member.
  - g. Any other factor relevant to the provision of suitable accommodation to the member.
4. If a member refuses or rejects suitable accommodation at the posting location, the eligibility to settling in allowance ceases.

**Note:** The settling-in period of eligibility will be as short as possible and may be less the maximum period specified.

#### **14.5.4 Settling out of the posting location**

1. When leaving the posting location, the member and dependants may live in temporary accommodation. The member and dependants are eligible for a settling out allowance each.
2. The settling out period **begins** on the day permanent accommodation becomes unavailable, because of the completion of the member's posting. The settling out period **ends** on the day the member's period of posting ends.
3. The settling out period cannot be longer than two weeks.

**Exception:** The CDF may extend this period, if a longer period in temporary accommodation is required.

**Note:** The settling-out period of eligibility will be as short as possible and may be less the maximum period specified.

### 14.5.5 Settling in/settling out allowance

1. If arriving at or leaving the posting location within the periods outlined in this Division, these benefits apply.

Item	For...	the allowance for each complete day is...
1.	the member and each dependant 12 years or older	two-thirds of the amount listed for meals at the member's location in Annex 13.3.A.
2.	each dependant less than 12 years old	two-thirds of the amount in item 1.

2. If the accommodation tariff includes the cost of a meal, the amount of meals supplement under subsection 1 is to be reduced by the amounts in this table.

Item	For...	the allowance is to be reduced by...
1.	breakfast	25%.
2.	lunch	25%.
3.	dinner	50%.

3. On the first and last days of a period, the benefit is worked out by multiplying the amounts in subsection 1 by the applicable percentages in this table.

Item	Local time of arrival or departure	% rate for day of arrival	% rate for day of departure
1.	Before 0700	100	Nil
2.	0700 – 1300	75	25
3.	1301 – 1900	50	50
4.	After 1900	Nil	100

4. A member is not eligible for meals supplement in these situations.
  - a. If the member or dependant has meals provided or paid for by the Commonwealth.
 

**Example:** The member is away on short-term duty at another overseas location. The member has their meal costs paid by the Commonwealth, but not under this Part.
  - b. During the member's recreation leave, including weekends and public holidays during the leave.
  - c. While the member occupies accommodation with facilities to allow the member to prepare a cooked meal.



## Part 6: Evacuations and withdrawals from posting

### 14.6.1 Overview

This Part summarises the conditions of service during evacuations or withdrawals from an overseas posting location.

### 14.6.2 Contents

This Part includes these Divisions.

Division 1	Evacuations
Division 2	Withdrawal from posting
Division 3	Loss or damage to possessions overseas

## Division 1: Evacuations

### 14.6.3 Evacuation

Evacuation means members and dependants are directed by the Commonwealth to withdraw from the location. This is because of international relations, political, security or other special circumstances at the location.

### 14.6.4 Member this Division applies to

This Division applies to members and their dependants, authorised by the CDF in these situations.

- a. A member and dependants are directed to evacuate a posting location, because of an emergency.
- b. A member's dependants are given the option to voluntarily depart from the location.

**Examples:** Environmental hazard or civil unrest

**Note:** Evacuations may not necessarily be to Australia. They are generally temporary, with the intention of returning to the posting location. Detailed administrative instructions will accompany the authorisation to evacuate.

### 14.6.5 Period of evacuation

1. For benefits, the evacuation period **begins** on the day the member or dependant is evacuated from the posting location.
2. This table lists when the period ends.

Item	For a...	the period ends on the earliest of the day when...
1.	member	<ol style="list-style-type: none"><li>a. the member returns to the posting location.</li><li>b. the member's posting is terminated.</li><li>c. the member begins living permanently in Australia or a new posting location.</li></ol>
2.	dependants	<ol style="list-style-type: none"><li>a. the dependant returns to the posting location.</li><li>b. the member leaves the posting location because of termination of the member's posting.</li><li>c. the dependant begins living permanently in Australia or at a location other than the posting location.</li></ol>

### 14.6.6 Transport for evacuation

1. Transport for evacuation is by the means and class of travel available at short notice.
2. The Commonwealth will pay any excess baggage charges.

#### 14.6.7 Accommodation and meals during evacuation

1. If a member or dependant is evacuated from the posting location, the member is eligible for the reimbursement of these costs.
  - a. The member's or dependant's accommodation at the evacuation location.
  - b. Settling in allowance as if the member or dependant met both these conditions.
    - i. They were arriving at the evacuation location as if it were a posting location.
    - ii. They were staying in accommodation without facilities for them to prepare a cooked meal.
2. If a member or dependant is evacuated to Australia, they are eligible for two-thirds of the amount as if settling in or out. This is worked out as if the member were temporarily performing duty in Canberra for less than 21 days.

**See:** Part 5, Settling in and out

#### 14.6.8 Conditions of service during evacuation

1. During an evacuation the normal long-term posting provisions apply.

**See:** Chapter 15, Living and working on long-term posting overseas
2. During evacuation, the overseas living allowances continue. This is as if the member or dependant had not been evacuated from the location. Similarly, the member must continue to pay the same rent and utilities contribution.
3. The Commonwealth will continue to pay utilities costs.

#### 14.6.9 Overseas living allowances

The member is eligible for these payments for the period of evacuation.

- a. The overseas living allowances that would have applied had they not been evacuated.

**See:** Chapter 15

Part 2, Overseas living allowances – member posted before 1 July 2017

Part 2A, Overseas living allowances – member posted on or after 1 July 2017

- b. Any unavoidable costs incurred at the posting location.

**See:** Chapter 15 Part 2 Division 6 section 15.2.32, Continuing and unavoidable costs during absence

#### 14.6.10 Purchase of clothes during evacuation

1. If a member or dependant is evacuated from the overseas posting location, the member may be reimbursed the cost of clothes and other personal items.
2. The CDF must decide it is essential for the member or dependant to buy clothes or other personal items to live at the evacuation location. The CDF must consider all these criteria.
  - a. The circumstances of the evacuation of the member or dependant.
  - b. The locations involved in the evacuation.
  - c. The expected duration of the evacuation.
  - d. Any other factor relevant to the evacuation.

#### 14.6.11 Storage during evacuation

If a member is evacuated from their posting location, they are eligible to have these items stored at Commonwealth expense, for the period of evacuation.

- a. Items as if moving from one residence to another at the posting location.

**See:** Chapter 15 Part 4 Division 1 section 15.4.10, Changing housing during posting
- b. A private vehicle owned by the member or dependant.

#### 14.6.12 Health assistance

A member and dependants may incur medical, dental and hospital costs at an overseas evacuation centre. The Commonwealth will pay these costs, as if the member and dependants were still at the posting location.

**See:** Chapter 15 Part 5, Excess health costs

#### 14.6.13 Education assistance during evacuation

1. A member's child may be evacuated from the posting location to **another overseas location**. This section applies as if the member was on long-term posting to the other location, for the period of the evacuation.
2. A member's child may be evacuated from the member's location back to **Australia**. If the child continues to study the curriculum of the school at the posting location, these benefits continue to apply. These are as if the child were attending the school at the posting location, for the period of the evacuation.
  - a. Section 15.6.10, Education assistance benefit – general.
  - b. Section 15.6.11, School transport costs.
  - c. Section 15.6.12, Compulsory examination fees.
  - d. Section 15.6.13, Foreign language tuition.
  - e. Section 15.6.14, Remedial tuition.

**See:** Chapter 15 Part 6, Education costs for children

3. The CDF can pay an amount considered reasonable for additional costs incurred as a result of distance education mode.

#### **14.6.14 Reunion visits during evacuation**

1. During a period of evacuation, a member may travel from the posting location to another location for a reunion visit with dependants. In this case, the member is eligible for the reimbursement of these costs.
  - a. Return travel by the member and dependants to the location during the period of evacuation. This is as if the travel were reunion travel under Chapter 15 Part 3 Division 3, Overseas reunion Travel.
  - b. Accommodation that the CDF considers suitable at the location for the period of the reunion visit. The CDF must consider all these criteria.
    - i. The cooking and dining facilities in the accommodation.
    - ii. If the facilities are similar to those generally available in an apartment.
    - iii. The services provided in the accommodation.
2. Under this section, the total period of reunion visits in a year must be no longer than the period of recreation leave accrued for a year's service at the member's posting location.
3. In addition to this section, the member and dependant are still eligible for travel under Chapter 16 Part 4, Assisted leave travel. This must be to a regional leave centre or relief centre within the meaning of that Part.

**See:** Chapter 16 Part 4, Assisted leave travel

#### **14.6.15 Loss or damage to possessions**

The Commonwealth provides an amount for any lost or damaged possessions owing to an evacuation.

**See:** Division 3, Loss or damage to possessions overseas

#### **14.6.16 Extraordinary costs incurred at the posting location**

The CDF may reimburse a member who must remain at the posting location for any extraordinary costs incurred.

**See:** Chapter 16 Part 7, Extraordinary costs

## Division 2: Withdrawal from posting

### 14.6.17 Losses if Commonwealth withdraws from posting

1. The CDF may direct members and dependants to permanently leave a posting location suddenly and unexpectedly, and return to Australia. In this situation, members may be paid an amount for any financial losses.
2. This section does not apply in these situations.
  - a. Evacuations.  
**See:** Division 1, Evacuations
  - b. Management-initiated early withdrawal of a member from a long-term posting. In this situation, it is normal practice to allow enough time for personal arrangements to be completed before departure.
3. The CDF may authorise the member to be paid an amount for the losses resulting from the withdrawal. In assessing the amount, the CDF must consider all these criteria.
  - a. The circumstances in which the member leaves the long-term posting.
  - b. The length of time given to the member to leave the posting location.
  - c. The expected duration of the posting and the posting period left to serve at the time of leaving.
  - d. The extent to which the member entered into unavoidable financial commitments in the reasonable expectation that the posting would run its full term.
  - e. Any costs reasonably incurred by the member, that would have reduced if the posting had run its full term.  
**Example:** The member has a pantry full of groceries worth AUD 1,000. If the posting had run its course, the member would have allowed the pantry contents to run down from six months before departure, to about AUD 400. Consideration could be given to reimbursing AUD 600 to the member.
  - f. Any other factor relevant to the posting.
4. Other provisions of Chapters 14, 15 and 16 also apply in this situation.

## Division 3: Loss or damage to possessions overseas

### 14.6.18 Purpose

The purpose of this Division is to provide an amount for any lost or damaged possessions during an overseas posting. This is only if the loss or damage is directly caused by a specified event.

**See:**

Section 14.6.20, Definition – possessions  
Subsection 14.6.21.1, General conditions

### 14.6.19 Member this Division applies to

This Division applies to both of the following.

- a. A member (including a member on Reserve service) on a long-term posting overseas.
- b. Dependants living with the member overseas.

### 14.6.20 Definition – possessions

For this Division, possessions means these items.

- a. Items approved for removal to an overseas posting location at Commonwealth expense.
- b. Items approved for removal to another residence at the overseas posting, or back to Australia, at Commonwealth expense.
- c. Food, beverages and other household consumable goods.
- d. Private vehicles.

**Note:** Loss or damage to a member's clothing or effects used for service is not covered by this Part.

**See:** Chapter 10 Part 4, Loss or damage to clothing or personal effects

### 14.6.21 General conditions

1. Members are eligible for help if their possessions are lost or damaged as a result of one of these specified events.
  - a. War.
  - b. Civil disorder.
  - c. Natural disaster.
  - d. Another similar event.

2. These three conditions must be met.
  - a. The member meets either of the following situations.
    - i. The member fully insured the possessions, but was unsuccessful claiming from the insurer despite reasonable attempts.
    - ii. The member was unable to obtain appropriate insurance at a reasonable cost to cover the possessions in the circumstances in which they were lost or damaged.
  - b. The member took reasonable steps to avoid the loss or damage.
  - c. The member assigns to the Commonwealth the right to recover the loss or damage from an insurer or another person. The member also takes all necessary steps to help the Commonwealth with its claim.
4. The member is eligible for an amount the CDF considers reasonable in the circumstances. In assessing the amount, the CDF must consider all these criteria.
  - a. The nature and extent of the possessions lost or damaged.
  - b. An amount that an insurer would pay to the member for loss or damage.
  - c. Any professional valuation of the loss or damage.
  - d. The estimated residual value of the possessions. This must take into account the:
    - i. initial cost, and
    - ii. estimated amount of depreciation.
  - e. Any other factor relevant to the loss or damage.
5. The payment must be reduced if both these conditions are met.
  - a. The member has not insured the possessions, or has underinsured them.
  - b. The CDF considers that it would have been reasonable to fully insure them against the event that caused the loss or damage.
6. The amount must be reduced by the amount the member could reasonably expect to have been paid by an insurer, if the goods had been adequately covered.

**Example 1:** The member has underinsured possessions worth AUD 10,000. The possessions are destroyed in an earthquake. The insurer pays AUD 5,000. The member could have fully insured against earthquake damage at reasonable cost. The member gets no payment under this section.

**Example 2:** Possessions worth AUD 20,000 are destroyed in a civil war. Insurance cover for acts of war is not available at the posting location. The member gets the full amount under this section.



## 14.6.22 Loss or damage – private vehicles

1. This table shows the amount a member may be paid for loss or damage to a private vehicle.

Situation	Benefit
Loss of private vehicle	The estimated residual value of the vehicle immediately before the loss occurred.
Damage to private vehicle	The difference between estimated residual values, both before and after the damage.

2. This is how to work out the estimated residual value of the member's vehicle.
  - a. Find out how much the member paid to buy the vehicle.
  - b. Subtract an amount of depreciation the CDF assesses as reasonable in the circumstances.
3. When assessing the amount of depreciation, the CDF must consider all these criteria.
  - a. The criteria set out in subsection 14.6.21.4.
  - b. The type and cost of the vehicle bought by the member.
  - c. The age of the vehicle when bought, and the period the member owned the vehicle.
  - d. The rate of depreciation that would usually occur on a similar vehicle at the member's posting location.
  - e. The estimated cost of repairing any defects to the vehicle.
  - f. The insured value of the vehicle.
  - g. Any other factor relevant to the member's ownership of the vehicle.

**Example:** A member owned a vehicle for two years. The original value was AUD 50,000. After two years, the CDF decided it had depreciated AUD 15,000. Its estimated residual value is therefore AUD 35,000.

#### **14.6.23 CDF decision on loss**

1. The CDF can direct that a member's possessions are presumed lost on a specific date.
2. The CDF must consider all these criteria.
  - a. The circumstances in which the member ended or interrupted a long-term posting and left the posting location.
  - b. The nature of the possessions abandoned by the member at the location, and their condition and value at that time.
  - c. The likelihood that the member may be able to recover the possessions in a reasonable condition for use.
  - d. The likelihood of the member resuming the posting or returning to the location.
  - e. Any other factor relevant to the member's loss of possessions.
3. The CDF is not to give the direction in subsection 1 unless the member assigns the possessions to the Commonwealth.

## Chapter 15: Living and working on long-term posting overseas

### 15.0.1 Overview

This Chapter sets out conditions of service for members living and working on a long-term posting overseas.

### 15.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Overview
- Part 2 Overseas living allowances – member posted before 1 July 2017
- Part 2A Overseas living allowances – member posted on or after 1 July 2017
- Part 3 Travel during a long-term posting
- Part 4 Housing
- Part 5 Excess health costs
- Part 6 Education costs for children
- Part 7 Foreign language training for spouse or partner – member posted before 1 July 2017
- Part 8 Club membership
- Part 9 Death overseas of member or dependant

## Part 1: Overview

### 15.1.1 Purpose

This Chapter sets out conditions of service for members living and working on a long-term posting overseas. It covers the period from when a member has settled in and is living in permanent accommodation at the posting, until the end of the posting period.

### 15.1.2 ...

### 15.1.3 Member this Chapter does not apply to

1. This Chapter does not apply to a member if any of the following conditions apply.
  - a. They are not entitled to salary.
  - b. They are on a scholarship, bursary or endowment for studying overseas from an organisation other than the Commonwealth.

**Example:** Rhodes Scholarship.

- c. They are on short term duty overseas.

#### 15.1.4 Public holidays overseas

1. A maximum of 13 public holidays can be observed in any calendar year at any posting location.
2. The Director Military Conditions and Housing Policy may direct which days members are to observe as part of the 13 days. The Director Military Conditions and Housing Policy must consider both these criteria.
  - a. The public holidays generally observed at the posting location.
  - b. The efficient operation of the ADF at the posting location.

**Exception:** If a posting location has no listing of holidays directed to be observed by the Director Military Conditions and Housing Policy, then the Canberra public holiday schedule applies.

3. Members are to observe public holidays on the following basis.
  - a. If they are **on duty**, they observe a public holiday at the location where they are actually performing duty. However, that public holiday is not counted as one of the 13 days.

**Example:** A member on long-term posting in London travels to Paris on short-term duty from 12-16 July. The member observes Bastille Day in Paris on 14 July.
  - b. If they are **on leave**, they observe the public holidays as directed by the Director Military Conditions and Housing Policy for their posting location.

**Example:** A member on long-term posting in Washington DC takes leave at the end of their posting and travels back to Australia by an indirect route. While the member is in transit, they are still subject to the public holidays observed in Washington DC. If that posting ends while they are still on leave, they become subject to the public holidays observed at their new posting location.
4. A member may apply to the Director Military Conditions and Housing Policy to substitute a different day for a public holiday they would otherwise observe. The Director Military Conditions and Housing Policy must consider both these criteria.
  - a. Any Service requirement that the member remain on duty that day.
  - b. If the substitute day is of cultural or religious significance to the member.

**Example 1:** A member is directed to work on a public holiday observed at their posting location. The member may apply to take a different day off instead.

**Example 2:** A member on long-term posting in Jakarta is required to travel on short-term duty to Australia for a month. As a result, the member misses a public holiday in Jakarta. On the basis that short-term duty may lead to the gain or loss of a public holiday, the member is not granted any time off instead.

### 15.1.5 Christmas stand-down

- Members are not required to attend for duty on the following days.

Item	For the Christmas stand-down of...	the day that falls on...
1.	2018-2019	24 December 2018.
		27 December 2018.
		28 December 2018.
		31 December 2018.
2.	2019-2020	24 December 2019.
		27 December 2019.
		30 December 2019.
		31 December 2019.

- A Commanding Officer may determine that the member must perform duty on a day listed in subsection 1. The Commanding Officer should consider if there are pressing operational, preparatory or safety needs that prevent the member from being absent.
- Absences are treated as short absence when not required for duty.

**Example:** A member is not required to attend for duty on 30 and 31 December. The Director Military Conditions and Housing Policy has directed under subsection 15.1.4.2 that 1 January is not to be observed as a public holiday at that post. The member must work on 1 January, or be granted another type of leave.

### 15.1.6 Member living on Manhattan Island, USA

- This section applies to a member who is on long-term posting to a position on Manhattan Island, USA.
- For the purposes of applying a post index and benchmark school, the member's posting location is as follows.

Item	If the CDF...	then the member's posting location is...
1.	directs the member to live on Manhattan Island	Manhattan.
2.	does not direct the member to live on Manhattan Island	New York State, excluding Manhattan.

**See:**

Chapter 12 Part 3 section 12.3.14A, Post index  
Part 6, Annex 15.6.A, Benchmark schools

### 15.1.7 Member on long term duty ill or injured

A member on long-term duty overseas who is seriously or very seriously ill, may be eligible for support under the Australians dangerously ill scheme under Chapter 17 Part 4.

**See:** Chapter 17 Part 4, Australians dangerously ill scheme – overseas

## Part 2: Overseas living allowances – member posted before 1 July 2017

### 15.2.1 Overview

This Part sets out provisions for the overseas living allowances. It includes the following matters.

- a. Cost of living adjustments.
- b. The different allowances and the rates of those allowances.
- c. Members who are eligible for the allowances.

### 15.2.2 Contents

This Part includes these Divisions.

Division 1	Purpose, application and key concepts – member posted before 1 July 2017
Division 2	Cost of living adjustment – member posted before 1 July 2017
Division 3	Post adjustment – member posted before 1 July 2017
Division 4	Child allowance – member posted before 1 July 2017
Division 5	Child reunion allowance – member posted before 1 July 2017
Division 6	Other matters affecting the overseas living allowances – member posted before 1 July 2017
Division 7	Additional food and clothing allowances – member posted before 1 July 2017

## Division 1: Purpose, application and key concepts – member posted before 1 July 2017

### 15.2.3 Purpose

1. The purpose of the overseas living allowances is as follows.
  - a. To help maintain the purchasing power of a member's disposable income, and an equivalent standard of living. It compares the cost of goods and services between Australia and the posting location overseas.
  - b. To help the member meet unexpected living costs associated with long-term posting.
  - c. To help the member meet some specific additional costs at the overseas posting location.

**Examples:** Communications, holidays, vehicle depreciation, winter clothing.
2. The allowances are not meant to do any of these things.
  - a. Increase a member's income.
  - b. Make up for loss of income earned by the member's spouse or partner.
  - c. Attract members into overseas service.
3. The allowances are notional. This means that it is based on what members in general would be expected to spend, rather than on their actual individual costs.

### 15.2.4 Member this Part applies to

This Part applies to a member posted before 1 July 2017.

**Note:** For definition of Member posted before 1 July 2017, see Chapter 12 Part 3 section 12.3.9A.

### 15.2.5 Member this Part does not apply to

1. This Part does not apply to a member who is away from their posting location. Division 6 contains exceptions to this rule.

**See:** Division 6  
Section 15.2.30, Recreation leave  
Section 15.2.31, Absence from posting location  
Section 15.2.33, Members leaving posting location before their dependants

**See also:** Part 1 section 15.1.3, Member this Chapter does not apply to. Section 15.1.3 outlines some other situations in which members are not eligible for the overseas living allowances or any other long-term posting conditions.
2. This Part does not apply to a member while they are on a period of long service leave. This is because the overseas living allowances are not relevant allowances for the purpose of Chapter 5 Part 5.



### 15.2.6 Changes in allowances

1. Overseas living allowances are subject to constant change. These changes are the result of a number of factors, including the following.
  - a. Periodic price reviews.
  - b. Measured changes in exchange rates.
  - c. Any changes to an individual's salary.
  - d. Any changes to an individual's family circumstances.
2. The changes to the allowances can be large, and can occur with little or no warning. The allowances might go up or down.

**Note:** Every effort is made to give members advance notice of these changes.

### 15.2.7 Disposable income for ADF members

1. Disposable income for ADF members is worked out as follows.

Step	Action
1.	Add together the member's annual rates of salary and allowances, as listed in subsection 2. <b>Exception:</b> Executive vehicle allowance.
2.	Work out their personal income tax and Medicare levy liability on the total amount of step 1. <b>Note:</b> Personal income tax liability is worked out by applying the standard Pay as You Go (PAYG) income tax scales to the total amount of step 1. Medicare levy liability is worked out as follows. <ol style="list-style-type: none"> <li>a. For members without dependants and those accompanied by a spouse or partner who is an ADF member — nil.</li> <li>b. For all other members — 0.75% of the total amount of step 1.</li> </ol>
3.	Subtract the total amount in step 2 from the amount in step 1. The result is the member's disposable income.

2. These are the member's annual rates for step 1.

Item	Benefit	DFRT Determination	Published in PACMAN at:
1.	Clearance diver allowance	DFRT No. 11 of 2013 Division B.14	Chapter 4 Part 2 Division B.14
2.	Diving allowance	DFRT No. 11 of 2013 Division B.6	Chapter 4 Part 2 Division B.6
3.	Flying disability allowance	DFRT No. 11 of 2013 Division B.7	Chapter 4 Part 2 Division B.7

Item	Benefit	DFRT Determination	Published in PACMAN at:
4.	Hardship allowance at the rate payable for the location to which the member is posted on long-term duty.	-	Chapter 16 Part 2
5.	Higher duties allowance (but only for a member who is posted to the position for three months or longer)	-	Chapter 4 Part 1
6.	Language allowance	DFRT No. 14 of 1992	Chapter 4 Part 3 Division 4
7.	Maritime disability allowance	DFRT No. 11 of 2013 Division B.9	Chapter 4 Part 2 Division B.9
8.	Maritime sustainability allowance	DFRT No. 11 of 2013 Division C.1	Chapter 4 Part 2 Division C.1
9.	Paratrooper allowance	DFRT No. 11 of 2013 Division B.16	Chapter 4 Part 2 Division B.16
10.	Salary	DFRT No. 2 of 2017	Chapter 3 Part 1
11.	Service allowance	DFRT No. 11 of 2013 Division B.2	Chapter 4 Part 2 Division B.2
12.	Special forces disability allowance	DFRT No. 11 of 2013 Division B.12	Chapter 4 Part 2 Division B.12
13.	Special forces sustainability allowance	DFRT No. 11 of 2013 Division C.2	Chapter 4 Part 2 Division C.2
14.	Submarine escape disability allowance	DFRT No. 11 of 2013 Division B.8	Chapter 4 Part 2 Division B.8
15.	Uniform allowance	-	Chapter 10 Part 1
16.	Unpredictable explosives allowance	DFRT No. 11 of 2013	Chapter 4 Part 2 Division B.15

- To work out the cost of living adjustment of the overseas living allowances for ADF members, this definition must be applied to the formula in section 15.2.12.

## 15.2.8 ...

### 15.2.9 Eligibility for the overseas living allowances

- A member on long-term posting is eligible for the overseas living allowances for their posting location.
- This table sets out the purpose of the four allowances.

Item	Allowance	Purpose
1.	Cost of living adjustment	To help maintain the purchasing power of members' disposable income, and an equivalent standard of living.  <b>See:</b> Division 2
2.	Post adjustment	To help members meet extra living costs that are likely to be incurred as a result of living overseas.  <b>See:</b> Division 3

3.	Child allowance	To help with the extra costs of maintaining a dependent child at the posting location. <b>See:</b> Division 4
4.	Child reunion allowance	To help members with the costs of maintaining communication with children who live elsewhere, and having their children visit them at the posting location. <b>See:</b> Division 5

### 15.2.10 Effect of non-Commonwealth allowances on the overseas living allowances

A member's eligibility for the overseas living allowances for a period must be reduced by any amount of mission subsistence allowance paid to the member by the United Nations for that period.

## Division 2: Cost of living adjustment – member posted before 1 July 2017

### 15.2.11 Purpose

Cost of living adjustment is an allowance provided to a member at a posting location where goods and services are more expensive than in Australia. It has both the following purposes.

- a. To help maintain the purchasing power of a member's income.
- b. To provide a member with an equivalent standard of living at the overseas post to that in Australia.

### 15.2.12 Working out the cost of living adjustment

Work out a member's cost of living adjustment using this formula:

$$\text{Disposable income} \times \frac{\text{Post index} - 100}{100}$$

**See:**

Division 1 section 15.2.7, Disposable income for ADF members  
Chapter 12 Part 3 section 12.3.14A, Post index

### 15.2.13 Dual entitlement

1. Dual entitlement means all the following conditions are met.
  - a. A member is eligible for the overseas living allowances under this Part.
  - b. The member's spouse or partner is eligible for a payment that meets both the following conditions.
    - i. It is comparable to the overseas living allowances.
    - ii. It is paid under this Part, or associated with other Commonwealth employment.
  - c. The member is posted to the same location as their spouse or partner.

**Example:** A member is posted to Jakarta. The member's spouse is an APS employee in the Department of Foreign Affairs and Trade, and is on a long-term posting to Jakarta for the same period as the member. The member is eligible for the overseas living allowances. The member's spouse is paid allowances for living overseas by the Department of Foreign Affairs and Trade. The member has a dual entitlement.

2. In this case, the Commonwealth will not pay both the member and spouse or partner the overseas living allowances.
3. The Commonwealth will pay one person the overseas living allowances. The other person will only be paid the cost of living adjustment to help maintain the purchasing power of their salary.

4. The member and spouse or partner have the option of choosing the person who will only be paid the cost of living adjustment. The option is set out in this table.

Item	If...	and...	then...
1.	both the member and spouse or partner would be eligible for the overseas living allowances	they jointly nominate the person who will only be paid the cost of living adjustment	the nominated person is only eligible for cost of living adjustment for the posting period.

5. If the member and spouse or partner do not choose under subsection 4, this table applies.

Item	If...	and...	then...
1.	both the member and spouse or partner would be eligible for the overseas living allowances and the member has the lower disposable income	they do not jointly nominate the person who will only be paid the cost of living adjustment	the member is only eligible for cost of living adjustment for the period of the posting.
2.	both the member and spouse or partner would be eligible for the overseas living allowances, and they have the same disposable income	they do not jointly nominate the person who will only be paid the cost of living adjustment, and the member has the shorter period of service	

#### 15.2.14 Excluding higher duties allowance from disposable income

Higher duties allowance is included in a member's disposable income if it has been approved for three months or more. The three months must have been continuous.

## Division 3: Post adjustment – member posted before 1 July 2017

### 15.2.15 Purpose

Post adjustment helps members meet extra living costs that are likely to be incurred as a result of living overseas. This includes the extra costs of maintaining communication with Australia.

### 15.2.16 Rate of post adjustment

1. Post adjustment is worked out as a percentage of the member's salary, under this table. All calculations are in Australian dollars.

Item	Column 1	Column 2	Column 3	Column 4
	Type of member	For a salary of AUD 55,000 or less, the member gets...	plus percentage of salary between AUD 55,000 & AUD 85,000	plus percentage of salary above AUD 85,000
1.	Accompanied member	AUD 18,150	33%	16.5%
2.	Unaccompanied member	AUD 12,100	22%	11%

2. These are examples of how to work out the post adjustment.

**Example 1:** A member's salary is AUD 35,000 and the member is unaccompanied. Only column 2 is used to work out the rate of post adjustment.

Column 2 rate = AUD 12,100 a year. That is the amount of post adjustment.

**Example 2:** A member's salary is AUD 67,000 and they are posted as an accompanied member. This is how to work out the post adjustment.

Column 2 (AUD 18,150) + column 3 (ie 33% of the difference between AUD 55,000 and AUD 67,000 = 33% of AUD 12,000)

AUD 18,150 + AUD 3,960 (33% of AUD 12,000) = AUD 22,110

The amount of post adjustment is AUD 22,110 a year.

**Example 3:** A member's salary is AUD 92,000 and the member is posted unaccompanied. This is how to work out the post adjustment.

Column 2 + column 3 + column 4

AUD 12,100 + AUD 6,600 (22% of AUD 30,000) + AUD 770 (11% of the difference between AUD 92,000 and AUD 85,000) = AUD 19,470 a year.

The amount of post adjustment is AUD 19,470 a year.

**Example 4:** A member's salary is AUD 100,000 and they are posted as an accompanied member. This is how to work out the post adjustment.

Column 2 + column 3 + column 4

AUD 18,150 + AUD 9,900 (33% of AUD 30,000) + AUD 2,475 (16.5% of AUD 15,000) = AUD 30,525.

The amount of post adjustment is AUD 30,525 a year.

### **15.2.17 Supplementary post adjustment for Manhattan, New York, USA**

A member may apply to the CDF for an annual supplementary post adjustment of AUD 1,200. Both these conditions must be met.

- a. The member must have been directed by the CDF to live in Manhattan on a long-term posting.
- b. The CDF decides that there is an obligation for the member to pay a Christmas bonus. This bonus must be for apartment and garaging services.

## Division 4: Child allowance – member posted before 1 July 2017

### 15.2.18 Purpose

Child allowance helps with the extra costs of maintaining a dependent child at the posting location.

### 15.2.18A Member this Division applies to

This Part applies to a member who has at least one child who is a dependant.

### 15.2.19 Member this Division does not apply to

This Division does not apply to a member in respect of a child for whom the member is receiving child reunion allowance.

**See:** Division 5, Child reunion allowance

### 15.2.20 Eligibility – child allowance

1. This table sets out when eligibility for child allowance begins.

Item	Eligibility begins on the later of...
1.	The day the member's period of posting begins.
2.	The day the child arrives to begin living at the member's posting location.

2. This table sets out when eligibility for child allowance ends.

Item	Eligibility ends on the later of...
1.	The day the member's posting period ends.
2.	The day the member becomes eligible for child reunion allowance for the child.
3.	Four weeks after the day the child stops living at the member's posting location.

### 15.2.21 Working out child allowance

1. The amount of child allowance is based on the member's salary, the age of the child and the local post index.
2. This table shows how to work out the amount a member is eligible to be paid.

Step	Action
1.	Work out 1.5% of the member's salary.
2.	If the child is: <ul style="list-style-type: none"><li>▪ a. <b>under 12</b> years old, then add AUD 1,500 to the step 1 amount.</li><li>▪ b. <b>12 or more</b> years old, then add AUD 2,500 to the step 1 amount.</li></ul>
3.	Multiply the step 2 amount by the post index. <b>See:</b> Chapter 12 Part 3 section 12.3.14A, Post index



**Example:** A member is on long-term posting in Paris. The member has the following.

- a. A salary of AUD 55,000.
  - b. Two children, aged 13 and 10.
  - c. A post index of 133.2.
3. This table shows how to work out the total child allowance for the two children.

Item	For the child aged...	the child allowance is...
1.	10 years	<b>A:</b> AUD 55,000 x 0.015 = AUD 825 <b>B:</b> AUD 825 + AUD 1,500 = AUD 2,325 <b>C:</b> AUD 2,325 x 133.2% = <b>AUD 3,096.90</b>
2.	13 years	<b>A:</b> AUD 55,000 x 0.015 = AUD 825 <b>B:</b> AUD 825 + AUD 2,500 = AUD 3,325 <b>C:</b> AUD 3,325 x 133.2% = <b>AUD 4,428.90</b>
	<b>Total for both children</b>	AUD 3,096.90 + AUD 4,428.90 = <b>AUD 7,525.80</b>

### 15.2.22 Allowance if family assistance benefit lowered

1. This section applies to a member who meets all the following conditions.
  - a. The member has a dependant child.  
**See:** Chapter 12 Part 3 section 12.3.5, Dependant
  - b. The member has received any of the following benefits.
    - i. Carer allowance for a child under the *Social Security Act 1991*.
    - ii. Double orphan pension under the *Social Security Act 1991*.
    - iii. Family tax benefit (Part A and Part B rate) under the *A New Tax System (Family Assistance) Act 1999*.
    - iv. Parenting payment (single) under the *Social Security Act 1991*.**See:**  
*Social Security Act 1991*  
*A New Tax System (Family Assistance) Act 1999*
  - c. The benefit described in paragraph b. is reduced or lost for either of the following reasons.
    - i. The child or the parent who normally receives the benefit described in paragraph b, is away from Australia because of the member's long-term overseas posting.
    - ii. The benefit described in paragraph b. is reduced because the member receives money from Defence for the child's education costs due to their long-term overseas posting.
2. The member is eligible for an amount equal to the reduction in the amount of any benefit set out in paragraph 1.b.
3. At the end of the long-term overseas posting, the member continues to be eligible for the additional amount under subsection 2 in either of the following circumstances.

- a. The child or parent returns to Australia before beginning another long-term overseas posting.
  - b. While the child or parent is in Australia, they are ineligible for the relevant benefit because of the expected absence due to the next long-term overseas posting.
4. The member will continue to receive the additional amount under subsection 2, if all of the following conditions are met.
- a. They have been eligible for an additional amount under subsection 2.
  - b. A parent of the child returns to Australia. Within three weeks, the parent applies for the benefit for which they were eligible for the additional amount under subsection 2.
5. The allowance under subsection 4 is payable for the period starting on the day of the parent's return. It ends the day before they become eligible for the relevant benefit.

## Division 5: Child reunion allowance – member posted before 1 July 2017

### 15.2.23 Purpose

Child reunion allowance helps members with these costs.

- a. Maintaining communication with children who live elsewhere.
- b. Having their children visit them at the posting location.

### 15.2.24 Member this Division applies to

This Division applies to a member posted before 1 July 2017 and has at least one child who is a dependant.

**Note:** For definition of member posted before 1 July 2017, see Chapter 12 Part 3 section 12.3.9A.

### 15.2.25 Member this Division does not apply to

This Division does not apply to a member in respect of a child for whom the member is receiving child allowance.

**See:** Division 4, Child allowance

### 15.2.26 Eligibility – child reunion allowance

A member is eligible for child reunion allowance for the posting period, for each dependent child who lives away from the posting location. This is only if the child is also eligible for at least one reunion visit each year.

### 15.2.27 Working out child reunion allowance

This table shows how to work out the rate of child reunion allowance for a child.

Step	Action
1.	Work out the rate of child allowance that would apply to the child. <b>See:</b> Division 4 section 15.2.21, Working out child allowance
2.	Multiply the rate from step 1 by 75%.

**Example:** A member is eligible for child reunion allowance for a dependent child who attends school in Australia. The child is 13 years old. The annual rate of child allowance would be AUD 4,428.90. The annual rate of child reunion allowance is 75% of that rate, or AUD 3,321.68.

## Division 6: Other matters affecting the overseas living allowances – member posted before 1 July 2017

### 15.2.28 Purpose

This Division explains how specific circumstances may affect a member's overseas living allowances.

### 15.2.29 Member this Division applies to

This Division applies to a member in any of these situations.

- a. The member is on recreation leave.
- b. The member is temporarily away from the posting location on duty.
- c. The member has been evacuated from their posting location.
- d. A member has spouse or dependant who is temporarily away from the posting location.
- e. The member leaves a posting location before their dependants.
- f. The member has a period of unused leave that accrued during the posting period.
- g. The member is serving a period of detention.

### 15.2.30 Recreation leave

1. A member continues to accrue recreation leave while on long-term posting overseas.  
**See:** Chapter 5 Part 4, Recreation leave
2. Overseas living allowances are payable during the member's leave, subject to these conditions.
  - a. It is only payable for the period of recreation leave that the member has accrued on their long-term posting.
  - b. It is payable for the period in paragraph a, no matter where the member takes the leave during their long-term posting.
  - c. The limits in section 15.2.34 apply to leave taken after the posting ends.

### 15.2.31 Absence from posting location

1. This section applies to a member who is temporarily away from the posting location on duty or paid leave for a period of more than one day.

**Exceptions:** Recreation leave, long service leave.

**See:** Chapter 5  
Part 4, Recreation leave  
Part 5, Long service leave

2. An unaccompanied member remains eligible for the overseas living allowances for up to four weeks of continuous absence. After the first four weeks, the member is only eligible for the cost of living adjustment.
3. An accompanied member remains eligible for the accompanied rate of the overseas living allowances until after four weeks of continuous absence by the member's spouse or partner, who was living with the member at the posting location.
4. After a continuous absence of four weeks by the member's spouse or partner, the member is to be treated as an unaccompanied member.

**Example:** An accompanied member leaves the posting location. Two weeks later, the member's spouse or partner leaves. Four weeks after the member's spouse or partner leaves, the member goes on to the unaccompanied rate of the overseas living allowances. Later the member's spouse or partner returns and the member resumes the accompanied rate.

5. A member may be recalled to duty at a location during assisted leave travel authorised under Part 3 Division 7 or Chapter 16 Part 4. In these cases, the member is eligible for the following for the period of the recall.
  - a. Travel costs at the rate for the location in Annex 13.3.A.
  - b. Overseas living allowances at the rate for the member's posting location.
  - c. For a member who uses accommodation in Australia supplied through the Commonwealth's contracted service provider, travel costs and accommodation in accordance with Chapter 9 Part 5 Division 2. Contracted service provider is as defined in section 9.0.3, Definitions.
 

**See:** Chapter 9  
Part 5 Division 2, Travel on Defence business using the travel card  
Section 9.0.3, Definitions
  - d. For a member who uses commercial accommodation in Australia but who does not meet the requirements of paragraph c, travel costs paid in accordance with Annex 9.5.A.
 

**See:** Annex 9.5.A, Amounts for accommodation, meals and incidentals
6. When the member's spouse or partner returns to the posting location, the member again becomes an accompanied member.

### 15.2.32 Continuing and unavoidable costs during absence

1. A member may be temporarily away from their posting location on duty, or for reasons beyond their control.
 

**Examples:** Illness, injury and hospitalisation.
2. The member is eligible for the reimbursement of certain continuing and unavoidable costs at their posting location during their absence. All these conditions apply.
  - a. Approval may only be given if the CDF is satisfied that the member could not reasonably avoid incurring the costs.
  - b. The member would normally be paid for the costs through the overseas living allowances or another benefit under this Chapter.

- c. The member's overseas living allowances or other benefit has stopped.
3. These costs can be reimbursed.
- a. The continued employment of domestic and gardening help.
  - b. Rent and utilities.
  - c. Telephone rental.

### 15.2.33 Members leaving posting location before their dependants

1. A member might end their long-term posting and leave the posting location before their dependants. A member who has a dependant who is unable to leave with them, is eligible for the continued payment of the overseas living allowances. The rate will be whatever rate applies to the member from time to time.

**See:** Chapter 12 Part 3

Section 12.3.2, Definition of accompanied member

Section 12.3.20, Definition of unaccompanied member

2. Overseas living allowances are only payable for the shortest of these periods.
- a. The period that the dependant remains at the posting location after the member leaves.
  - b. Four weeks, if the dependant cannot leave because of organisation requirements on the member.
3. The CDF may approve payment of the overseas living allowances for a longer period. The CDF must consider both these criteria.
- a. The reason the dependant remained after the member's departure.
  - b. The date the dependant will travel from the posting location at Commonwealth expense.

**Example:** A member is required to return to Australia at short notice for operational reasons. The spouse must remain at the posting location while their children finish school, and to supervise the removal. The member retains their accompanied rate of the overseas living allowances for a period of eight weeks approved by the CDF authorised person under subsection 3.

### 15.2.34 Payment of overseas living allowances for unused leave

1. A member's period of unused leave is the recreation leave they accrued during a posting period, but were unable to take. This is only if the CDF is satisfied that they could not take the leave during that period for either of these reasons.
- a. On medical or compassionate grounds relating to the member or a dependant, they left the posting early, or left the ADF.
  - b. The operational needs of the ADF prevented them from taking the leave.
2. After the member's posting, the CDF may authorise overseas living allowances to be paid. The allowances are payable for the period of unused leave that the member takes overseas.

3. Overseas living allowances may not be paid for leave taken in Australia after the member returns.

**Exception:** A member who is on leave in between overseas postings and travelling under section 15.3.40 is eligible for the overseas living allowances.

**See:** Part 3 Division 7 section 15.3.40, Additional travel on long-term posting to a second overseas location

4. The period of unused leave must not be longer than the amount of recreation leave that the member accrued over their last 12 months' service at the posting location.
5. To work out the overseas living allowances payable under this section, use the rates that the member was eligible for on the last day of their posting period.

### 15.2.35 Detention

1. Regulation 68 of the *Defence Force Regulations 1952* provides that a member undergoing detention under service law forfeits all allowances, other than those specifically mentioned under this Determination.
2. This section applies to a member who meets both these conditions.
  - a. They are serving a period of detention under service law.
  - b. They were eligible for the overseas living allowances immediately before they began the period of detention.
3. The member is eligible for an amount of the overseas living allowances approved by the CDF. The CDF must consider all these criteria.
  - a. If the member was an accompanied member before the detention started.
  - b. The member's dependants who continue to live in the posting location.
  - c. The nature of costs, if any, that the member continues to incur during their period of detention.
4. Members in detention are not eligible for any other payments under this Part.

## Division 7: Additional food and clothing allowances – member posted before 1 July 2017

### 15.2.36 Purpose

This Part provides additional food and clothing allowances when a member is living at a posting location overseas.

### 15.2.37 Meal allowances – additional duty

1. A member is eligible for a meal allowance for performing additional duty during any of these periods.
  - a. 0700 to 0900.
  - b. 1200 to 1400.
  - c. 1800 to 1900.
  - d. 0000 to 0100.
  - e. A period that the CDF approves as an equivalent period at the posting location. The CDF must have regard to local meal times and the hours of duty that the member normally observes.
2. Meal allowances are calculated using the following formula with the rates that apply to the posting location:

$$\begin{array}{l} \text{meal allowance for a} \\ \text{meal period on} \\ \text{additional duty} \\ \text{(in local currency)} \end{array} = \text{AUD } 30.05 \times A \times \left( \frac{B}{100} \right)$$

Where:

**AUD figure** is a rate advised by a contracted service provider.

**A** is the exchange rate used to pay salary to members for the pay period in which the additional duty occurred.

**B** is the post index used to calculate overseas allowances for the pay period in which the additional duty occurred.

**See:** Chapter 12 Part 3 section 12.3.14A, Post index

3. A member is not eligible for meal allowance if a meal is provided, or made available at no cost to the member.
4. Meal allowance for additional duty overseas is payable under the same basic conditions as within Australia.

**See:** Chapter 4 Part 5, Meal allowances



### **15.2.38 Meal costs in temporary accommodation**

A member may be directed to live in temporary accommodation at the posting location in connection with duty. If the member has to eat at the temporary accommodation, the member may be reimbursed the reasonable cost of meals.

### **15.2.39 ...**

### **15.2.40 Special garment allowance**

1. A member may be reimbursed for special garments required at the posting location.
2. The garment must be mandatory for the member and dependants to conform to a dress code imposed by religious custom or law at the member's posting location. It must not be useful for any other purpose, regardless of fashion or personal taste.
3. The amount is what the CDF considers reasonable in the circumstances. The CDF must consider both these criteria.
  - a. The nature of the clothing required to conform to the dress code.
  - b. The nature and cost of the garment bought by the member or dependant.
4. This section also applies to dependants on reunion visits to the posting location.

**Example:** Sharia clothing that must be worn by a female dependant in an Islamic country.

## **Part 2A: Overseas living allowances – member posted on or after 1 July 2017**

### **15.2A.1 Overview**

This Part sets out provisions for the overseas living allowances.

### **15.2A.2 Contents**

This Part includes these Divisions.

Division 1	Purpose, application and key concepts – member posted on or after 1 July 2017
Division 2	Cost of living adjustment – member posted on or after 1 July 2017
Division 3	Cost of posting allowance – member posted on or after 1 July 2017
Division 4	Child supplement allowance – member posted on or after 1 July 2017

## Division 1: Purpose, application and key concepts – member posted on or after 1 July 2017

### 15.2A.3 Purpose

1. The purposes of overseas living allowances are as follows.
  - a. To help maintain the purchasing power of a member's income, and an equivalent standard of living.
  - b. To help the member meet unexpected living costs associated with a long-term posting overseas.
  - c. To help the member meet some additional costs at the overseas posting location.  
**Examples:** Communications, holidays, vehicle depreciation, winter clothing.
  - d. To partially compensate for loss of the member's spouse or partner's income.
2. The allowances are not meant to do either of the following.
  - a. Increase a member's income.
  - b. Make up for loss of income earned by a member's spouse or partner.
  - c. Attract members into service overseas.
3. The allowances are notional. This means that it is based on what a member would be expected to spend, rather than on their actual expenditure.

### 15.2A.4 Member this Part applies to

This Part applies to a member posted on or after 1 July 2017.

**Note:** For definition of Member posted on or after 1 July 2017, see Chapter 12 Part 3 section 12.3.9B.

### 15.2A.5 Member this Part does not apply to

1. This Part does not apply to a member who is away from their posting location.  
**See also:** Part 1 section 15.1.3, Member this Chapter does not apply to. Section 15.1.3 outlines other situations in which members are not eligible for overseas living allowances or other long-term posting conditions.

### 15.2A.6 Changes in overseas living allowances

1. Overseas living allowances are subject to constant change. These changes are the result of a number of factors, including the following.
  - a. Periodic price reviews.
  - b. Measured changes in exchange rates.
  - c. Any changes to an individual's salary.
  - d. Any changes to an individual's family circumstances.
2. The changes to the allowances can be large, and can occur with little or no warning. The allowances might go up or down.

### 15.2A.7 ...

### 15.2A.8 Effect of non-Commonwealth allowances on the overseas living allowances

1. This section applies if a member receives a benefit from another entity for a similar or comparable purpose to that of a benefit provided by this Part.
2. The comparable benefit paid under this Part is reduced by the amount of the benefit received.

### 15.2A.9 The dual Commonwealth benefit rule

1. This section applies to a member if both of the following apply to their spouse or partner.
  - a. They are posted to the same location as the member.
  - b. They are eligible for a benefit from the Commonwealth that is for the same or comparable purpose to those provided under this Part.
2. This section only applies to the member if a benefit under this Part provides that it applies.
3. The member ceases to be eligible for the benefit in the following circumstances.
  - a. Their spouse or partner is also a member or a Defence employee and the following conditions apply.
    - i. The spouse or partner has a higher salary than the member.
    - ii. The member has nominated the spouse or partner to receive the benefit.
  - b. Their spouse or partner is not a member or a Defence employee and the member has not advised that the spouse or partner is not receiving the same or comparable benefit.

**Example:** A member is posted to Jakarta. The member's spouse is an APS employee in the Department of Foreign Affairs and Trade, and is on a long-term posting to Jakarta for the same period as the member. The member is eligible for the overseas living allowances. The member's spouse is paid allowances for living overseas by the Department of Foreign Affairs and Trade. The member is not eligible for the benefit.

## Division 2: Cost of living adjustment – member posted on or after 1 July 2017

### 15.2A.10 Purpose

Cost of living adjustment is an allowance provided to a member at a posting location where goods and services are more expensive than in Australia. It has both the following purposes.

- a. To help maintain the purchasing power of a member's income.
- b. To provide the member with an equivalent standard of living at the overseas post to that in Australia.

### 15.2A.11 Period of eligibility

The member is eligible for a cost of living adjustment for the duration of the posting period overseas.

### 15.2A.12 How the cost of living adjustment is worked out and applied

1. The cost of living adjustment is paid to a member in each fortnightly pay.

**Exception:** If the member's post index is 100 or less the member does not receive a cost of living adjustment.

2. The cost of living adjustment is worked out using the steps in the following table.

Step	Action
1.	<p>Subtract <b>B</b> from <b>A</b>, where:</p> <p><b>A</b> = The member's gross salary. The only allowance that may be included in this figure is higher duties allowance if the member is receiving that allowance.</p> <p><b>B</b> = Pay As You Go tax and any levies withheld from the member's salary.</p> <p><b>Examples:</b> Medicare Levy, temporary budget repair levy, flood levy.</p>
2.	<p>Apply to the result of Step 1 the spendable salary factor determined by a data service provider.</p> <p><b>Note:</b> The factor works out the spendable part of a member's salary for day-to-day living expenses.</p>
3.	<p>Multiply the result of Step 2 by the following formula using the post index for the member's posting location.</p> $\frac{(\text{post index} - 100)}{100}$

**Note:** The dual Commonwealth benefit rule does not apply to the cost of living adjustment. A member will receive this adjustment even if their spouse or partner also receives the adjustment or comparable benefit.

**See:** Chapter 12 Part 3 section 12.3.14A, Post index

## Division 3: Cost of posting allowance – member posted on or after 1 July 2017

### 15.2A.13 Purpose

The cost of posting allowance helps to compensate a member for financial and non-financial disadvantage due to the overseas posting. These include the following.

- a. Loss of family, friends and support networks in Australia.
- b. High cost of maintaining links to Australia.
- c. Missing out on significant family events or milestones.
- d. Loss of spouse or partner income and superannuation.
- e. Delay in spouse or partner career advancement.

### 15.2A.14 Period of eligibility

The member is eligible for the cost of posting allowance for the duration of the posting period overseas.

### 15.2A.15 Rate of allowance

1. Terms used in this section and their definitions are provided in the following table.

Term	Definition
Salary	The relevant salary under Schedule B.3 Part 1 of DFRT Determination 2 of 2017, <i>Salaries</i> .
Actual salary	The relevant salary to the member under DFRT Determination 2 of 2017, <i>Salaries</i> .

2. Subject to subsection 3, the amount the allowance is as follows.
  - a. For an accompanied member it is 28% of their actual salary.
  - b. For an unaccompanied member it is 18% of their actual salary.
3. The cost of posting allowance has the following minimum and maximum thresholds.
  - a. The minimum amount of allowance is 28% (accompanied member) or 18% (unaccompanied member) of the salary for a Major on pay grade 1 and increment O4-0.
  - b. The maximum amount of allowance is 28% (accompanied member) or 18% (unaccompanied member) of the salary for a Colonel on pay grade 10 and increment O6-1.
4. The dual Commonwealth benefit rule applies to this allowance.

**See:** Division 1 section 15.2A.9, The dual Commonwealth benefit rule

5. The following examples show how to work out the cost of posting allowance.

**Example 1:** A Corporal's actual salary is AUD 70,000 and the member is an accompanied member.

The cost of posting allowance is 28% of the salary for a Major on pay grade 1 and increment O4-0, which in this example is \$85,000.

The amount of cost of posting allowance is AUD 23,800 a year.

**Example 2:** A Major's actual salary is AUD 123,778 and the member is an unaccompanied member.

The cost of posting allowance is 18% of the member's actual salary.

The amount of cost of posting allowance is AUD 22,280 a year.

**Example 3:** A Brigadier's actual salary is AUD 200,000 and the member is an accompanied member.

The cost of posting allowance is 28% of the salary for a Colonel on pay grade 10 and increment O6-1, which in this example is \$190,000.

The amount of cost of posting allowance is AUD 53,200 a year.

#### **15.2A.16 Supplementary cost of posting allowance for Manhattan, New York, USA**

1. A member may apply to the CDF for an annual supplementary cost of posting allowance of AUD 1,200. Both these conditions must be met.
  - a. The member must have been directed by the CDF to live in Manhattan on a long-term posting.
  - b. The CDF decides that there is an obligation on the member to pay a Christmas bonus to a person for apartment and garaging services.
2. The dual Commonwealth benefit rule applies to this allowance.

**See:** Division 1 section 15.2A.9, The dual Commonwealth benefit rule

## Division 4: Child supplement allowance – member posted on or after 1 July 2017

### 15.2A.17 Purpose

Child supplement allowance helps with extra costs of maintaining a child who is a dependant at the overseas posting location.

### 15.2A.18 Member this Division applies to

This Division applies to a member who has at least one child who is a dependant.

### 15.2A.19 Period of eligibility

1. A member's period of eligibility for child supplement allowance begins on the later of the following dates.
  - a. The date the member's posting period overseas begins.
  - b. The date the child who is a dependant starts living with the member at the overseas posting location.
2. A member's eligibility for child supplement allowance ends on the earlier of the following dates.
  - a. The date the member's posting period overseas ends.
  - b. Four weeks after the day the child stops living with the member at the overseas posting location.

### 15.2A.20 Amount of allowance

1. A member is eligible for a fortnightly payment of child supplement allowance for each child who is a dependant.
2. Child supplement allowance is worked out using the following formula.

$$A \times \frac{B}{100}$$

#### Where:

**A** = The base rate for the child's age or if more than one child the sum of the base rate for each child.

The base rate is

- i. If the member's child is under 3 years old  AUD 287
- ii. If the member's child is between 3 and 12 years old  AUD 221
- iii. If the member's child is between 12 and 18 years old  AUD 265



**B** = The applied post index for the member's posting location.

**See:** Chapter 12 Part 3 section 12.3.14A, Post index

**Example:** A member has a two year old child and a six year old child who are both dependants. The post index for the member's posting location is 133.6. The following table shows how to work out the amount of allowance.

Step	Action
1.	Add the two base rates that apply for each child. AUD 287 + AUD 221 = AUD 508
2.	Multiply the result of Step 1 by the post index divided by 100. AUD 508 x 133.6 ÷ 100 = AUD 678.69
3.	The member will receive AUD 678.69 in their next pay.

**See:** Chapter 12 Part 3 section 12.3.14A, Post index

3. The dual Commonwealth benefit rule applies to this allowance.

**See:** Division 1 section 15.2A.9, The dual Commonwealth benefit rule

## Part 3: Travel during a long-term posting

### 15.3.1 Purpose

The purpose of this Part is to authorise travel benefits during a long-term posting.

### 15.3.2 Member this Part applies to

This Part applies to a member who is on a long-term posting overseas and is required to travel while on the posting. It also applies to the member's dependants, who need to travel in special circumstances.

**Note:** There may be additional travel benefits for members at hardship locations.

**See:** Chapter 16 Part 4, Assisted leave travel

### 15.3.3 Contents

This Part includes these Divisions.

Division 1	Travel for short-term duty while on long-term posting
Division 2	Excess commuting costs
Division 3	Overseas reunion travel
Division 4	Vehicle allowances
Division 5	Vehicle contribution
Division 6	Travel for compassionate reasons
Division 7	Travel on extension of posting or second overseas posting

## Division 1: Travel for short-term duty while on long-term posting

### 15.3.4 Travel for short-term duty while on long-term posting

1. A member may be required to travel on short-term duty overseas, while on a long-term posting. This could include travel between or within overseas countries.

**Example:** A member, posted in London, needs to travel to Brussels on duty. Similarly, another member posted in Washington, needs to travel to San Francisco.

**Exception:** This Division does not apply to a member who is undertaking service with the UN to whom Chapter 12 Part 4, Service with the United Nations, applies.

2. For this kind of travel, the member is regarded as on short-term duty overseas. These benefits are outlined in Chapter 13, Short-term duty overseas.

**Related Information:** For a member travelling to Australia on short-term duty see Chapter 9 Part 5, Payment of travel costs.

### 15.3.5 Travel by private vehicle

1. A member may choose to travel for duty by private vehicle. In this case, the member is eligible for vehicle allowance and payment of travel costs.

**See:**

Division 4, Vehicle allowances

Chapter 13 Part 3, Travel costs for short-term duty overseas

2. The benefit must not be more than if the member had travelled by the normal means.
3. The cost of transporting a private vehicle is the member's responsibility. The Commonwealth will not consider these costs in working out any benefits.

## Division 2: Excess commuting costs

### 15.3.6 Purpose

The purpose of this Division is to help with extra commuting costs. This is when the member is travelling to and from their home at the overseas posting location, to their place of duty.

**Note:** The member's home should be located within a reasonable distance of the work location. The member is eligible for payment only for travel by the most direct practical route.

### 15.3.7 Public Transport

1. A member may be reimbursed the excess costs of public transport if the member meets the following conditions.
  - a. The member uses public transport to travel between their home and their normal place of duty.
  - b. The member's public transport costs under paragraph a have exceeded AUD 1,350.20 in a 12 month period commencing on 1 March.
2. The excess cost the member is calculated using the following formula.

$$\text{excess costs} = \text{costs} - \left( \frac{\text{days}}{215} \times 1350.20 \right)$$

Where:

**costs** is the member's public transport costs at the location. Multiply by the exchange rate to convert it into AUD.

**Note:** The exchange rate is the rate provided by the Department of Foreign Affairs and Trade for the payday prior to 1 March of the relevant year for the currency in which the member incurred the public transport cost.

**days** is the number of days the member worked in the overseas location during the year. Do not count more than 215 days.

### 15.3.8 Private vehicle

1. The member may use a private vehicle to drive between their home and their place of duty.
2. The member may be reimbursed for any extra commuting costs. The amount is worked out on a daily basis. It is based on every kilometre travelled over 30 km. The daily amount for excess commuting costs is worked out in local currency using this formula.

$$\mathbf{A \times B \times (C - 30)}$$

Where:

**A** is the applicable rate of vehicle allowance on 1 March in that year.

**See:** Division 4, Vehicle allowances

**B** is the exchange rate used to pay salary to members at the posting location on the payday immediately before 1 March in that year.

**Note:** Information on item **B** is available from the Overseas Administration Team

**C** is the daily return distance the member travels by private vehicle, in kilometres.

**Example:** A member is on posting in Shrivenham, UK. In a 2.0 litre engine vehicle, they make a 70 km daily return trip. Vehicle allowance within Australia is AUD 0.71 a km for that vehicle. The exchange rate used is 0.40. This table shows how to work out the excess commuting costs.

<b>Step</b>	<b>Action</b>
1.	Convert the within-Australia rate of vehicle allowance to local currency. $AUD\ 0.71 \times 0.40 = GBP\ 0.28$ per km.
2.	Subtract 30 km from the daily return distance the member travels. $70 - 30 = 40$ km.
3.	Multiply the result of step 1 by the result of step 2. $40\ km \times GBP\ 0.28\ per\ km = GBP\ 11.20$ a day.

### 15.3.9 Public transport and private vehicle combined

The member may travel to their normal place of duty using both public transport and private vehicle. When this happens, the amount is worked out as if the whole journey were by public transport under section 15.3.7. The whole distance of the private vehicle component is treated as if it were a fare. This is worked out under section 15.3.8, but without deducting the 30 km from the return distance.

**Example:** A member is on posting in London. Each day, they drive a 30 km return journey to the Underground station, then travel by tube to work using a five-zone monthly season ticket. Vehicle and other details are as set out in the table in section 15.3.8. This table shows how to work out the excess commuting costs.

(The figures in the example just show the calculations. They are not current amounts.)

Step	Action
1.	Work out the amount for the vehicle portion of the journey using the table in section 15.3.8. Do not subtract the 30 km in step 3 of the table in section 15.3.8. 30 km x GBP 0.38 a km = GBP 11.40 a day.
2.	Convert the daily amount in step 1 to a monthly amount, based on 20 working days a month. GBP 11.40 a day x 20 = GBP 228.00 a month for the vehicle portion of the journey.
3.	Find out the Underground fare. A five-zone monthly season ticket costs GBP 134.80 a month.
4.	Add the amount in step 2 to the amount in step 3. GBP 228.00 a month + GBP 134.80 a month = GBP 362.80 a month
5.	Work out the amount for fares under the formula in subsection 15.3.8.2. Convert that to a monthly rate by dividing by the number of months in the period. The monthly amount for fares = GBP 48.24
6.	Subtract the amount in step 5 from the amount in step 4. GBP 362.80 a month – GBP 48.24 a month = GBP 314.56 a month.

## Division 3: Overseas reunion travel

### 15.3.10 Purpose

1. The purpose of this Division is to reimburse members for the costs associated with reunion travel, for the member and their dependants.
2. Reunion travel helps reunite the member with their dependants who do not live with them overseas. It recognises the need to maintain family bonds, and adds to the personal wellbeing of the member and their dependants.
3. Reunion travel, or escort travel where applicable, must be taken by the most economical means and direct route.

### 15.3.11 Member this Division applies to

This Division applies to members who have dependants living away from the overseas posting location.

### 15.3.12 Number of reunion visits to overseas posting location

1. The CDF may authorise up to four reunion visits a year by a dependant who does not live at the member's posting location.
- 1A. The CDF may authorise additional reunion visits for a member posted to Cherbourg, France, who has a child who is a dependant enrolled in boarding school at St John's College, Southsea, England.
2. The CDF must consider all these criteria.
  - a. The relationship of the dependant to the member or the member's spouse or partner.
  - b. The age and welfare of the dependant.
  - c. The cost and duration of travel to the member's posting location.
  - d. Any other opportunities that the member or the spouse or partner may have to reunite with the dependant.
  - e. Any other factor relevant to the reunion visit.

**Example 1:** A member has a dependant who is under 18 years old, is attending primary or secondary education full-time with education assistance in Australia, and has all people with parental responsibility at the posting location. The member may be granted more than one reunion visit a year, to allow the child to spend school holidays with their parents.

If a child attends a school with a four-term school year, a fourth reunion visit may be granted.

**Example 2:** A member might have only one benefit a year for a dependant when there is no reason for additional reunion visits. This might occur with adult dependants who have completed their education, or when a parent remains in Australia and is available to provide emotional support, guidance and counselling.

### 15.3.13 Time periods for reunions

Reunion visits are not normally authorised within three months of the start or end of a posting.

**Exception:** The CDF may approve a reunion visit during these times. The CDF must consider all these criteria.

- a. If other relatives in Australia can provide short-term housing for the dependant.
- b. If care can be arranged for the dependant.
- c. Any other factor relevant to the dependant's welfare.

### 15.3.14 Amount of reimbursements

1. There is a maximum amount for reunion visit reimbursements. It is the lowest of these amounts.
  - a. The cost incurred by the member for the return travel by a dependant.

**Exception:** This cost excludes any cost that the member is responsible to pay for an adult escort that a carrier requires for the member's child.
  - b. The allowable travel cost for the travel.
  - c. The allowable travel cost for return travel from where the dependant normally lives to the posting location and return.
2. A member may be away from their posting location for a short time. When this happens, the dependant is authorised to visit the member at the other location. The amount for paragraph 1.c is the return travel cost to the posting location.

**Exception:** If the travel is to a designated leave centre and the cost is greater than to the posting location, the amount for paragraph 1.c is the return travel cost to the leave centre.
3. The member must pay any extra costs, when the value of a ticket is greater than the allowable travel cost.
4. The CDF may authorise the member to be provided with a ticket for transport, instead of reimbursement.

### 15.3.15 Cost of escort for child – USA or Canada

1. This section applies to a member posted to the USA or Canada whose child is unable to travel without an adult on some legs of the journey on a reunion visit. This may occur when airlines are unable to ensure a child's safe transfer between flights. The member may be eligible for assistance with the cost of travel for an adult to escort the child on these legs.
2. A member may be eligible for benefits under subsection 3, if all the following apply.
  - a. The member is on a long-term posting in the USA or Canada.
  - b. The member has been authorised a reunion visit for a dependant child under 15 years old.



- c. Carriers will not ensure the child's safe transfer between the international flight to or from Australia and one of the following unavoidable flights.
    - i. A domestic flight within the USA or Canada.
    - ii. An international flight between the USA and Canada.
  - d. The child is not already being accompanied by an adult.
3. The member is eligible for allowable travel costs for the journeys set out in the following table.

Item	When the child...	the member is eligible for the escort to travel...
1.	travels to the member's posting location	both of the following journeys. <ul style="list-style-type: none"> <li>a. From the posting location to meet the child at the international airport where the child can no longer travel unaccompanied.</li> <li>b. From the international airport to escort the child back to the posting location.</li> </ul>
2.	returns home	both of the following journeys. <ul style="list-style-type: none"> <li>a. From the posting location to escort the child to the international airport from which the child will travel home.</li> </ul> <p><b>Note:</b> The purpose is for the escort to make sure the child boards safely on the flight back home.</p> <ul style="list-style-type: none"> <li>b. From the international airport back to the posting location.</li> </ul>

**Example:** A member's 12 year old dependant is approved a reunion visit to Seattle. The child is booked on an international flight from Sydney to Los Angeles and a domestic flight from Los Angeles to Seattle.

The child cannot transfer safely between the two flights because the international (United) and domestic (Skywest) airlines do not provide an unaccompanied minor service for transfers between different airlines.

The member's adult child lives at the posting location and escorts the child from Los Angeles to Seattle. The member is eligible for allowable travel costs for their adult child to travel return between Seattle and Los Angeles. They are also eligible for the escort to make the same journey when the child returns home.

- 4. The escort must be a person over 18 years old and one of the following.
  - a. The member.
  - b. Family of the member.
  - c. An adult at the posting location chosen by the member.
- 5. The escort may accompany more than one dependant at a time.
- 6. Accommodation, meals and incidentals costs will not be paid under this section.

### 15.3.15A Costs for escort for child – Marshall Islands

1. This section applies to a member posted to Marshall Islands whose child is unable to travel without an adult on some legs of the journey on a reunion visit. This is because there are no direct flights from Australia and an overnight stopover is unavoidable. The child cannot stay in accommodation without an adult carer. The member may be eligible for assistance for an adult to accompany the child on the necessary legs of the journey.
2. A member may be eligible for benefits under subsection 3, if all the following apply.
  - a. The member is on a long-term posting to the Marshall Islands.
  - b. The member is on a long-term posting to the Marshall Islands.
  - c. A stopover for one or more nights is unavoidable.
  - d. The child is not already being accompanied by an adult.
3. The child is not already being accompanied by an adult.

Item	When the child...	the member is eligible for the escort to travel...
1.	travels to the member's posting location	both of the following journeys. <ol style="list-style-type: none"> <li>a. From the posting location to meet the child at the international airport where the child can no longer travel unaccompanied.</li> <li>b. From the international airport to escort the child back to the posting location.</li> </ol>
2.	returns home	both of the following journeys. <ol style="list-style-type: none"> <li>a. From the posting location to escort the child to the international airport from which the child will travel home.  <b>Note:</b> The escort makes sure the child boards safely on the flight back home.</li> <li>b. From the international airport back to the posting location.</li> </ol>

- b. The reasonable cost of accommodation for the required length of stay.

**Example:** A member's 17 year old dependant is approved a reunion visit to Marshall Islands. Flights to Marshall Islands are only available from Hawaii and only depart three times a week. This means an overnight stay in Hawaii is unavoidable. USA law does not permit a child under 18 to stay in accommodation without an adult.

The member is eligible for allowable travel costs to travel return from Marshall Islands to Hawaii. The member is also eligible for reasonable accommodation costs in Hawaii.

**Note:** The availability of flights may mean the member may have to arrive in Hawaii before the child. The member is eligible for accommodation costs for those nights as well as the nights the escort is required to stay with the child.

4. The escort must be a person over 18 years old and one of the following.
  - a. The member.
  - b. Family of the member.
  - c. An adult at the posting location chosen by the member.
5. The escort may accompany more than one dependant at a time.
6. Meals and incidentals costs will not be paid under this section.

#### **15.3.15B Cost for escort for child – Cherbourg**

1. This section applies to a member who meets both of the following conditions.
  - a. The member receives education assistance – Cherbourg.  
**See:** Part 6 Division 4 section 15.6.22A, Education assistance – Cherbourg
  - b. The member has an authorised reunion visit for a child boarding at St John's College, Southsea, England at Commonwealth expense.  
**See:** Section 15.3.12, Number of reunion visits to overseas posting location
2. A member may be eligible for travel costs for an escort to accompany the child if all the following apply.
  - a. The child is unable to travel without an accompanying adult due to age restrictions imposed by the carrier.
  - b. The child is not already being accompanied by an adult.
3. A member is not eligible to receive a benefit under subsection 2 if another member has received the benefit and all the following circumstances apply.
  - a. Both members have a child boarding at St John's College, Southsea, England.
  - b. Either of the following applies.
    - i. Both members have nominated the same person to escort their children.
    - ii. The member has nominated the other member to be the escort for their child.
  - c. The escort accompanies both children on the same trip.

**Note:** Accommodation, meals and incidental costs will not be paid under this section.

**Example:** Member A has a child boarding at St John's College. Member B also has a child boarding at St John's College. Both member A and member B have nominated Jill as an escort to accompany their children from St John's College to the posting location overseas. Jill is to accompany both children at the same time. Member A has claimed the travel costs for Jill to accompany their child. Member B is not able to claim the travel costs.

4. The escort must be a person over 18 years old and one of the following.
  - a. The member.
  - b. Another person at the posting location nominated by the member.

**Note:** Members should check French and English Immigration authorities for any administrative requirements.

5. The travel costs include the cost of the following journeys.

Item	If the child...	the travel costs for the escort include...
1.	travels to the member's posting location	both the following journeys. <ol style="list-style-type: none"> <li>a. From the location from which the escort departs France to the location in which the escort arrives in England</li> <li>b. From the location where the escort departs England to the location in which the escort arrives in France.</li> </ol>
2.	travels from the member's posting location	both the following journeys. <ol style="list-style-type: none"> <li>a. From the location from which the escort departs France to the location in which the escort arrives in England.</li> <li>b. From the location where the escort departs England to the location in which the escort arrives in France.</li> </ol>

6. Return travel between France and England must be by ferry between the ports of Cherbourg and Portsmouth.
7. If the ferry service between the ports of Cherbourg and Portsmouth is unavailable, a member must use an alternative form of travel by the most economical means.

**Example:** The ferry service between the ports of Cherbourg and Portsmouth is cancelled due to extreme weather. An alternative form of travel may be by car or train.

8. If continuation of travel is not practicable under subsections 6 and 7, overnight accommodation may be permitted for those travelling.

**Example:** A member has a child boarding at St John's College. The member travels to the college to collect their child. Due to extreme weather conditions it is not practicable for the member to continue their journey. The member books one night's accommodation at a hotel. The weather improves and the next day the member is able to continue their journey and return with their child to Cherbourg.

**Note:** Meals and incidental costs will not be paid under this section.

### 15.3.16 Member or spouse or partner visits dependant ('reverse overseas reunion')

1. This section applies to a member for whom the CDF has approved a reunion visit by a dependant under section 15.3.12.

**Exception:** A member receiving education assistance – Cherbourg in respect of that child.

**See:** Part 6 Division 4 section 15.6.22A, Education assistance – Cherbourg

**Example:** A member is posted to Cherbourg, France and has two children who are dependants. One child has remained in Australia and attends school. The other child accompanied the member to Cherbourg, but attends boarding school at St John's College, England. The member may be eligible for a reverse overseas reunion to visit the child in Australia, but will not be eligible for reverse overseas reunion to visit the child in England.

2. The member may apply in writing to the Overseas Administration Team to be reimbursed for travel by the member or spouse to visit their dependant, instead of taking the benefit to a reunion visit under section 15.3.12.

**Note:** This visit to the dependant is sometimes called 'reverse reunion' travel.

3. Each time that the member is reimbursed under this section, the total number of reunion visits that the member may be reimbursed for under section 15.3.12 is reduced by one for each dependant who is visited at the reverse reunion location.

**Example:** A member or spouse or partner travels on a reverse overseas reunion visit to Sydney and reunites with their two children. This reduces the family's reunion benefit by one visit for each child.

4. The maximum amount that a member can be reimbursed for a reverse reunion visit under this section is the allowable travel cost for the member or spouse or partner, travelling by the most direct route from the member's posting location to where the dependant normally lives and return.

**Example:** The member or spouse or partner travels from Los Angeles to Sydney for a reverse overseas reunion visit to two children. The allowable travel cost for the return trip by that person would have been AUD 3,600. This amount is the cost limit repayable for the reverse reunion travel. If the person gets a special deal AUD 2,000 ticket, then they only get reimbursed the cost of that ticket.

### 15.3.17 Reverse dependant overseas reunion travel to a non-dependant

1. Travel may be approved for a dependant, living at the posting location with the member, to reunite with other people. The other people do not have to be dependants of the member. Approval may only be given if the CDF is satisfied the dependant should be reunited with the other people at Commonwealth expense.
2. The CDF must consider all these criteria.
  - a. The relationship of the people.
  - b. The degree to which the relationship has been maintained before and during the member's long-term posting.
  - c. The extent of financial or other dependency of the people.
  - d. The circumstances relating to the dependant's removal to the posting location.

- e. Any other opportunities that the people may have to be reunited.
  - f. The age and welfare of the people.
  - g. The circumstances relating to the travel.
  - h. The cost, timing and duration of the travel.
  - i. Any other factor relevant to reimbursement for the travel by the dependant.
3. The allowable travel cost is worked out as if the travel was for a normal reunion visit. The visit is treated as being from the member's posting location, to the location where the member lived before the long-term posting.

## Division 4: Vehicle allowances

### 15.3.18 Purpose

The purpose of vehicle allowance is to help the member pay for vehicle costs in certain cases.

### 15.3.19 Member this Division applies to

This Division applies to a member who is authorised to travel by private vehicle.

### 15.3.20 Member this Division does not apply to

This Division does not apply to any of these members.

- a. A member on short-term duty, authorised to travel by motor vehicle instead of the eligible type of transport.
- b. A member wanting to transport their private vehicle to or from a posting location.

**See also:**

Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to Part 1 Section 15.1.3, Member this Chapter does not apply to

### 15.3.21 Vehicle allowance

1. The member is eligible for vehicle allowance, if the CDF approves their use of a private vehicle for official purposes. The vehicle may be owned, hired or borrowed by the member.
2. Travel between the member's home and normal place of duty is not to be included in any journey authorised under this section.
3. When considering whether to authorise use of a private vehicle, the CDF must consider all these criteria.
  - a. The purpose of the travel.
  - b. If the use of the vehicle will result in greater efficiency than use of public transport.

**Examples:** Public transport unreasonably extends the member's time away from home, or is difficult for a member with a disability.
  - c. If Commonwealth transport is available for the journey.
  - d. If there is any requirement for a Commonwealth driver to remain on duty outside normal hours.
  - e. If the member has provided evidence of adequate insurance cover.
  - f. Any cost saving to the Commonwealth.
  - g. The personal interests of the member.

4. The member is eligible for an amount for each kilometre of the journey. This amount is calculated using the following formula with the rates that apply to the posting location:

$$\text{Vehicle allowance per kilometre (in local currency)} = A \times B \times \left( \frac{C}{100} \right)$$

Where:

**A** is the relevant rate of vehicle allowance under Chapter 9 Part 6 Division 5 section 9.6.25, effective at the time of travel.

**See:** Chapter 9 Part 6 Division 5 section 9.6.25, Amount of allowance and calculation of distance

**B** is the exchange rate used to pay salary to members for the pay period in which the travel is approved.

**C** is the post index used to calculate overseas allowances for the pay period in which the travel is approved.

**See:** Chapter 12 Part 3 section 12.3.14A, Post index

5. The kilometres travelled are taken to be the distance of the journey, using the shortest direct route on suitable roads.
6. The combined upper limit of the vehicle allowance and travel costs for the road trip is the total of these amounts.
- The cost of the member's fares by the means of transport normally authorised by the CDF for the journey.
  - The amount of travel costs payable if the journey was by that means of transport.
7. A member eligible for vehicle allowance may also be reimbursed these costs.
- Ferries.
  - Tolls.
  - Garage accommodation.

### 15.3.22 Personal property tax on vehicle – USA

- This section applies to a member who meets all these conditions.
  - The member is on long-term posting in the USA.
  - The member owns a motor vehicle.
  - The member has paid personal property tax on the vehicle to the Government of the State in which the member lives.
- The member may be reimbursed an amount equal to the tax on one motor vehicle only.



## Division 5: Vehicle contribution

### 15.3.23 Purpose

The purpose of this Division is to authorise member contributions for the use of an official vehicle at a posting location.

### 15.3.24 Definition

This table defines terms used in this Division.

Term	Description
Official vehicle	An official vehicle means any of these vehicles. a. A motor vehicle provided to a member at Commonwealth expense. b. A vehicle controlled by any of these organisations. i. An Australian diplomatic mission. ii. The ADF. iii. A Commonwealth department or entity represented at the posting location. c. A pool vehicle made available to Commonwealth personnel at the posting location for casual private use during normal working hours and weekends.
Private use	Private use means using an official vehicle for non-work related purposes. This includes travel to and from the member's private residence to the normal place of duty.

### 15.3.25 Hire of official vehicle for casual short-term private use

1. If the CDF allows a member to hire an official vehicle, the member must pay an amount worked out under Division 4 section 15.3.21. The member must pay for each kilometre the vehicle travelled, during the hire period.

**See:** Division 4 section 15.3.21, Vehicle allowance

2. If an official vehicle is hired by the member and supplied with a driver, the member must pay the Commonwealth the cost of overtime or extra salary paid to the driver.
3. Subsection 2 does not apply to the member if the CDF believes it is essential for the member or dependant to be given a car with a driver. Approval may only be given under either of these conditions.
  - a. The member or a dependant is not authorised to drive at the posting location because of religious custom or law.
  - b. The CDF believes such driving would be an unacceptable risk to the safety of the member or dependant.

### 15.3.26 Continuous full-time private use of official vehicle

1. The CDF may allocate an official vehicle for continuous full-time private use, for a set period of time.
2. The member must pay to the Commonwealth an amount worked out using this formula.

$$A \times 8000 \times \frac{B}{365}$$

Where:

**A** is the rate of allowance payable under Division 4 subsection 15.3.21.4.

**B** is the number of days in the period for which the vehicle was allocated.

**See:** Division 4 section 15.3.21, Vehicle allowance

3. The contribution is deducted from salary each fortnight.

### 15.3.27 Miscellaneous vehicle costs

1. The Commonwealth will meet these miscellaneous vehicle costs.
  - a. Registration.
  - b. Maintenance.
  - c. Servicing.
  - d. Fuel costs.
2. The member is required to pay for fuel and extra servicing cost, when both these conditions are met.
  - a. The vehicle is being used for private purposes.
  - b. The member is on recreation leave.
3. Rules on garaging and authorised travel between home and work using an official vehicle are similar to those that apply within Australia.

**See:** *Accountable Authority Instructions*, Chapter 10 Managing relevant property

### **15.3.28 Defence Executive Vehicle Scheme**

1. This section applies when a member has been supplied a second vehicle under the Defence Executive Vehicle Scheme.
2. To be supplied with a vehicle under this Scheme, the member must meet both these conditions.
  - a. They must hold the rank of Brigadier or higher.
  - b. They must pay a contribution for the second vehicle, depending on whether the vehicle is being used on a casual or full-time basis.

### **15.3.29 Waiver of contribution**

1. The CDF may waive the requirement to make a contribution for the use of an official vehicle.
2. The CDF must consider the *Accountable Authority Instructions* made under the *Public Governance, Performance and Accountability Act 2013* when making this decision.

## Division 6: Travel for compassionate reasons

### 15.3.30 Purpose

Travel for compassionate reasons helps a member, their spouse or partner, or close relative with the costs of travel in the event of very serious illness, or death.

### 15.3.31 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Close relative	Any of the following people who are not accompanying the member on the long-term posting. <ul style="list-style-type: none"><li>a. The member's parent, brother, sister, child, dependant, spouse or partner.</li><li>b. The parent, child, brother or sister of the member's spouse or partner.</li><li>c...</li><li>d. If the member's spouse or partner is also a member, a dependant of the member's spouse or partner.</li><li>e. Any other person approved by the CDF as a close relative of any of these people.<ul style="list-style-type: none"><li>i. The member.</li><li>ii. The member's spouse.</li><li>iii. The member's partner.</li></ul></li></ul>
Very seriously ill	Very serious illness is an illness or injury so severe that life is imminently endangered.
Seriously ill	Serious illness is an illness or injury that could endanger life.

### 15.3.32 Person this Division applies to

This Division may provide a travel benefit to allow visits to or by the following people.

- a. A member who is on long-term posting overseas.
- b. A member's spouse or partner who is accompanying the member on a long-term posting.

### 15.3.33 Close relative visit to seriously ill person overseas

1. This section applies if a doctor certifies that the member's spouse or partner is seriously ill at an overseas location.
2. The CDF may reimburse a close relative to travel to visit the seriously ill person, up to the lower of the following amounts.
  - a. The allowable travel cost for the travel from the close relative's home to the location of the seriously ill person.
  - b. The actual fares paid by the close relative for the travel.
3. Only one close relative may be reimbursed under this section.
4. If more than one close relative travels from Australia to visit the seriously ill person, then the CDF may decide which one of the relatives to reimburse under this section, having regard to the following factors.
  - a. Any views communicated to CDF by, or on behalf of, the member's spouse, the member's partner or the member.
  - b. Any views communicated to CDF by the ill person's personal legal representative.
  - c. The seriously ill person's domestic circumstances.
  - d. Any other factor relevant to the visit.

**See also:** Chapter 17 Part 4, Australians dangerously ill scheme – overseas, for provisions relating to members overseas who become very seriously or seriously ill or injured.

### 15.3.34 Close relative attends to death overseas

1. This section applies in the event of the death of any of the following people in the corresponding circumstances.
  - a. A member on long-term posting overseas.
  - b. A spouse accompanying a member on long-term posting overseas.
  - c. A partner accompanying a member on long-term posting overseas.
2. The CDF may reimburse a close relative to travel to attend the deceased person's funeral or make necessary arrangements because of the death, up to the lower of the following amounts.
  - a. The allowable travel cost for the travel from the close relative's home to the location of the deceased person.
  - b. The actual fares paid by the close relative for the travel.

### 15.3.35 Member or partner visit to a close relative

1. This section applies to a member and the member's spouse or partner, if any of the following circumstances apply to a close relative.
  - a. A doctor certifies that the close relative is very seriously ill.
  - b. The close relative dies.
2. The CDF may reimburse the cost of travel by either the member or the member's spouse or partner to whichever of these locations is relevant.
  - a. The location of the very seriously ill close relative.
  - b. The location of the close relative's funeral.
3. For travel to a location in Australia, reimbursement under subsection 2 is limited to the lower of the following amounts.
  - a. The allowable travel cost for the travel from the posting location to the location of the close relative.
  - b. The fares paid by the member or spouse or partner for the travel.
4. For travel to a location outside Australia, reimbursement under subsection 2 is limited to the amount (if any) by which the cost of the fare for the travel exceeds the allowable travel cost for travel from Sydney, Australia, to the location of the close relative.

**Example 1:** A member is posted from a location in New South Wales to a location in the United Kingdom. They need to visit a close relative who is critically ill in New York. The return travel from the UK to New York is AUD 2,500. The member is required to pay a contribution, equivalent to the allowable return travel cost from Sydney to New York. This is AUD 5,900. In this case, as the contribution is more than the level of assistance, there is no eligibility.

**Example 2:** A member is posted from Western Australia to Malaysia. They need to visit a dangerously ill close relative in Wellington, New Zealand. The return travel from Malaysia to Wellington return costs AUD 3,400. The member is required to pay a contribution equal to the allowable travel cost from Sydney to Wellington, which is AUD 2,200. In this case, as the assistance is AUD 3,400 and the contribution is AUD 2,200 the member is eligible for the reimbursement of AUD 1,200.

5. Reimbursement under this section is limited to one visit for each close relative that subsection 1 applies to.
6. If subsection 1 applies to more than one close relative at the same time, due to a single event, then reimbursement is limited to a single trip for that event.

### **15.3.36 Fares for children**

The CDF may approve reimbursement of the cost of fares for a child if the following conditions are met.

- a. A person is eligible for reimbursement for fares under this Division.
- b. The person is responsible for the daily care of a child.
- c. The CDF is satisfied that it is impracticable to make other appropriate arrangements for the care of the child. The CDF must consider all these criteria.
  - i. The child's age.
  - ii. Any arrangements the person could make for the care of the child in the circumstances.
  - iii. The circumstances of the person travelling.

## Division 7: Travel on extension of posting or second overseas posting

### 15.3.37 Purpose

The purpose of this Division is for a member to have extended family contact and make private business arrangements, on extension of a posting or on a posting to a second overseas location.

### 15.3.38 Additional travel when posting extended

1. If a member's posting to an overseas location is extended by 12 months or more, the member is eligible for the lower of the following costs.
  - a. Return air travel from the posting location to the location where the member normally lives in Australia.
  - b. The allowable travel cost for the travel.
2. If the member would otherwise have been on assisted leave travel from a hardship location, and that benefit would have included payment for excess baggage, the member is eligible for an excess baggage benefit of 12 kg. This is for the return flight to the posting location.
3. The member may want to travel to another location within Australia, other than where they normally live. The member is eligible for this. However, the Commonwealth will only pay up to a maximum of the allowable travel cost. The Commonwealth will not pay any extra costs that may be charged as a result of the change in destination.
4. If dependants live at the posting location and accompany the member to and from Australia, the member may be reimbursed for their travel under this section, up to the allowable travel cost.
5. These conditions apply to this benefit.
  - a. Time limits apply to the travel.
    - i. It may not be taken before the start of the extended posting period.
    - ii. It may not be taken within three months of the end of the extended posting period.

**Exception:** The senior ADF representative at the overseas post and the Director of Attaché and Overseas Management may determine that a member may travel before their extended posting starts. They must consider the following criteria.

- i. The reason the member needs to travel.
    - ii. The member's and dependant's welfare.
    - iii. Financial implications of the earlier travel.
  - b. The member must take recreation leave for the absence.
  - c. The member cannot travel to another overseas location.



6. The member and dependants are not eligible for either of these benefits during travel under this section.
  - a. Rest periods.
  - b. Accommodation or meal costs.

**Note:** This travel replaces an assisted leave travel visit to a regional leave centre under Chapter 16 Part 4, Assisted leave travel. See subsection 16.4.7.2, Number of trips.

### 15.3.39 Dependants' travel costs on posting extension

A member may be serving overseas on an unaccompanied long-term posting or short-term duty. In some cases, the period of duty may be extended. As a result, the member may become eligible to be an accompanied member on long-term posting. In this case, the member is eligible for one of these payments.

- a. If the dependant has **not yet** travelled to the posting location, payment of the travel costs of the dependant to the overseas posting location.

**See:** Chapter 14 Part 4 Division 4, Dependants not travelling with the member

- b. If the dependant **has already** travelled to the posting location at personal cost, the lowest of these benefits applies.
  - i. Reimbursement of fares, conveyance and baggage to the posting location.
  - ii. The cost that would have been paid if the dependant had travelled on the day the member was approved to be accompanied at the posting location.

### 15.3.40 Additional travel on long-term posting to a second overseas location

1. This section applies to a member who is issued with a second posting order only after they have left Australia on the first posting.

**Exception:** This section does not apply to a member who was issued with a posting order for two or more overseas posting locations before they leave Australia. The member is not eligible for travel to Australia between these overseas postings in these circumstances.

2. The member may be paid the cost of business class air travel between the following locations.
  - a. From the old posting location to the location where the member normally lives in Australia.
  - b. From the location where the member normally lives in Australia to the new overseas posting location.
3. If dependants live at the posting location and accompany the member to Australia and to the new posting location, the member may be reimbursed for cost of the dependants' travel under this section.
4. The following conditions apply to this benefit.
  - a. Travel must be taken during the following time period.
    - i. After departure from the first overseas location at the end of the posting.
    - ii. Before arrival at the second overseas posting location.

- b. The second overseas posting must be for at least 12 months.
  - c. The member must take recreation leave for the absence.
  - d. The member must travel to the location where the member normally lives in Australia.
5. Rest periods under Chapter 14 Part 4 Division 3 only apply for travel from Australia to the new posting location.
- See:** Chapter 14 Part 4 Division 3, Rest periods
6. Excess baggage charges may be paid under section 14.4.11.
- See:** Chapter 14 Part 4 Division 2 section 14.4.11, Excess baggage
7. Accommodation or meal costs are not payable for travel under this section.
8. A member is eligible to receive overseas living allowances for unused leave accrued at the old posting location when they meet both of the following conditions.
- a. The member was posted before 1 July 2017.
  - b. The member is on leave in Australia between overseas postings.
- See:** Part 2 Division 6 section 15.2.34, Payment of overseas living allowances for unused leave
9. The member may travel to another location within Australia, other than where they normally live. The Commonwealth will not pay any extra costs that may be charged as a result of the change in destination.

## Part 4: Housing

### 15.4.1 Purpose

This Part sets out housing and utilities benefits for a member on a long-term overseas posting.

### 15.4.2 Member this Part applies to

This Part applies to a member who is eligible for the overseas living allowances and who lives out.

### 15.4.3 Member this Part does not apply to

1. This Part does not apply to a member while they meet either of these conditions.
  - a. Both of the following circumstances apply to the member.
    - i. The member is able to live in their own or their dependant's home at the posting location.
    - ii. The CDF is satisfied that the home is of a suitable standard for the member's rank and duties at the location.

**See also:**

Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to Part 1 section 15.1.3, Member this Chapter does not apply to

- b. The member's accommodation is paid for by a body other than the Commonwealth, as represented by the Department of Defence.

**Example:** A member is posted to an international committee. The committee provides a housing allowance to all members. The member uses the housing allowance to pay for their housing and has no eligibility under this Part.

2. A member described in paragraph 1.a is not eligible for Commonwealth assistance for rent or utilities. They are not required to make contributions under this Part.

### 15.4.4 Contents

This Part includes these Divisions and Annexes.

Division 1	Housing
Division 2	Utilities
Division 3	Rent groups
Division 4	Rent and utilities contribution
Division 5	Reductions to rent and utilities contributions
Division 6	Household help and snow clearing assistance
Annex 15.4.A	Rent group overseas – ADF only
Annex 15.4.B	Rent and utilities contribution

## Division 1: Housing

### 15.4.5 Purpose

This Division sets out the aim of housing assistance and general housing benefits for a member on a long-term posting overseas. The aim is to ensure the member and their dependants are provided with housing that meets all these conditions.

- a. Adequately furnished, based on the needs of the member's dependants.
- b. Located within a reasonable distance of the place of duty.
- c. Appropriate for the status and duties of the member.
- d. Suitable in size based on the composition of the member's family.
- e. Suitable for the conditions at the member's posting location.

### 15.4.6 Housing benefits

1. A member may live in accommodation provided or arranged by the member or the Commonwealth.
2. There are exceptions to this, explained in the table below.

Item	Category	Applies to...
1.	Tied housing – rank and role	a senior member whose posting comes with a house provided by the Commonwealth. <b>Examples:</b> A member posted as Head Australian Defence Staff in Washington DC, London or Jakarta.
2.	Housing – safety and security	a member appointed to a hardship location. The member will be provided with housing that ensures the safety of the member and any dependants. <b>Example:</b> A member posted to Port Moresby.
3.	Housing – exchange programs	exchange personnel who are required to occupy housing provided by the host Service. <b>Example:</b> A member posted overseas to undertake language training with the Royal Air Force.

3. If a member does not fall into one of the categories mentioned in subsection 2, the member may be authorised to seek privately leased housing that the CDF considers suitable. The CDF must consider all these criteria.
  - a. The member's posting location.
  - b. The standard of housing at the posting location.
  - c. The location of the housing.
  - d. If the standard and the location of the house are appropriate to the member's rank and family needs.

4. The member is eligible for the payment of the rent of the privately leased house. The amount paid is to a maximum of the amount of rent, less a rent and utilities contribution.

**See:** Division 4, Rent and utilities contribution

#### **15.4.7 Rental bond advance – USA, Canada and UK**

1. This section applies to members posted to the USA, Canada or the UK, to assist with the cost of privately leased housing.
2. In this section a decision maker means one of the following.
  - a. Head Australian Defence Staff (Washington).
  - b. Head Australian Defence Staff (London).
  - c. First Assistant Secretary International Policy.
3. A decision maker may approve the payment of a rental bond advance to a member for privately leased housing.
4. The member must repay the rental bond advance as a lump sum payment when both of the following events occur.
  - a. The member's overseas posting ends.
  - b. The member receives their rental bond back from the landlord.
5. If the member does not receive the full rental bond back from the landlord, the member must still repay the full amount of the advance.

**Note:** This means that the member must repay the Commonwealth any difference between the amount advanced and the amount the landlord has returned to the member.

**Example:** The member received a rental bond of US 2,000 which was paid to the landlord at the beginning of the lease. When the member leaves the residence the landlord claims there was US 500 of damage to the property. The member receives US 1,500 back from the landlord. The member must pay the remaining US 500.

6. After the member has made a repayment under subsection 5, if the member disputes alleged damage to the property, section 15.4.9 may apply.

**See:** Section 15.4.9, Dispute about damage to property

#### **15.4.8 Costs incurred under terms of occupancy**

1. The Commonwealth is not a party to a private lease that the member enters into.

**Exception:** The Commonwealth may become a party to the lease by agreement in writing.
2. A member may be required under their lease to pay property taxes or make other council payments.
3. The member is eligible for the payment of an amount equal to these costs.

#### 15.4.9 Dispute about damage to property

1. Property leased by a member to live in at the post may be alleged to have been damaged. If this happens, a dispute may arise between the member and their landlord over the terms of the lease or return of the rental bond.
2. The CDF may pay the member an amount equal to the amount the member can show they had to pay for damage alleged to have been done to the property by them. The member must meet these conditions.
  - a. The member did not breach the terms of the lease.
  - b. The member did not cause damage to the property by their wrongful or negligent act.

**Example:** The member reported a faulty water heater but the landlord took no steps to fix it. The water heater flooded the home and damaged the carpet. The member had taken steps to prevent the damage and did not cause it.

**Non-example:** If the member failed to take steps to prevent their child from kicking holes in walls, then the member's negligence could be seen to have caused the damage.

- c. The member cannot get their bond or rent returned, or has been forced to pay an extra amount to fix the alleged damage.

#### 15.4.10 Changing housing during posting

A member may have to move from one residence to another at the posting location for organisational requirements. In this situation, the member is eligible for the removal of items to the other residence at Commonwealth expense.

#### 15.4.11 Housing becomes unavailable or unfit

1. During an overseas posting, a member's accommodation may become unavailable or unfit for occupation. The member and dependants may need to live in temporary accommodation, such as a motel or serviced apartments.
2. In this case, the member is eligible for the settling-in allowances listed in Chapter 14 Part 5, Settling in and out. They apply as if the member began a posting period at the location, on the day the accommodation becomes unavailable or unfit.

**See:** Chapter 14 Part 5, Settling in and out

## Division 2: Utilities

### 15.4.12 Purpose

The purpose of this Division is to help a member on a long-term posting with the cost of utilities.

### 15.4.13 Member this Division does not apply to

This Division does not apply to a member who is not required to pay a rent and utilities contribution.

**See:** Division 4, Rent and utilities contribution

**See also:**

Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to  
Part 1 section 15.1.3, Member this Chapter does not apply to  
Part 4 section 15.4.3, Member this Part does not apply to

### 15.4.14 Definition – utilities

1. Utilities means all these services.
  - a. Water.
  - b. Gas and electricity.
  - c. Other fuel for ordinary household purposes.
  - d. Garbage.
  - e. Sewerage.
2. Paragraph 1.a includes special arrangements for provision of drinking water. This is when the CDF has decided the water at the member's residence is not fit for consumption. The CDF must consider both these criteria.
  - a. The standards for Australian drinking water quality, established by the National Health and Medical Research Council.
  - b. The quality of the water ordinarily available at the member's residence.

### 15.4.15 Benefit

1. If a member on long-term posting pays for these utilities, the member may be reimbursed the cost.
2. If the member fails to exercise care and economy, the member must pay an amount that the CDF considers reasonable for additional utilities costs. The CDF must consider all these criteria.
  - a. The make up of the member's family.
  - b. The condition and nature of the residence occupied by the member.

- c. The climatic conditions at the posting location.
  - d. The level of use of utilities by the member.
  - e. Any special circumstance affecting the member that may cause a high level of use of utilities.
3. A member will not be reimbursed for swimming pool heating.



## Division 3: Rent groups

### 15.4.16 Definition – rent groups

For an ADF member, rent group means the member's rent group in column 1 of Annex 15.4.A opposite the member's rank and (if applicable) pay grade and circumstances in column 2.

## Division 4: Rent and utilities contribution

### 15.4.17 Purpose

The purpose of this Division is to provide for the contributions that a member is required to pay when occupying a house at an overseas posting.

### 15.4.18 Rent and utilities contribution

1. A member must pay a rent and utilities contribution to the Commonwealth when the member is receiving these benefits.
  - a. Rent.  
**See:** Division 1, Housing
  - b. Utilities.  
**See:** Division 2
2. The amount of contribution is worked out at the rate specified in Annex 15.4.B, as follows.
  - a. For an unaccompanied member, use column 4 of Part 1, opposite the member's rent group in column 1.
  - b. For an accompanied member, use column 4 of Part 2, opposite the member's rent group in column 1.
3. The contribution amount is deducted from a member's fortnightly salary.  
**See:** Annex 15.4.B, Rent and utilities contribution
4. If the member's posting location has a hardship location grade, the member's contribution is reduced by AUD 10 a week.

### 15.4.19 Dual liability

Dual liability means both a member and their spouse or partner would be required to pay a rent and utilities contribution under this Part. The Commonwealth only requires the rent and utilities contribution from the member who receives the overseas living allowances.

**See:** Part 2 Division 2 section 15.2.13, Dual entitlement

### 15.4.20 Rent and utilities contribution – member living in overseas

These conditions apply to a member who lives in.

- a. A member may be reimbursed any costs that the member incurs for living-in accommodation.
- b. The member must pay a contribution to the Commonwealth for rent and utilities. The amount is the weekly rate in column 3 of this table for the member's rank in column 2.

Item	Description of member	Contribution AUD a week
1.	Corporal or lower	10.00
2.	Sergeant or higher non-commissioned rank	20.00
3.	Warrant Officer	20.00
4.	Officer	30.00

#### 15.4.21 Exemptions from rent and utilities contribution

1. The member is not required to pay a rent and utilities contribution if all these conditions are met.
  - a. The member's spouse or partner normally lives with the member.
  - b. The member is required to be unaccompanied at the post.
  - c. The requirement is due to hardship, safety or the length of the long-term posting.

**Examples:** The spouse or partner might not be allowed to accompany the member for any of these reasons.

The posting period is less than 12 months.

The posting location is deemed unsafe for dependants.

2. Sometimes, a member's spouse or partner may be absent from the member's posting location. When this happens, the CDF may waive the rent and utilities contribution for a period. Approval may only be given if the CDF is satisfied that the absence is for a maximum period of time and reason shown in this table.

Item	Period of absence	Reason for absence
1.	13 weeks	The member's spouse or partner has delayed their departure to allow the member's child to finish a school term or year at the school that the child attended immediately before the posting.
2.	9 weeks	Any of these reasons. <ol style="list-style-type: none"> <li>a. The member's spouse or partner has made an early departure to allow the member's child to begin school at a new location at the beginning of a school year or term.</li> <li>b. The member's spouse or partner is eligible to be reimbursed the fares for the travel for any of these purposes. <ol style="list-style-type: none"> <li>i. Visiting another location for compassionate reasons. <b>See:</b> Part 3 Division 6, Travel for compassionate reasons</li> <li>ii. Obtaining medical treatment at another location. <b>See:</b> Part 5 Division 3 section 15.5.16, Travel to another location for health care</li> <li>iii. Escorting the member or dependant requiring medical treatment at another location. <b>See:</b> Part 5 Division 3 section 15.5.17, Provision of escort</li> <li>iv. Supervising the enrolment of the member's child at a boarding school in Australia. <b>See:</b> Part 6 Division 4, Education assistance for children overseas – special circumstances</li> </ol> </li> </ol>

3. A rent and utilities contribution is not payable following the death of a member.

**See:** Part 9, Death overseas of member or dependant

## Division 5: Reductions to rent and utilities contributions

### 15.4.22 Purpose

The purpose of this Division is to provide a member with a reduction in their rent and utilities contributions in some situations.

### 15.4.23 Maintaining a household in Australia

1. In some cases, a member on a long-term posting may need to establish and maintain a household in Australia. If this is to accommodate a dependant, then the member is eligible for a reduction in their rent contribution.
2. The CDF decides the amount of the reduction in rent. It can be up to the whole of the member's rent contribution specified in column 2 of Annex 15.4.B, Rent and utilities contribution.
3. The member does not have to pay a utilities contribution.
4. For a member to receive a reduction in their rent contribution, the CDF must consider all these criteria.
  - a. The costs incurred by the member.
  - b. The reason the member established the household.
  - c. The location where the dependant lives before and after the beginning of the member's posting.
  - d. The age and welfare of the dependant.
  - e. The financial circumstances of the member and the dependant.
  - f. Any other factor relevant to the establishment and maintenance of a household.
5. The member is not eligible for a reduction of rent contribution for a child, for a period when they are also eligible for assistance with boarding school costs for the child.

### 15.4.24 Substandard housing

1. This section applies to a member who lives in substandard housing. This section does not apply to housing rented privately.
2. If the member is required to make a payment for living in this type of housing, then this payment is taken to be a rent and utilities contribution made to the Commonwealth.
3. The CDF may reduce in whole or in part the rent and utilities contribution that the member is liable to pay for a residence at a particular location. The CDF must consider all these criteria.
  - a. The size, configuration, condition and surroundings of the residence.
  - b. The nature and quality of the utilities supplied to the residence.
  - c. If the hardship location grade for the long-term posting location takes into account the deficiencies in the housing.

4. Reductions of this nature are a short-term solution. If possible, the member should find more suitable accommodation on the local rental market.

#### **15.4.25 Reductions of rent and utilities contribution during short-term hardship**

1. A short-term hardship may be one of these situations.
  - a. War.
  - b. Natural disaster.
  - c. Civil disorder.
  - d. Another similar event.
2. At times of short-term hardships, the Commonwealth may be unable to provide a member with housing and utilities of the quality normally available. The CDF may reduce the rent and utilities contribution. This may be up to the full rent and utilities contribution payable by the member.
3. The amount of the reduction must be equal to the reduction in the quality of the housing and utilities caused by the short-term hardship. When making a decision, the CDF must consider all these criteria.
  - a. The quality of accommodation and utilities normally available to the members at the location.
  - b. The nature and extent of any deficiency in the housing and utilities made available to the member.
  - c. The extent to which the deficiencies arise from the event and the expected timing of repairs to remedy the deficiencies.

## Division 6: Household help and snow clearing assistance

### 15.4.26 Purpose

The purpose of this Division is to provide a member with financial assistance towards costs incurred at their home as a result of their posting overseas.

### 15.4.26A ...

### 15.4.27 Household help – member posted before 1 July 2017

1. This section applies to a member posted before 1 July 2017.
2. The CDF may reimburse the member the cost of employing a person to help with household tasks up to a reasonable limit set by the post administrator. The CDF must be satisfied that all of the following are met.
  - a. The help enables the member to perform their official duties more effectively and efficiently.
  - b. The cost of the help is reasonable having regard to the following criteria.
    - i. The costs normally paid for this help at the posting location.
    - ii. The general living conditions at the long-term posting location.
    - iii. The number and age of the member's dependants.
    - iv. Local social and religious customs or laws.
    - v. Any special features of a residence that the Commonwealth provides the member.
  - c. The help is not for a task that is required due to normal use and wear on the home.
3. If the member is already receiving an allowance that includes an amount for payment of a cost that could otherwise be reimbursed under this section, then they must not be reimbursed for that cost under this section.
4. A member who incurs costs when carrying out representational duties is not eligible to be reimbursed under this section.

### 15.4.28 Snow clearing

1. The CDF may approve a member to be reimbursed the cost of using commercial snow clearing services. The member must occupy a free-standing residence.
2. The CDF must consider all the following.
  - a. The amount of snowfall at the member's posting location.
  - b. The period of the year that snow persists on the ground at the location.

- c. Any legal obligation for the member to clear snow from footpaths and other public thoroughfares adjacent to the member's residence.
  - d. The general community practice on snow clearing at the location.
  - e. Any other factor relevant to snow clearing at the location.
3. If approved, the member is eligible to be reimbursed the costs they paid for those services.



## Annex 15.4.A: Rent group overseas

Column 1 Rent group	Column 2 Rank and, if applicable, pay grade or circumstances		
	Navy	Army	Air Force
1	Seaman (pay grade 1) Able Seaman (pay grade 1)	Private (pay grade 1) Lance Corporal (pay grade 1)	Aircraftman (pay grade 1) Leading Aircraftman (pay grade 1)
2	Seaman (pay grade 2, 3 or 4) Able Seaman (pay grade 2 or 3) Leading Seaman (pay grade 1 or 2)	Private (pay grade 2, 3 or 4) Lance Corporal (pay grade 2 or 3) Corporal (pay grade 1 or 2)	Aircraftman (pay grade 2, 3 or 4) Leading Aircraftman (pay grade 2 or 3) Corporal (pay grade 1 or 2)
3	Seaman (pay grade 5, 6 or 7) Able Seaman (pay grade 4, 5, 6 or 7) Leading Seaman (pay grade 3 or 4) Acting Sub Lieutenant	Private (pay grade 5, 6 or 7) Lance Corporal (pay grade 4, 5, 6 or 7) Corporal (pay grade 3 or 4) Second Lieutenant	Aircraftman (pay grade 5, 6 or 7) Leading Aircraftman (pay grade 4, 5, 6 or 7) Corporal (pay grade 3 or 4) Pilot Officer
4	Leading Seaman (pay grade 5, 6 or 7) Petty Officer (pay grade 1, 2, 3, 4 or 5)	Corporal (pay grade 5, 6 or 7) Sergeant (pay grade 1, 2, 3, 4 or 5)	Corporal (pay grade 5, 6 or 7) Sergeant (pay grade 1, 2, 3, 4 or 5)
5	Petty Officer (pay grade 6 or 7) Officer performing year of compulsory residency (from undergraduate scheme) Acting Sub Lieutenant (who is paid salary under Schedule B.4 DFRT Determination No. 2 of 2017, <i>Salaries</i> ) Sub Lieutenant	Sergeant (pay grade 6 or 7) Staff Sergeant Officer performing year of compulsory residency (from undergraduate scheme) Second Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 2 of 2017, <i>Salaries</i> ) Lieutenant	Sergeant (pay grade 6 or 7) Officer performing year of compulsory residency (from undergraduate scheme) Pilot Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, <i>Salaries</i> ) Flying Officer
6	Chief Petty Officer Sub Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 2 of 2017, <i>Salaries</i> )	Warrant Officer, Class 2 Lieutenant (who is paid salary under Schedule B.4 to DFRT Determination No. 2 of 2017, <i>Salaries</i> )	Flight Sergeant Flying Officer (who is paid salary under Schedule B.4 to DFRT Determination No. 2 of 2017, <i>Salaries</i> )
7	Warrant Officer Lieutenant	Warrant Officer, Class 1 Captain	Warrant Officer Flight Lieutenant
9	Lieutenant Commander	Major	Squadron Leader
11	Lieutenant (who is a Medical Officer or a Dental Officer) Commander	Captain (who is a Medical Officer or a Dental Officer) Lieutenant Colonel	Flight Lieutenant (who is a Medical Officer or a Dental Officer) Wing Commander

Column 1 Rent group	Column 2 Rank and, if applicable, pay grade or circumstances		
	Navy	Army	Air Force
12	Lieutenant Commander (who is a Medical Officer or a Dental Officer) Captain	Major (who is a Medical Officer or a Dental Officer) Colonel	Squadron Leader (who is a Medical Officer or a Dental Officer) Group Captain
14	Commander (who is a Medical Officer or a Dental Officer) Commodore	Lieutenant Colonel (who is a Medical Officer or a Dental Officer) Brigadier	Wing Commander (who is a Medical Officer or a Dental Officer) Air Commodore
15	Captain (who is a Medical Officer or a Dental Officer)	Colonel (who is a Medical Officer or a Dental Officer)	Group Captain (who is a Medical Officer or a Dental Officer)
16	Commodore (who is a Medical Officer or a Dental Officer) Rear Admiral	Brigadier (who is a Medical Officer or a Dental Officer) Major General	Air Commodore (who is a Medical Officer or a Dental Officer) Air Vice Marshal
18	Vice Admiral	Lieutenant General	Air Marshal

## Annex 15.4.B: Rent and utilities contribution

### Part 1: Unaccompanied member

Column 1 Rent group	Column 2 Rent component AUD a week	Column 3 Utilities component AUD a week	Column 4 Total contribution AUD a week
1	3.00	9.00	12.00
2	4.00	9.00	13.00
3	10.00	9.00	19.00
4	16.00	9.00	25.00
5	21.00	10.00	31.00
6	29.00	10.00	39.00
7	34.00	10.00	44.00
8	40.00	11.00	51.00
9	48.00	11.00	59.00
10	58.00	11.00	69.00
11	63.00	12.00	75.00
12	67.00	12.00	79.00
13	73.00	12.00	85.00
14	92.00	13.00	105.00
15	106.00	13.00	119.00
16	120.00	13.00	133.00
17	135.00	14.00	149.00
18	151.00	14.00	165.00

### Part 2: Accompanied member

Column 1 Rent group	Column 2 Rent component AUD a week	Column 3 Utilities component AUD a week	Column 4 Total contribution AUD a week
1	30.00	13.00	43.00
2	32.00	13.00	45.00
3	40.00	14.00	54.00
4	48.00	14.00	62.00
5	57.00	15.00	72.00
6	69.00	15.00	84.00
7	75.00	16.00	91.00
8	86.00	16.00	102.00
9	97.00	17.00	114.00
10	112.00	17.00	129.00
11	120.00	17.00	137.00
12	127.00	17.00	144.00
13	134.00	18.00	152.00
14	164.00	19.00	183.00
15	185.00	19.00	204.00
16	205.00	20.00	225.00
17	228.00	21.00	249.00
18	250.00	22.00	272.00

## Part 5: Excess health costs

### 15.5.1 Purpose

1. This purpose of this Part is to help with overseas health-related costs for eligible persons during a long-term posting overseas.
2. The principle behind these benefits is that members should contribute to health costs for their dependants as they would in Australia. The Commonwealth helps with any excess costs.

### 15.5.2 Member this Part applies to

This Part does not apply to members. It applies to their eligible dependants who live with them on the long-term posting.

**See:** Division 1, Eligible persons

### 15.5.3 Contents

This Part includes these Divisions.

Division 1	Eligible persons
Division 2	Benefits
Division 3	Special benefits for health-related travel
Division 4	Claiming health costs

## Division 1: Eligible persons

### 15.5.4 Eligible person

1. To qualify for benefits under this Part, an eligible person must be a dependant of an ADF member.  
**See:** Chapter 12 Part 3 section 12.3.5, Dependant
2. For this Part, the definition of dependant in section 12.3.5 is taken to include the following.
  - a. A dependent who is less than 21 years old. They need not live with the member for a minimum time at the posting location to be regarded as a dependent.
  - b. Any dependant recognised under section 1.3.84 as a dependant with special needs.  
**See:** Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
3. An eligible person must be certified as fit to live at the posting location.  
**See:** Chapter 14 Part 2 Division 1, Pre-departure certificates of fitness

### 15.5.5 Period of eligibility

1. The period of eligibility for costs outlined in this Part is as follows.
  - a. The return travel of the eligible person to the posting location.
  - b. The period during which the eligible person lives with the member overseas and the member is eligible for the overseas living allowances.  
**See:** Part 2, Overseas living allowances
  - c. Any other special circumstances approved by the CDF.  
**Example:** Reunion visits.
2. If a member is not eligible for the overseas living allowances for a period, they are not eligible for benefits outlined in this Part for that period.  
**Example:** This section would not apply to an eligible person who takes a six-week holiday after the end of the member's posting, if the overseas living allowances were not payable.

## Division 2: Benefits

### 15.5.6 Purpose

The purpose of this Division is to outline the benefits available for an eligible person's health care during a long-term posting.

### 15.5.7 Medical costs

1. A member is eligible to be reimbursed out-of-pocket expenses for medical services incurred for an eligible person in a financial year. These conditions apply.
  - a. The medical service must be one for which the person would be entitled to a Medicare benefit in Australia.
  - b. The member must reach the following minimum threshold in out-of-pocket medical expenses for the eligible person.
    - i. If the eligible person is less than 15 years old at the beginning of the financial year, the minimum threshold is AUD 25.
    - ii. If the eligible person is 15 years or older at the beginning of the financial year, the minimum threshold is AUD 69.
  - c. The minimum threshold amount is not reimbursed.

**Exception:** Costs associated with assisted reproductive services (ARS) provided overseas are not reimbursable under this section.

2. If a member is only eligible for part of the financial year, the threshold amounts in paragraph 1.b are reduced in proportion.

**Example:** If the member is only eligible for six months, the minimum threshold is AUD 34.50.

3. If a member incurs a cost for medical treatment in Australia, the threshold is only reduced by the out-of-pocket cost to the member. The threshold is not reduced by any refunded Medicare benefit amount.

**Example:** During a visit to Australia, a consultation with a doctor costs AUD 50. The Medicare benefit is AUD 25.20. The AUD 24.80 difference reduces the threshold amount from AUD 69 to AUD 44.20.

### 15.5.8 Hospital costs

1. A member is eligible to be reimbursed costs for hospital accommodation, treatment and related charges incurred for an eligible person. This is if the hospital facilities are similar to the standard for a public hospital patient in Australia.
2. The member may incur additional costs because hospital facilities of that standard were not available at the posting location. The CDF may approve payment of an amount of additional costs the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
  - a. The nature of the illness or condition of the eligible person.
  - b. The standard of available hospital accommodation, treatment and medical equipment at the posting location.
  - c. Any other factor relevant to the treatment of the eligible person.

### 15.5.9 Pharmaceutical costs

1. A member is to be reimbursed costs for pharmaceutical products for an eligible person. The following conditions apply.
  - a. The pharmaceutical product must be a drug or medicinal preparation prescribed by a doctor.
  - b. The amount payable is any amount by which an item exceeds AUD 31.30.

**Example:** A member and dependant are posted to the UK. The dependant is an eligible person and suffers from asthma. The asthma medications cost AUD 35.50 each. The member is reimbursed AUD 4.20 for each item.

2. During a calendar year, a member may pay repeated threshold costs outlined in paragraph 1.b for an eligible person. After the total threshold payments exceed AUD 1,141.80 for the calendar year, the member is to be reimbursed the amount by which an item exceeds AUD 5.00.

**Example:** A member paid AUD 35 on a weekly basis for pharmaceutical products in this calendar year for an eligible person. After 37 weeks, they had paid the AUD 31.30 threshold enough times to total AUD 1,158.10. The weekly products now have a threshold of AUD 5 per item and the member is reimbursed AUD 30 to make up the difference to AUD 35.

3. If a member is accompanied at the post by the eligible person for part of the calendar year, the first threshold total in subsection 2 is reduced in proportion.

**Example:** A member only performed duty at the posting location for six months in the calendar year. The total threshold in subsection 2 is halved to AUD 570.90.

4. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the first threshold total in subsection 2 must be reduced by that cost.

**Example:** During a visit to Australia, a member pays AUD 31.30 for a pharmaceutical product. The total threshold of AUD 1,141.80 is reduced to AUD 1,110.50.

5. This section does not apply to any item provided at the posting location at Commonwealth expense. This includes the Medical Equipment Set Individual Foreign Service.

### 15.5.10 Pharmaceutical costs – health care card

1. A member is to be reimbursed costs for pharmaceutical products for a dependant during a calendar year if the following conditions are met.
  - a. The member has a recognised dependant with special needs.
  - b. The dependant held a Government issued Health Care Card which was valid at the time of leaving Australia, and provides evidence of that to their overseas post administration section.
  - c. The pharmaceutical product supplied is a drug or medicinal preparation prescribed by a doctor.
  - d. The pharmaceutical product supplied is listed on the Pharmaceutical Benefits Scheme.

**See:** Pharmaceutical Benefits Scheme

- e. The pharmaceutical product is for the person specified on the Health Care Card who is a member or a dependant of the member. If the pharmaceutical product is not for the person specified on the Health Care Card then section 15.5.9 applies.
2. The amount reimbursed is the difference paid above the Pharmaceutical Benefits Scheme threshold of AUD 5 for each item.
3. During a calendar year, a member may pay repeated threshold costs outlined in subsection 2 for a Health Care Card holder. After the total threshold payments reach AUD 290, the member is then eligible for the full reimbursement for each item, for the rest of the year.
4. If a member is accompanied at the post by the eligible person for part of the calendar year, the threshold totals in subsection 3 are reduced in proportion.

**Example:** A member was only accompanied by their dependant at the posting location for six months in the calendar year. The total threshold in subsection 2 is halved to AUD 145.

5. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the total threshold amounts in subsection 3 must be reduced by that cost.

**Example:** During a visit to Australia, a member pays AUD 25 for five pharmaceutical products. The total threshold of AUD 290 is reduced to AUD 265.

6. This section does not apply to any item provided at the posting location at Commonwealth expense. This includes the Medical Equipment Set Individual Foreign Service.

### 15.5.11 Ancillary services

1. A member is eligible to be reimbursed costs for ancillary services for an eligible person.
2. An ancillary service includes an additional service not covered by Medicare, but covered by Medibank Private Extras in Australia. A list of examples is provided in the table below.

**Note:** As all dependants of members are required to obtain certificates of fitness before departure, the principle for recognising an ancillary service for reimbursement under this Part is that there is a clearly identified medical or dental need for it.

**See:** Chapter 14 Part 2 Division 1, Pre-departure certificate of fitness



<b>An ancillary service includes services like these...</b>	dental treatment that is medically necessary
	optical services <b>Example:</b> An eligible person requires a change of prescription lenses. The member would be eligible for the reimbursement of the costs incurred under subsection 3.
	physiotherapy, speech pathology, occupational therapy
	ambulance transport
<b>and excludes services like these...</b>	cosmetic dental treatment <b>Example:</b> An eligible person wishes to have their teeth capped and existing amalgam fillings replaced with a synthetic type. This work would be for cosmetic reasons only. The member would not be eligible for the reimbursement of the costs incurred under subsection 3.
	cosmetic optical treatment <b>Example:</b> coloured contact lenses with no corrective property.

3. The member is eligible to the additional cost above the cost of a similar service in Australia. The Australian cost is determined by reference to either of these health funds.

- a. The private health fund the member belongs to.
- b. Medibank Private, if the member does not have private health insurance.

**Example:** An eligible person had dental work overseas, totalling AUD 400. The Australian private health insurance fund estimates AUD 300 as the cost of the same treatment in Australia. The member is reimbursed AUD 100 for the eligible person's dental work.

4. When cost data is not available at the posting location, the Welfare Unit of the Department of Foreign Affairs and Trade, Canberra, will be able to help. They will also provide a copy of their advice to the Overseas Administration Team.

### 15.5.12 Dental costs for young children

1. This section covers dental treatment for a child who meets both of these conditions has not yet started secondary education and is an eligible person under this Part.

- a. They have not yet started secondary education.
- b. They are an eligible person under this part.

2. A member is eligible to be reimbursed the cost of some kinds of dental treatment for an eligible child. Costs that may and may not be reimbursed are shown in this table.

Item	Costs that may be reimbursed	Costs that may not be reimbursed
1.	Cleaning	Dentures
2.	Dental check-ups	Orthodontic appliances <b>Example:</b> Braces
3.	Dental education	
4.	Emergency treatment	
5.	Extractions	
6.	Fillings	
7.	Preventative care	
8.	X-rays	

3. The member is not eligible to be reimbursed for costs under subsection 2 until the costs have passed a threshold.
- a. That threshold is AUD 40 (or the equivalent in local currency) in each financial year.
  - b. The threshold amount is not reimbursed to the member.
  - c. The threshold figure applies for each eligible child.
 

**Example:** A member's first child has AUD 200 of dental treatment, and qualifies for reimbursement. The member's second child has AUD 35 of dental treatment at the same time, and does not, as the threshold has not been met.
  - d. A member may be eligible for reimbursement under this section for only a proportion of a financial year. The threshold in respect of that child must be reduced in the same proportion.
 

**Example:** A child might start secondary education part way through a financial year. The child will no longer be an eligible child. The threshold that applies to that child will be reduced.
  - e. The threshold may be reduced to reflect Medicare benefits the member is eligible for. The threshold will be reduced by the difference between the cost incurred and the Medicare benefit. All these conditions must be met.
    - i. The cost must relate to necessary dental treatment.
    - ii. The treatment must have been provided in Australia.
    - iii. The treatment must qualify for a Medicare benefit.
    - iv. The treatment must have been in the same financial year as the threshold to be varied.

**Example:** In September a member spends AUD 80 on necessary dental treatment for an eligible child in Australia. There is a AUD 55 Medicare benefit. The threshold in respect of that child is reduced by AUD 25 for the rest of that financial year.

### **15.5.13 Ambulance costs**

A member is eligible to be reimbursed costs for ambulance transport or other necessary medical transport for an eligible person.

### **15.5.14 Routine medical checks**

1. The CDF may approve reimbursement for an eligible person who requires a routine medical check. This can be during or after a posting.
2. The CDF must consider both these criteria.
  - a. The general standard of health at the posting location.
  - b. The incidence of diseases at the location that are unlikely to be contracted in Australia.
3. If the CDF is satisfied that routine medical checks will be necessary, the member may be reimbursed these costs.
  - a. The medical check.
  - b. Return travel to the medical facility for the member and eligible person.
4. The amount reimbursed must be reduced by any amount payable under either of the following.
  - a. Medicare Benefits Schedule.
  - b. The eligible person's health insurance fund.

## **Division 3: Special benefits for health-related travel**

### **15.5.15 Purpose**

The purpose of this Division is to help with the cost of travel to obtain health care.

### **15.5.16 Travel to another location for health care**

1. The CDF may approve travel at Commonwealth expense so that an eligible person can receive treatment at another location. The travel must be for one of these reasons.
  - a. The eligible person requires health care that cannot be provided at the posting location.
  - b. The health care cannot be delayed until the person is away from the posting location for recreation or other purposes.
2. The CDF must consider all these criteria.
  - a. The apparent state of health of the eligible person.
  - b. Any available professional advice on the person's state of health.
  - c. The health care facilities available at the posting location.
  - d. The availability and skill of health care professionals at the posting location.
  - e. Any other factor relevant to the person's health.
3. Travel will not be approved at Commonwealth expense for any assisted reproductive services (ARS) procedures.

### **15.5.17 Provision of escort**

In addition to travel under section 15.5.16, the CDF may approve the travel of an escort at Commonwealth expense. The CDF must consider all these criteria.

- a. The reasons for the eligible person's travel.
- b. The degree to which the person could travel independently for treatment.
- c. Any other factor relevant to the person's welfare during the travel.

### **15.5.18 Travel for child to accompany a parent**

1. The CDF may approve the travel of a child to accompany a parent if the parent has had travel approved under sections 15.5.16 or 15.5.17.
2. The CDF must consider all these criteria when deciding to approve travel for a child to accompany a parent.
  - a. The child's age.
  - b. Any practical arrangements the person could make for the child's care in the circumstances.
  - c. The circumstances in which the person is to travel.

### **15.5.19 Class of air travel for health care**

1. If an eligible person, escort or child travels under this Division, they are eligible for economy class travel. These two exceptions apply.
  - a. An eligible person is certified by a doctor as pregnant at the time of travel. The eligible person travels business class, or first class if business class is not available.
  - b. The CDF approves a higher class of travel as reasonable in the circumstances for an eligible person.
2. The CDF must consider all these criteria.
  - a. The person's apparent state of health.
  - b. The nature of the aircraft seating that the person requires for medical reasons during the travel.
  - c. Any other factor relevant to the person's travel.
3. The eligible person, escort and child are to travel in the same class.

### **15.5.20 Living costs at another location during treatment**

1. This section sets out accommodation and meal costs, for eligible persons who are authorised to travel under this Division.

**Exception:** This section does not apply to a person who is an in-patient at a hospital.

2. This table sets out the benefits for travel from the posting location to another overseas location.

<b>Item</b>	<b>For a person living in...</b>	<b>the benefit is...</b>
1.	commercial accommodation for <b>more</b> than five days, with facilities to prepare a cooked meal	The reasonable cost of the person's accommodation.
2.	commercial accommodation for <b>one to five</b> days, with facilities to prepare a cooked meal	as if the person were settling in on long-term posting at the other location.
3.	commercial accommodation <b>without</b> facilities to prepare a cooked meal	<b>See:</b> Chapter 14 Part 5, Settling in and out
4.	private accommodation <b>Example:</b> staying with relatives or friends	25% of the meals supplement payable if the person were settling in on long-term posting at the other location.  <b>See:</b> Chapter 14 Part 5, Settling in and out

3. This table sets out the benefits for travel from the posting location to another location in Australia.

<b>Item</b>	<b>For a person living in...</b>	<b>the benefit is...</b>
1.	commercial accommodation for <b>more</b> than five days, with facilities to prepare a cooked meal	for accommodation only.  Accommodation is paid at the daily travelling allowance rate, as if the member was temporarily performing duty at the location in Australia for up to 21 days.  Accommodation may not be paid for more than 21 days.  <b>See:</b> Chapter 9 Part 5 Annex 9.5.A within Australia
2.	commercial accommodation for <b>one to five</b> days, with facilities to prepare a cooked meal	as in item a, plus the amount for meals payable under section 14.5.5 if the member were evacuated to the location in Australia.
3.	commercial accommodation <b>without</b> facilities to prepare a cooked meal	<b>See:</b> Chapter 14 Part 6 Division 1, Evacuations
4.	private accommodation <b>Example:</b> staying with relatives or friends	25% of the amount for meals mentioned under items 2 and 3.  <b>See:</b> Chapter 14 Part 6 Division 1, Evacuations

4. Regardless of a member's rank, the rates payable under this section are limited to the rates payable to members with the rank of Colonel or lower.

## Division 4: Claiming health costs

### 15.5.21 Purpose

The purpose of this Division is to provide a member with information about making health care claims and seeking reimbursement.

### 15.5.22 Claims for health costs

This table outlines how to submit claims for this Part.

Item	If the member is serving in a country...	then claims should be forwarded to the...
1.	<b>with</b> an Australian diplomatic mission	Post Administration Section of the Australian diplomatic mission in the country of posting.
2.	<b>without</b> an Australian diplomatic mission	Embassy or High Commission where the controlling Defence Attaché is located.

### 15.5.23 Assignment of rights to recover costs

To be reimbursed costs under this Part, the member and any eligible person must assign to the Commonwealth the legal rights to recover costs from another person.

### 15.5.24 Payment for health service instead of reimbursement

1. A member may request the CDF to approve payment of costs to the provider, instead of reimbursing the member.
2. This section does not apply to ancillary services or pharmaceutical products.
3. The member must have paid the Commonwealth any amount in excess of eligible amounts under this Part.

**Example:** After an accident, the member incurs costs of USD 20,000 for emergency transport and hospital treatment. The hospital facilities are of a similar standard to those for a public hospital patient in Australia. There is no member contribution under Division 2 section 15.5.8. The CDF approves payment of the full amount direct to the hospital.

## Part 6: Education costs for children

### 15.6.1 Purpose

1. The purpose of this Part is to assist with the additional costs for a dependant child attending school overseas, or staying behind in Australia if the member is posted overseas. This benefit is provided in one of the following forms.
  - a. The reimbursement of additional costs to the member.  
**See:** Division 1 section 15.6.5, Reimbursement
  - b. An up-front payment of compulsory tuition fees to the child's school at the overseas posting.
  - c. An up-front payment of compulsory tuition fees and accommodation costs to the child's school in Australia.  
**See:** Division 1 section 15.6.6, Up-front payment
2. A period may arise where members are eligible for education assistance both under this Part and under Chapter 8 Part 4 for performing duty within Australia, for the same child. For that period, the member only receives the benefits under Chapter 8 Part 4.  
**See:** Chapter 8 Part 4, Education assistance

### 15.6.2 Member this Part applies to

A member is eligible for education assistance under this Part if the member meets all of the following conditions.

- a. The member is on a long-term overseas posting.
- b. The member has a child who is a dependant.
- c. The child meets one of the following conditions.
  - i. The child is enrolled in pre-school and is at least 3 years of age.
  - ii. The child is enrolled in full-time primary school.
  - iii. The child is enrolled in full-time secondary school.
  - iv. The child is enrolled in full-time tertiary education.
- d. The member is accompanied.

**Exception:** The CDF may approve education assistance for unaccompanied members who have primary parental responsibility or care of a dependant.



### 15.6.3 Contents

This Part includes these Divisions and Annexes.

Division 1	Overview
Division 2	Education assistance for children at the posting location
Division 3	Additional assistance for children overseas – USA
Division 4	Education assistance for children overseas – special circumstances
Division 5	Education assistance for children in Australia
Annex 15.6.A	Benchmark schools
Annex 15.6.B	Approved summer schools

## Division 1: Overview

### 15.6.4 Definitions

This table explains the definition of terms used in this Part.

Term	Definition
Benchmark school	<p>A school that provides a standard of education that is as close as possible to the Australian standard at a reasonable cost. The school sets a 'benchmark' for the amount of education assistance to be reimbursed to the member or paid to a school, when a child attends school at the posting location.</p> <p><b>See:</b> Division 2 section 15.6.9 and Annex 15.6.A</p>
Compulsory tuition fees	<p>a. 'Compulsory tuition fees' means the sum of the following compulsory annual fees.</p> <ol style="list-style-type: none"><li>Tuition fees.</li><li>Other fees and charges relating to tuition.</li><li>Sports fees.</li><li>Travel by a child in a specially designated school bus.</li><li>Building and capital fees.</li><li>Any Government taxes levied on the fees described in this paragraph.</li></ol> <p>b. Compulsory tuition fees do not include the following fees.</p> <ol style="list-style-type: none"><li>Boarding fees.</li><li>The cost of school uniforms.</li><li>Any other fees not provided for under paragraph a.</li></ol>
Posting location	<p>For the purpose of benchmark and approved summer schools the member's posting location is taken to be one of the following.</p> <ol style="list-style-type: none"><li>If the member has been directed to live in Manhattan under section 15.1.6 — the posting location is Manhattan.</li><li>If the member is posted to a city, or an establishment within a city, that is listed — the posting location is that city.</li><li>If the member is posted to a city or establishment that is not listed but the country where the city or establishment is located is listed — the posting location is the country or 'country – other'.</li><li>If the member is posted to a city, establishment or country that is not listed — there is no benefit for the location.</li></ol>

### 15.6.5 How benefits are paid

1. Unless otherwise specified, benefits under this Part are paid as a reimbursement to the member up to the limit of the benefit.
2. If a fee or charge for which a benefit is provided under this Part is paid by the member in instalments, the member may be reimbursed the amount paid for each instalment. The total amount reimbursed for the fee or charge must not exceed the limit of the benefit.

### **15.6.6 Amount repayable if member receives refund**

If a member is refunded an amount from a provider for a benefit the Commonwealth has already paid to the member or to the provider, the member must repay the refunded amount to the Commonwealth.

**Note:** This applies for both upfront payments and reimbursements under subsection 15.6.5.1.

**Example:** Levies were refunded by the school for a cancelled sporting event. The member is not to keep the refunded amount and must repay it to the Commonwealth.

## Division 2: Education assistance for children at the posting location

### 15.6.7 Purpose

The purpose of this Division is to help with the additional education costs of a child attending school at the member's posting location overseas.

### 15.6.8 Member this Division applies to

This Division applies to a member who has a dependant, who is a child attending any of these levels of school at the posting location.

- a. Pre-school.
- b. Primary school.
- c. Secondary school.

### 15.6.9 Benchmark schools at posting locations

1. A benchmark school at the member's posting location provides a 'benchmark' for the amount of education assistance provided.
2. The compulsory tuition fees levied by the benchmark school set the maximum amount of assistance available at the posting location.

**Exception 1:** A member who is directed to live in the District of Columbia.

**See:** Subsection 15.6.10.1A, Education assistance benefit – general

**Exception 2:** The CDF has decided under subsection 15.6.10.1B that a suitable primary or secondary benchmark school is not available at the posting location.

**See:** Subsection 15.6.10.1B, Education assistance benefit – general

3. Members are not required to send their children to benchmark schools. They may choose schools that charge fees above or below the benchmark level. Benchmark schools provide a fee benchmark. The Commonwealth does not endorse them.
4. A list of benchmark schools is provided in Annex 15.6.A, Benchmark schools.
5. Correspondence schools operated by an Australian government body are also treated as benchmark schools. This is when no suitable school is available at the posting location and the child uses correspondence school for education.
6. The benchmark school provides as closely as possible an equivalent Australian standard of education at a reasonable cost. These are the general assessment criteria for including a benchmark school in Annex 15.6.A.
  - a. The basis on which the school charges fees, and the level of its fees.
  - b. The school's educational curriculum.
  - c. The standard of tuition at the school.
  - d. The school's ability to provide for the physical, cognitive and emotional needs of Australian children.

- e. The language that the school teaches in.
- f. The extent to which other educational institutions recognise qualifications from the school for entry to higher stages of education.
- g. The access to student places at the school.
- h. The extent to which the school complies with relevant laws on the operation of schools at the location.
- i. Any other factor relevant to the suitability of the school for Australian children.

#### 15.6.10 Child leaves Australia to study at posting location

1. This section applies to a member for whom all of the following apply.
  - a. The member has a dependant who is a child who stayed in Australia to study despite the member being posted overseas.
  - b. After the member commenced their posting overseas, the child left Australia to study at the member's overseas posting location.
  - c. The member has received assistance for the child's study in Australia.
2. The member is not eligible for education assistance for the child's study at the overseas post for any period they have received assistance for the child's study in Australia.
3. The member may be reimbursed a maximum yearly amount equal to the relevant contribution amount under subsection 15.6.25.1, table item 1.
4. After the period under subsection 2 has ended, the member is eligible for education assistance under this Division.
5. Despite subsection 2, the CDF may decide that a member is eligible for benefits under this Division. The CDF must consider the cost to Defence.

#### 15.6.10A Member contribution

If a member receives the compulsory tuition fees benefit under section 15.6.10B, the member must pay the relevant annual contribution for their child's school level specified in the following table.

Item	School level	Annual contribution in AUD
1.	Pre-school	496
2.	Primary school	169
3.	Secondary school	395

**Note:** The contribution amount represents the typical cost of attending government schools in Australia.

### 15.6.10B Compulsory tuition fees

1. Compulsory tuition fees under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.
2. The amount of assistance towards compulsory tuition fees is set out in the following table.

Item	If the member's child attends...	and..	the amount of assistance towards compulsory tuition fees is...
1.	a school at the member's posting location	a benchmark school is provided under Annex 15.6.A for the posting location,	the lesser of the following fees. a. The compulsory tuition fees charged by the child's school. b. The compulsory tuition fees levied by the benchmark school specified in Annex 15.6.A for the posting area.
2.	a pre-school in the USA	the child will not turn five by 31 December in the current USA school year,	the rate of compulsory tuition fees charged by the benchmark school for the child to attend part-time tuition for 15 hours per week.  <b>Note:</b> The child may attend the school more than 15 hours per week. Assistance is limited to the amount charged for 15 hours per week.
3.	a primary or secondary school at the posting location	the member has been directed to live in the District of Columbia,	the lesser of the following amounts. a. The compulsory tuition fees charged by the child's school. b. USD 18,121.
4.	a primary or secondary school in the USA	the CDF decides that a suitable benchmark school is not available at the member's posting location,	the lesser of the following amounts. a. The compulsory tuition fees charged by the child's school. b. USD 6,799.
5.	a pre-school or kindergarten in the USA	the CDF decides that a suitable benchmark school is not available at the member's posting location,	the lesser of the following amounts. a. The compulsory tuition fees charged by the child's school. b. USD 6,799.

### 15.6.10C Amount for initial enrolment

1. A member is eligible for an amount equal to the amount charged by the school for the child's initial enrolment.
2. The benefit under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.

### 15.6.11 School transport costs

1. A member may be reimbursed the excess costs of school transport if the member meets the following conditions.
  - a. The member's dependant, who is a child, travels to and from school by one of the following means.
    - i. Public transport.
    - ii. Transport contracted by the school, but not levied by the school.
  - b. School transport costs in paragraph a have exceeded AUD 368.90 in a 12 month period commencing on 1 March.
2. The excess cost of school transport is calculated using the following formula.

$$\text{excess costs} = \text{costs} - \left( \frac{\text{days}}{155} \times 368.90 \right)$$

Where:

**costs** is the member's claimable school transport costs at the location in Australian dollars.

**Note:** The exchange rate is the rate provided to Defence by the Department of Foreign Affairs and Trade for the payday prior to 1 March of the relevant year for the currency in which the member incurred the school transport costs.

**days** is the number of days the member's dependant attended school in the overseas location during the year. Do not count more than 155 days.

3. For the purpose of subsection 2, claimable school transport costs are equal to the lesser of the following in AU Dollars.
  - a. School transport costs that would be payable if the child attended a benchmark school.
  - b. School transport costs paid by the member for the child.

### 15.6.12 Compulsory examination fees

The member may be required to pay fees for examinations for a child to complete primary or secondary school. In this case, the member is to be reimbursed the lesser of these amounts.

- a. The actual examination fees.
- b. The fees for similar examinations at a benchmark school at the child's education level.

### 15.6.13 Foreign language tuition

1. The member is to be reimbursed costs that the CDF approves as reasonable for foreign language tuition because the member's child must attend classes that do not use English as the teaching language.

**Example:** A child attends a school where maths is not taught in English.

2. If a recognised dependant with special needs communicates with a form of communication other than speech or writing and must attend classes where a different form of that communication is used, the member is to be reimbursed costs that the CDF considers reasonable for tuition in the new communication form.

**Example:** Where a deaf child communicates using AUSLAN, the Australian form of sign language, and the location where they are posted uses AMASLAN, the American form of sign language, the child needs to receive tutoring in this new language to be able to communicate at their school in the posting location.

**See also:** For foreign language training for a member's spouse or partner see Part 7.

#### 15.6.14 Remedial tuition

1. The CDF may decide that a member can be reimbursed for extra costs associated with a child's remedial tuition. This section does not apply to foreign language tuition under section 15.6.13.
2. The CDF must consider all these criteria.
  - a. The child's education progress.
  - b. The nature and cost of the tuition.
  - c. The probable need for and cost of similar tuition in Australia.
  - d. Whether the remedial tuition is necessary for the child to make reasonable progress at school, within the limits of their ability.
  - e. Any other factor relevant to the child's educational progress.
3. The member can be reimbursed for up to 200 hours' remedial tuition a year for a child.

#### 15.6.15 Summer school costs

1. A member is eligible for the reimbursement of an amount equal to the amount charged by a provider for a child who is a dependant to attend an approved summer school, or summer camp, listed under Annex 15.6.B for the **posting location**.

**Exception:** This section does not apply to summer camps in the USA, see Division 3 section 15.6.18.
2. The benefit under this section is limited to either of the following periods.
  - a. For approved summer schools in France — three weeks per year.
  - b. For approved summer schools, or summer camps, in all other locations — four weeks per year.
3. A member is not eligible to be reimbursed any of the following costs associated with summer school, or summer camp, incurred by the member, spouse, partner or child.
  - a. Costs associated with stopovers, transport or travel.
  - b. Costs for accommodation, meals and incidentals during travel to or from the school.
  - c. Optional activities that incur extra costs.



## **Division 3: Additional assistance for children overseas – USA**

### **15.6.16 Member this Division applies to**

This Division applies to members on long-term posting, with dependent children attending school in the USA.

### **15.6.17 Tertiary study**

A child may intend to begin a course of study at a university or similar tertiary institution in Australia. In order to obtain admission, the child must attend freshman year at a junior college or similar tertiary institution in the USA. In this case, attendance is treated as secondary school. Both these conditions must be met.

- a. The child lived or intends to live with a member at the posting location for a substantial part of the posting period.
- b. The child has completed high school in the USA.

### **15.6.18 USA – summer camps**

1. This section applies only to members who meet both these conditions.
  - a. They are directed to live on Manhattan Island, USA.
  - b. They are eligible for child allowance for a child.
2. The member is to be reimbursed mandatory fees for summer camps for the child, including day camps.
3. Reimbursement must not be more than these amounts.
  - a. For a child attending pre-school, USD 805 a year.
  - b. For a child attending primary or secondary school, USD 2,530 a year.

## Division 4: Education assistance for children overseas – special circumstances

### 15.6.19 Purpose

The purpose of this Division is to set out other education assistance available for members on long term posting. These situations are less common types of assistance.

### 15.6.20 Education assistance – inadequate facilities

1. The CDF may grant education assistance if satisfied that facilities are inadequate at the posting location. The CDF must consider all these criteria.
  - a. The availability and nature of the education facilities at the member's posting location.
  - b. The education arrangements made for the child and their cost.
  - c. The nature and cost of other arrangements that the member could be expected to make at the posting location or in Australia.
  - d. Any other factor relevant to the child's educational progress.
2. The amount of assistance is what the member would have got under Division 2, if the child had been at the posting location. The member may also receive any extra costs that the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.
  - a. The availability and nature of the educational facilities at the member's posting location.
  - b. The educational arrangements made by the member for the child and the cost of the arrangements.
  - c. The nature and cost of other arrangements that the member could be expected to make to educate the child at the posting location, or in Australia.
  - d. Any other circumstance at the posting location affecting the educational welfare of the child.
3. If the child is educated away from the member's posting location (even in the same country), the member may be eligible for the following conditions of service.
  - a. Reunion visits for the child.

**See:** Part 3 Division 3, Overseas reunion travel
  - b. Child reunion allowance, instead of child allowance.

**Exception:** This allowance does not apply to a member posted on or after 1 July 2017.

**Note:** The child is taken to be living with the member for all other purposes under this Chapter.
4. Arrangements under this section may permit the child to attend an overseas school away from the posting location. In this case, the member is not eligible for more than the amount that they would get if the child lived in Australia in similar circumstances and attended a non-Government school.

### 15.6.21 Travelling away for school

1. This section applies to a member whose child meets both these conditions.
  - a. The child travels away from the member's posting location to begin school.
 

**Example:** A child travels from Jakarta to Melbourne to start boarding school.
  - b. The child is eligible for education assistance under this Part.
- 1A. Travel costs under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.
2. The member is eligible for the applicable amount in this table.

Item	If the child's school is...	the member is eligible for...
1.	in Australia	the lesser of these amounts. <ol style="list-style-type: none"> <li>a. The cost incurred by the member for the child's travel.</li> <li>b. The allowable travel cost for the child to travel from the posting location to the school.</li> </ol>
2.	outside Australia	the least of these amounts. <ol style="list-style-type: none"> <li>a. The cost incurred by the member for the child's travel.</li> <li>b. The allowable travel cost for the child to travel from the posting location to the school.</li> <li>c. The allowable travel cost for the child to travel from the posting location to where the member normally lives in Australia.</li> </ol>

### 15.6.22 Accompanying a child to begin boarding school

1. The Commonwealth may pay fares for a member or spouse or partner to accompany their child to begin boarding school in another location. This applies only once for each child on a long-term posting.
- 1A. Travel costs under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.
2. To be eligible, these conditions apply.
  - a. The child must meet all these conditions.
    - i. They have lived at posting location for a whole year or whole school year.
    - ii. They are due to start primary or secondary school as a boarder.
    - iii. They have not previously attended school as a boarder.
  - b. The CDF must also be satisfied that both these conditions are met.
    - i. Arrangements for the child's enrolment could not have been made in conjunction with other travel at Commonwealth expense.
    - ii. Enrolment of the child by people other than the member or spouse or partner would be severely detrimental to the child's welfare.

3. The CDF must consider all these criteria.
  - a. The period the child has been overseas because of the member's posting.
  - b. The period the member has been overseas on posting.
  - c. The cost and duration of travel involved.
  - d. The availability of other persons to enrol the child.
  - e. The date when the member or spouse or partner last travelled to the country where the child will be enrolled.
  - f. Any other factor relevant to the child enrolling as a boarder.
4. A member is eligible for the following amounts.

Item	If the travel to the boarding school is to...	then the member is eligible for...
1.	Australia	the lesser of the following amounts. <ol style="list-style-type: none"> <li>a. The cost for the member, spouse or partner to accompany the child to the school location and return to the posting location.</li> <li>b. The allowable travel cost for the travel.</li> </ol>
2.	a location other than Australia	the lesser of the following amounts. <ol style="list-style-type: none"> <li>a. The cost for the member, spouse or partner to accompany the child to the school location and return to the posting location.</li> <li>b. The allowable travel cost, as if the travel was from the posting location to where the member lives in Australia.</li> </ol>

5. A member is not eligible to be paid the following costs incurred by the member, spouse, partner or child.
  - a. Costs associated with stopovers.
  - b. Accommodation and meals at the location of the boarding school.
6. The CDF may decide that this section relates to the child for special circumstances. These include the following.
  - a. The child has not lived at the posting location or for a whole school year.
  - b. Special circumstances relate to the welfare of the child, therefore continuing school at the posting location is undesirable.
 

**Examples:** It may become untenable for the child to live overseas for these reasons.
  - c. The child is not making satisfactory academic progress and the situation is unlikely to change.
  - d. The curriculum at the school is significantly different from schools previously attended.
  - e. Educational opportunities at the posting location do not help the child overcome their difficulties.

7. ...

#### **15.6.22A Education assistance – Cherbourg**

1. This section applies to a member who meets both of the following.
  - a. The member has a long-term posting overseas to Cherbourg, France.
  - b. The member has a child who is a dependant who is enrolled at boarding school at St John's College, Southsea, England.
- 1A. Education assistance under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.
2. The member is eligible to receive education assistance – St John's College in respect of the child undertaking year 10, 11, 12 or 13 at the college.

**Exception:** Assistant Secretary People Policy and Employment Conditions may approve education assistance – Cherbourg for a child enrolled in a school year below year 10 at St John's College, Southsea, England in exceptional circumstances.

**Example:** The child is falling behind in learning because they are struggling to adjust to the school life in Cherbourg due to language differences.

**Note:** This section does not affect a member's benefit for education assistance for a child attending school in Cherbourg, France or in Australia.
3. For the purpose of this section, education assistance – Cherbourg includes both of the following.
  - a. Compulsory tuition fees.
  - b. Accommodation and boarding fees.
4. ...
5. The member is required to pay an annual contribution to the cost of the child's education of AUD 395.

#### **15.6.22B Starting and ending boarding school – Travel – Cherbourg**

1. This section applies to member who has a child who is receiving education assistance – Cherbourg and is travelling for either of the following purposes.
  - a. To commence boarding school at St John's College, Southsea, England.
  - b. To return to the posting location immediately after the child ceases to be enrolled at St John's College, Southsea, England.

**Note:** This does not include the period between the end of one school year and the beginning of the next school year. A member may use a reunion visit.
- 1A. Travel costs under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.

2. The member is eligible for the travel costs specified in subsection 4 for the following people.
  - a. The child.
  - b. The member or an adult nominated by the member who accompanies the child.
3. A member is not eligible to receive a benefit under subsection 2.b if another member has received the benefit in all the following circumstances.
  - a. Both members have a child boarding at St John's College, Southsea, England.
  - b. Either of the following applies.
    - i. Both members have nominated the same person to travel with their children.
    - ii. The member has nominated the other member to accompany the first member's child.
  - c. The person travelling with the children accompanies both children on the same trip.

**Note:** Accommodation, meals and incidental costs will not be paid under this section.

**Example:** Member A has a child about to start boarding at St John's College. Member B also has a child about to start boarding at St John's College. Member A has nominated member B to accompany member A's child to St John's College. Member B is travelling with his child and member A's child at the same time. Member B has claimed the travel costs for to accompany his child. Member B is not eligible for travel costs for member B to accompany member B's child.

4. For the purpose of this section, travel costs are specified in the following table.

Item	If the child...	travel costs are for...
1.	is commencing boarding school at St John's College, Southsea, England	both of the following journeys. <ol style="list-style-type: none"> <li>a. For the child to travel from the member's posting location to St John's College, Southsea, England</li> <li>b. For the person accompanying the child to travel from the member's posting location to St John's College, Southsea, England and back to the member's posting location.</li> </ol>
2.	is returning to the posting location overseas immediately after the child ceases to be enrolled at St John's College, Southsea, England	both the following. <ol style="list-style-type: none"> <li>a. For the child to travel from St John's College, Southsea, England to the member's posting location.</li> <li>b. For the person accompanying the child to travel from the member's posting location to St John's College, Southsea, England and back to the member's posting location.</li> </ol>

5. Travel between France and England and the return journey must be by ferry.

**Exception:** Travel by ferry is unavailable. Travel between France and England or return journey must be by the most economical means.

## Division 5: Education assistance for children in Australia

### 15.6.23 Purpose

1. The purpose of this Division is to assist an eligible member with the costs associated with their **child** who is a **dependant**, to study or attend school in Australia while the member is posted overseas.
2. However, members must pay a contribution.

### 15.6.24 Member eligible for education assistance – primary or secondary student

1. To be eligible for education assistance for a child enrolled in a primary school or secondary school under this Division, the following conditions must be met.
  - a. The member is on a long-term overseas posting.
  - b. The member's child is a dependant and the child meets all the following conditions.
    - i. The child is normally part of the member's household.
    - ii. The child is eligible for removal as a dependant of the member.
    - iii. The child remains in Australia to attend primary or secondary school.
    - iv. The accommodation the child mainly lives in during their study is not the family home.
2. An eligible member will continue to receive education assistance for the child until the child completes secondary school.

**See:** Section 15.6.27, Period of education assistance

### 15.6.24A Member eligible for education assistance – tertiary student

1. To be eligible for education assistance for a child enrolled in a tertiary institution under this Division, the following conditions must be met.
  - a. The member is on a long-term overseas posting.
  - b. The member's **child** is a **dependant** and the child meets all the following.
    - i. The child will turn 18 years of age on or after 1 December of the year following the child's completion of secondary school.

**Example:** The member's child completes secondary school in October 2018. The child meets this criterion if their 18<sup>th</sup> birthday is on or after 1 December 2019.

**Non-example:** The member's child completes secondary school in October 2018. The child turns 18 on 8 November 2019. The child does not meet the criterion for education assistance at a tertiary institution and education assistance ceases at the end of the child's completion of secondary school.

- ii. The child is normally part of the member's household.
- iii. The accommodation the child mainly lives in during their study is not the family home.
- iv. The child is enrolled full-time in an undergraduate course at a tertiary institution within Australia.
- v. The child must physically attend the tertiary institution for face-to-face teaching to meet the requirements of the course.

**Note:** Education assistance is not restricted if some subjects are available online.

- 2. Assistance is limited to accommodation costs under subsection 15.6.25.1, table items 2 and 3. The member is not eligible for assistance with tuition fees under this Division.

### 15.6.25 Rates of assistance

- 1. The following table provides both the following.
  - a. The annual maximum amount of assistance for a child's compulsory tuition fees and accommodation costs (including meals and laundry).
  - b. The contribution that a member is required to make towards the tuition fees and accommodation for their child who is a dependant.

Item	The maximum amount of assistance over a 12 month period is...	after the member has first paid...
<b>Compulsory tuition fees</b>		
1.	AUD 28,563 for the cost of compulsory tuition	either of the following. <ul style="list-style-type: none"> <li>a. If the child is in pre-school or primary school — AUD 169.</li> <li>b. If the child is in secondary school — AUD 395.</li> </ul> <p><b>Note:</b> No assistance towards tuition fees is provided for a child enrolled full-time in an undergraduate course at a tertiary institution.</p>
<b>Accommodation</b>		
2.	AUD 25,669 for the cost of accommodation charged by a boarding school, a tertiary institution or a commercial establishment <p><b>Note:</b> The accommodation fees may cover additional services such as meals, laundry or internet usage. Items not included in accommodation fees are not payable. The total fee is payable up to the limit above.</p>	the greater of the following. <ul style="list-style-type: none"> <li>a. Either of the following.               <ul style="list-style-type: none"> <li>i. For the first year of boarding — AUD 2,633.</li> <li>ii. For every other year of boarding — AUD 3,036.</li> </ul> </li> <li>b. The annual cost incurred by the member for the child's accommodation that was current on the day before the date the notice of posting was issued to the member.</li> </ul> <p><b>Note:</b> If the child lives in the family home, no assistance is provided under this Division.</p>



Item	The maximum amount of assistance over a 12 month period is...	after the member has first paid...
<b>Accommodation</b>		
3.	AUD 18,431 for the cost of private accommodation <b>Example:</b> A lodger boarding in a private home.	the greater of the following. a. AUD 3,036. b. The annual cost incurred by the member for the child's accommodation that was current on the day before the date the notice of posting was issued to the member. <b>Note:</b> If the child lives in the family home, no assistance is provided under this Division.

2. Education assistance under this section may be reimbursed to the member or paid upfront by the Commonwealth to the provider.
3. A member is eligible for an amount equal to the amount charged by the school for the initial enrolment of the child.
4. This subsection applies to a member whose child returns to Australia to study before the end of the posting. Both the following conditions apply.
  - a. The member is not eligible for education assistance for the child's study at the Australian school for any period they have received assistance for the child's study at the overseas post.  
  
**Exception:** The member may be reimbursed a maximum yearly amount equal to the relevant contribution for compulsory tuition fees under subsection 1, table item 1.
  - b. After the period under paragraph a. has ended, the member is eligible for education assistance under this Division.

**Example:** A member is accompanied by their child on an overseas posting to Paris. The Commonwealth pays the annual tuition fees for the child to attend school. The Paris school year runs from September to July. The child starts school in September but in November the member sends the child back to Australia where she attends boarding school. The Commonwealth will only pay for the cost of compulsory tuition fees in Australia at the rate charged by a government school until July when the school year in Paris ends. From July the member may be provided with education assistance under subsection 1.

#### 15.6.26 Remedial tuition in Australia

1. A member is to be reimbursed for the extra cost of remedial tuition if all these conditions are met.
  - a. The tuition is for a dependent child.
  - b. The member incurs the tuition costs.
  - c. The child attends an Australian primary or secondary school full time.
  - d. Cost A in this table is greater than Cost B.

Item	Cost	Definition
1.	Cost A	What the remedial tuition cost the member. The tuition must have been essential to allow the child to make reasonable educational progress, within the limits of the child's ability.
2.	Cost B	What the tuition would have cost the member, if they had remained in Australia.

2. In assessing Cost B, the CDF must consider all these criteria.
  - a. The child's educational progress.
  - b. The nature and cost of the tuition.
  - c. Any other factor relevant to the child's educational welfare.

### 15.6.27 Period of education assistance

1. For this Division, education assistance begins on the earliest of the following dates.
  - a. The first day of the member's posting period.
  - b. The first day of the next school term, after the member begins duty at the posting location.
  - c. The first day of any assessment period to gain entry for the next year of schooling.
2. For a primary or secondary student the period ends on the last day of the school year after the end of the member's posting period.

**Exception:** If the child is in the final two years of secondary school, the period ends on the last day of the child's secondary schooling, after the end of the member's posting period.
3. Despite subsection 2, the period does not extend beyond the last day of the school year during which a member's posting ends, unless the child meets both the following conditions.
  - a. When the posting ends, the child is attending a secondary school in Australia.
  - b. The child meets the requirements of the following table.

Item	If the child is in...	then the child must have attended secondary school in Australia...
1.	the first year of secondary school	from the beginning of the school year.
2.	any other year of secondary school	for at least four school terms before the day on which the posting ends.

4. For a tertiary student the period ends when the child turns 18 years of age.

5. The period also ends if a parent permanently leaves the posting location to return to Australia and lives at the location where the child is studying.

**Exception:** The CDF may decide that this subsection should not apply for a fixed period where it is not reasonable for the child to live with that parent.

**Example:** A child is attending boarding school in Brisbane during a member's long-term posting. The member's spouse becomes seriously ill and returns from the post to Australia for urgent medical treatment. Although the spouse is living in the family home in Brisbane, the child continues to board at the school because the spouse is unable to provide day-to-day care. The CDF approves that this section should not apply during the period of the spouse's medical treatment.

6. If any assistance continues after the end of the posting period, the assistance is provided only for the school the child attended immediately before the end of the posting period.

#### **15.6.28 Approval only in special cases if parent lives with child in Australia**

This section applies if a parent continues to live with the child in Australia after the period of assistance begins. The member is not eligible for education assistance under this Division.

**Exception:** The CDF may approve education assistance if the CDF is satisfied that it is impracticable for the child to continue to attend the school that the child attended immediately before the period of assistance began.

#### **15.6.29 ...**

## Annex 15.6.A: Benchmark schools

Item	Posting location	Benchmark school		
		Pre-school/Kindergarten	Primary school	Secondary school
1.	Belgium	International School, Brussels	International School, Brussels	International School, Brussels
2.	Cambodia	-	International School, Phonm Penh	-
3.	Canada	Fern Hill School, Ottawa	Fern Hill School, Ottawa (Grades 1-3) Ashbury College, Ottawa (Grades 4-6)	Ashbury College, Ottawa
4.	China	British School, Beijing	British School, Beijing	British School, Beijing
5.	Cook Islands	Te Uki Oh School	Te Uki Oh School	-
6.	East Timor	Quality Schools International, Dili	Quality Schools International, Dili	Quality Schools International, Dili
6A.	Ethiopia	International Community School Addis Ababa	International Community School Addis Ababa	International Community School Addis Ababa
7.	Fiji	International School, Suva	International School, Suva	International School, Suva
8.	France – Cherbourg	-	Ermitage International School of France	Ermitage International School of France
	– Paris	International School, Paris	International School, Paris	International School, Paris
	– other	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence	EPIM School, Aix-en-Provence
9.	Germany – Bremen	The International School of Bremen	The International School of Bremen	The International School of Bremen
	– Hamburg	The International School of Hamburg	The International School of Hamburg	The International School of Hamburg
	– other	Brandenburg Berlin International School	Brandenburg Berlin International School	Brandenburg Berlin International School
10.	India	American Embassy School, New Delhi	American Embassy School, New Delhi	American Embassy School, New Delhi
11.	Indonesia	Jakarta International School	Jakarta International School	Jakarta International School
11A.	Italy	American Overseas School of Rome	American Overseas School of Rome	American Overseas School of Rome
12.	Japan	American School, Tokyo	American School, Tokyo	American School, Tokyo
13.	Jordan	American Community School, Amman	American Community School, Amman	American Community School, Amman
14.	Kiribati	-	Ruruboa School	-

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Item	Posting location	Benchmark school		
		Pre-school/Kindergarten	Primary school	Secondary school
15.	Korea	Seoul Foreign British School	Seoul Foreign British School	Seoul Foreign British School Seoul Foreign School
16.	Kuwait	The English School	The English School	The English School
17.	Malaysia - Kuala Lumpur	Children's House	International School	International School
	- other	St Christopher's School, Butterworth	St Christopher's School, Butterworth	Uplands School, Butterworth
18.	Marshall Islands	Majuro Cooperative School	Majuro Cooperative School	Majuro Cooperative School
19.	Micronesia	Calvary Christian Academy	Calvary Christian Academy	Calvary Christian Academy
19A.	Myanmar	The International School Yangon	The International School Yangon	The International School Yangon
20.	Netherlands (including The Hague)	The British School in The Netherlands	The British School in The Netherlands	The British School in The Netherlands
21.	New Zealand	Any government school	Any government school	Any government school
22.	Palau	Emmaus Gospel Kindergarten	Seventh Day Adventist Elementary School	-
23.	Papua New Guinea - Port Moresby	Ela Beach	Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency	Any Australian curriculum secondary school administered by the Papua New Guinea Government or the International Education Agency
	- Lae	-		
24.	Philippines	International School, Manila	International School, Manila	International School, Manila
25.	Samoa	Baha'i Montessori	Vaiala Beach School	Robert Louis Stevenson Secondary School
26.	Saudi Arabia	American International School, Riyadh	American International School, Riyadh	American International School, Riyadh
27.	Singapore	Australian International School	Australian International School	Australian International School
28.	Solomon Islands	Woodford International School	Woodford International School	Woodford International School
29.	Spain - Madrid	American School of Madrid	American School of Madrid	American School of Madrid
	- La Coruna/Ferrol	Colegio Obradorio	Colegio Obradorio	Colegio Obradorio
30.	Sri Lanka	Overseas School of Colombo	Overseas School of Colombo	Overseas School of Colombo
31.	Thailand	NIST International School	NIST International School	NIST International School

Item	Posting location	Benchmark school		
		Pre-school/Kindergarten	Primary school	Secondary school
32.	Tonga	ACTS Community School	ACTS Community School	Ocean of Light International School
33.	Turkey	-	The George C Marshall School	The George C Marshall School
34.	UK	Southbank International School	Southbank International School	Southbank International School
35.	United Arab Emirates	The GEMS American Academy	The GEMS American Academy	The GEMS American Academy
36.	USA - Manhattan <b>Note:</b> The member must be directed to live on Manhattan Island under section 15.1.6	Dwight School, New York	Dwight School, New York	Dwight School, New York
	- other	The government pre-school where the member lives that offers part-time tuition for at least 15 hours a week <b>Example:</b> The member is able to pay for their child to attend the school 3 hours a day, five days a week. They are not charged for full-time care. <b>See also:</b> Paragraph 15.6.10.1B	The government primary school where the member lives <b>Exception:</b> The CDF decides there is no suitable government school under subsection 15.6.10.1B. <b>See:</b> Subsection 15.6.10.1B <b>See also:</b> Subsection 15.6.10.1A	The government secondary school where the member lives <b>Exception:</b> The CDF decides there is no suitable government school under subsection 15.6.10.1B. <b>See:</b> Subsection 15.6.10.1B <b>See also:</b> Subsection 15.6.10.1A
37.	Vanuatu	Mrs Parrett's Pre-school Kindergarten	Port Vila International School	-
38.	Vietnam	United Nations International School Hanoi	United Nations International School Hanoi	United Nations International School Hanoi

## Annex 15.6.B: Approved summer schools

Item	Posting location	Approved summer school
1.	Belgium	International School Brussels
2.	Cambodia	Northbridge International School of Cambodia The Canadian International School The International School of Phnom Penh
3.	China	Atelier Art School Canadian International School of Beijing Imagine China Sports Beijing That's Mandarin
4.	East Timor	Quality Schools International – Dili (excluding the daily program)
5.	France - Cherbourg	École Des Roches, Paris
	- other	American School, Paris École Privées Internationales de Marseille (EPIM School), Aix-en-Provence International School, Paris Centre International Privé pour l'Education et la Culture (CIPEC), France International Bilingual School of Provence (IBS), France
6.	Italy	American Overseas School of Rome, Rome
7.	India	American Embassy School, New Delhi
8.	Indonesia	Bandung International School Bambino International Pre-school Jakarta International School
9.	Japan	EtonHouse International School, Tokyo Sacred Heart International School, Tokyo Tokyo International School Willowbrook International School, Tokyo
10.	Jordan	My Gym Summer School
11.	Korea	British International Kindergarten, Seoul Seoul Club Summer Program, Seoul Seoul Foreign School, Seoul
12.	Malaysia	International School, Kuala Lumpur

Item	Posting location	Approved summer school
13.	Philippines	British School, Manila International School, Manila
14.	Spain: - La Coruna/Ferrol	Colegio Eiris Colegio Obradoiro Enforex
	- Madrid	American School of Madrid Centro Educativo Internacional El Jarama Enforex Day Camp Summer Program ( <b>See:</b> Subsection 15.6.16.3)
	- other	Enforex Day Camp Summer Program ( <b>See:</b> Subsection 15.6.16.3)
15.	Thailand	NIST International School Noddy Playgroup St Andrews International School



## Part 7: Foreign language training for spouse or partner – member posted before 1 July 2017

### 15.7.1 Purpose

The purpose of this Part is to provide foreign language training to a member's spouse or partner when they accompany the member on long-term posting.

**See also:** For foreign language tuition for a member's dependant child see Part 6 Division 2 section 15.6.13.

### 15.7.1A Member this Part applies to

This Part applies to a member posted before 1 July 2017.

**See:** Chapter 12 Part 3 section 12.3.9A for the definition of Member posted before 1 July 2017

### 15.7.2 Foreign language training

1. The Director Attaché and Overseas Management may grant up to 40 hours of foreign language training at Commonwealth expense for a member's spouse or partner, taking the following into consideration.
  - a. Whether English is a common language in the country.
  - b. Whether the foreign language is required for everyday or professional reasons.
  - c. Whether knowledge of the foreign language will assist in the personal security of the member's spouse or partner.
2. The Director Attaché and Overseas Management may approve up to an additional 40 hours training taking the following into consideration.
  - a. The requirement of the spouse or partner to engage in representational activities.
  - b. The difficulty of the language.
  - c. The progress the spouse or partner has already made.
3. The cost of textbooks and other training aides related to the foreign language training is not paid by the Commonwealth or reimbursed to the member, spouse or partner.

## Part 8: Club membership

### 15.8.1 Purpose

The purpose of this Part is to help members on long-term postings pursue sporting, recreational and fitness activities. This is only at posting locations that have an approved club.

**See:** Section 15.8.5, List of approved clubs

**Note:** A club is only approved for a posting location when other suitable facilities are not available at sessional rates. If suitable sport and recreational facilities are available at the posting location, the member is compensated for the costs (above the Australian average) through the overseas living allowances.

### 15.8.2 Member this Part applies to

This Part applies to a member and their dependants at a posting location that has an approved club.

**See:** Section 15.8.5, List of approved clubs

### 15.8.3 Benefits

1. If the posting location has an approved club, the member is eligible to be reimbursed the cost of membership of that club or a similar club at their posting location.
2. The member must not be reimbursed more than the cost of joining the approved club.
3. The cost of club membership incurred by the member includes any cost incurred by, or on behalf of, a dependant of the member.

### 15.8.4 CDF discretion for additional membership costs

1. The CDF may decide to pay additional club membership costs considered reasonable in the circumstances. The CDF must consider all these criteria.
  - a. The general living and working conditions at the posting location.
  - b. The recreational or social facilities available at the posting location, the arrangements for access to them and their cost.
  - c. The needs of members and dependants at the posting location for access to such facilities.
  - d. The nature of the member's duties at the posting location, including any representational duties.
  - e. The cost of club membership at the posting location, including family membership.
  - f. The nature of the facilities at the approved club and at the club that the member joins.
  - g. Any other factor relevant to club membership at the location.

2. A member may incur the cost of club membership for a dependant for the period of a reunion visit to the posting location. In this situation, the CDF may decide to reimburse an amount considered reasonable in the circumstances.

**See:** Part 3 Division 3, Overseas reunion travel

3. At the member's request, Defence may pay the amount direct to the club, instead of reimbursing the member.

**Note:** The member must have paid any excess club membership costs to the Commonwealth.

### 15.8.5 List of approved clubs

This table sets out the approved clubs for the posting locations where this Part applies.

Posting location	Approved club
Brunei	Royal Brunei Yacht Club
Cambodia	Phokeethra Sports Club, Phnom Penh
Cook Islands	Fitness Cook Islands, Rarotonga
Ethiopia	Hilton Hotel Health Club, Addis Ababa
Fiji	Fiji Club, Suva
India	Hyatt Hotel Health Club, New Delhi
Indonesia	Elite Club Epicentrum, Jakarta
Israel	Moadon Club, Tel Aviv
Italy	Roman Sports Centre, Rome
Jordan	Fitness First Club
Kiribati	Betio Fishing Club, Tarawa
Korea	Seoul Club
Kuwait	Al Corniche Fitness Club
Malaysia – Kuala Lumpur	Kelab Darul Ehsan <b>Note:</b> Basic membership only. The cost of golf membership must not be reimbursed to the member.
Malaysia – elsewhere	Penang Sports Club
Marshall Islands	Outrigger Marshall Islands Resort Cowry Club
Myanmar	Pun Hlaing Golf Club
Pakistan	Islamabad Club
Palau	Palau Pacific Resort Recreational Club
Papua New Guinea	Port Moresby Golf Club
Philippines	Shangri-La Fitness Club, Manila
Samoa	Fitness Firm Samoa
Saudi Arabia	Dirab Golf and Recreation Club
Solomon Islands	Honiara Golf Club
Sri Lanka	Colombo Swimming Club
Thailand	British Club, Bangkok
Tonga	Tonga-Fit Gymnasium
Turkey	Ankara Sehir Kulubu, Ankara (known as ASK Sports Club)

<b>Posting location</b>	<b>Approved club</b>
United Arab Emirates	Hiltonia Health Club and Spa
USA – Manhattan	New York Health and Racquet Club <b>Note:</b> Only for members who are directed to live on Manhattan Island.
Vanuatu	Warwick Le Legon Resort and Spa
Vietnam	The Hanoi Club, Hanoi

### 15.8.6 Changes to the list of approved clubs

A club may only be approved for a posting location if the Director Military Conditions and Housing Policy is satisfied on all these criteria.

- a. The location does not have acceptable sporting and recreational facilities on a sessional basis or as public facilities.
- b. Members and their families suffer serious difficulty in gaining access to public or sessional sporting and recreational facilities because of these issues.
  - i. Cultural limitations.
  - ii. Climatic conditions.
  - iii. Overcrowding.
  - iv. Traffic congestion.
  - v. Hygiene.
  - vi. Pollution.
- c. It is common practice for members and dependants to make use of sporting or recreational clubs, because public or sessional sporting or recreational facilities are not available.
- d. The proposed club offers a reasonable selection of suitable facilities at reasonable cost.
- e. The club is not being proposed for purely social or representational purposes.

## Part 9: Death overseas of member or dependant

### 15.9.1 Purpose

The purpose of this Part is to compensate family members if a member or dependant dies overseas.

### 15.9.2 Person this Part applies to

This Part applies to a member, including a member on Reserve service, and a dependant living with the member at the posting location when the member is on either of the following.

- a. Long-term posting overseas.
- b. Short-term duty overseas.

### 15.9.3 Assistance if member dies

1. If a member dies overseas, the member's dependant or their legal personal representative is eligible for the following.
  - a. The reasonable cost of preparing the remains.
  - b. The cost of returning the remains to Australia, if the next of kin request it.
2. The Director General Defence Community Organisation may approve assistance with either of the following costs, payable to the member's dependant or their legal personal representative.
  - a. If the funeral is in Australia, the cost of the funeral as provided under Chapter 11 Part 4 Division 1 section 11.4.9.

**See:** Chapter 11 Part 4 Division 1 section 11.4.9, Funeral costs
  - b. If the funeral is in an overseas location, the cost of the funeral up to AUD 14,000.

### 15.9.3A Assistance if dependant dies

If a dependant dies overseas, the Director General Defence Community Organisation may approve assistance with either of the following costs up to AUD 14,000, payable to the member or their legal personal representative.

- a. If the dependant is being returned to Australia, both of the following.
  - i. The reasonable cost of preparing the remains.
  - ii. The cost of returning the remains to Australia.
- b. Assistance with the cost of the funeral in the overseas location.

#### 15.9.4 Continuing benefits for dependants

1. Subject to subsection 4, if a member dies during a long-term posting, any benefits for dependants under Chapters 14 or 15 are to continue.
2. The period for continuing benefits is as follows.
  - a. Beginning on the day the member dies.
  - b. Ending six weeks after the member dies.

**Exception:** For transport and removal of dependants and their possessions, the period ends a year after the member dies.
3. The CDF can grant dependants more time to conclude their arrangements at the posting location. The CDF may extend the period to a day the CDF considers reasonable in the circumstances. The CDF must consider all these factors.
  - a. The circumstances in which the member died.
  - b. The situation of the dependants who continue to live at the posting location after the member's death.
  - c. Any other factor relevant to the dependants.
4. These additional conditions apply.
  - a. The overseas living allowances are paid at two-thirds of the rate that would have been paid if the member had not died.
  - b. Rent and utilities contribution is not payable.
  - c. For education assistance benefits, the deceased member is taken to have returned to Australia on the day the member died.
  - d. Transport for dependants and their possessions may be provided to a location other than Australia. The amount must not be more what the Commonwealth would have paid if the dependents returned to Australia.

#### 15.9.5 Benefit – loss on sale of vehicle

1. The legally eligible person may be reimbursed for loss on sale of the member's motor vehicle (or towable item) stored in Australia.
2. The reimbursement is under Chapter 6 Part 2, Loss on sale of furniture, effect and vehicles.

**Note:** The limit for loss on sale on overseas postings is AUD 1,400.

## Chapter 16: Overseas hardship locations

### 16.0.1 Overview

This Chapter sets out conditions of service for members on overseas hardship postings. It covers the assistance provided and eligibility for allowances.

### 16.0.2 Contents

This Chapter includes the following Parts and Annexes.

Part 1	General conditions and definitions
Part 2	Hardship allowance – member posted before 1 July 2017
Part 2A	Location allowance – member posted on or after 1 July 2017
Part 3	Additional recreation leave – member posted before 1 July 2017
Part 3A	Additional recreation leave – member posted on or after 1 July 2017
Part 4	Assisted leave travel
Part 5	Accommodation on unavoidable stopovers
Part 6	...
Part 7	Extraordinary costs
Part 8	Special location allowances
Annex 16.A	Hardship location conditions of service – member posted before 1 July 2017
Annex 16.B	Hardship location conditions of service – member posted on or after 1 July 2017

## Part 1: General conditions and definitions

### 16.1.1 Purpose

The purpose of the overseas hardship package is to provide assistance for members and their dependants beyond that covered by normal overseas conditions of service to compensate for difficulties or hardships experienced on either of these kinds of overseas service.

- a. Long-term posting at certain posting locations overseas.
- b. Short-term duty at certain overseas locations (for location allowance and additional recreation leave only).

### 16.1.2 Definitions

This table defines terms that apply in this Chapter.

Term	Definition in this Chapter
Capital city	Means the capital city in Australia with the lowest allowable travel cost where the locations for the allowable travel costs are the member's posting location and a capital city in Australia other than Hobart or Darwin.
Hardship location	Means one of the following locations. <ol style="list-style-type: none"><li>a. For a member posted before 1 July 2017 — a location listed in Annex 16.A column 1.</li><li>b. For a member posted on or after 1 July 2017— a location listed in Annex 16.B column 1.</li></ol>
Provisional hardship location	Has the meaning given by section 16.1.8.
Regional leave centre	Means a location listed as a regional leave centre in Annex 16.A Part 1 column 3 or Annex 16.B column 3. <b>Note:</b> These locations provide access to medical and dental treatment and other necessary goods and services.
Relief leave centre	Means a location listed as a relief leave centre in Annex 16.A Part 1 column 3 or Annex 16.B column 3. <b>Note:</b> These locations provide relief from adverse climatic, security and social conditions.



### 16.1.3 Member this Chapter applies to

This Chapter applies to a member performing duty in a hardship location.

**Note:** For specific information about the eligibility for each component of the hardship package, refer to the appropriate Part in this Chapter.

### 16.1.4 Member this Chapter does not apply to

This Chapter does not apply to a member on warlike or non-warlike deployments.

**Note:** All conditions of service for deployments are set out in Chapter 17.

**See:** Chapter 17, Warlike and non-warlike deployments

### 16.1.5 The dual Commonwealth benefit rule

1. This section applies to a member if both of the following apply to their spouse or partner.
  - a. They are posted to the same location as the member.
  - b. They are eligible for a benefit from the Commonwealth that is for the same or comparable purpose to those provided under this Part.
2. This section only applies to a member if a benefit under this Part provides that it applies.
3. The member ceases to be eligible for the benefit in the following circumstances.
  - a. Their spouse or partner is also a member or a Defence employee and the following conditions apply.
    - i. The spouse or partner has a higher salary than the member.
    - ii. The member has nominated the spouse or partner to receive the benefit.
  - b. Their spouse or partner is not a member or a Defence employee and the member has not advised that the spouse or partner is not receiving the same or comparable benefit.

**Example:** A member is posted to Jakarta Indonesia. The member's spouse is an APS employee in the Department of Foreign Affairs and Trade, and is on a long-term posting to Jakarta for the same period as the member. The member is eligible for the location allowance. The member's spouse is paid location allowance by the Department of Foreign Affairs and Trade. The member is not eligible for the benefit.

### 16.1.6 Hardship package

The hardship package consists of:

Item	Benefit	Reference
1.	Hardship allowance – member posted before 1 July 2017.	Part 2
2.	Location allowance – member posted on or after 1 July 2017.	Part 2A
3.	Additional recreation leave – member posted before 1 July 2017.	Part 3
4.	Additional recreation leave – member posted on or after 1 July 2017.	Part 3A
5.	Assisted leave travel and excess baggage.	Part 4
6.	Accommodation on unavoidable stopovers.	Part 5
7.	Assistance in extraordinary circumstances.	Part 7
8.	Special location allowances.	Part 8

### 16.1.7 Basis for hardship package

1. Hardship locations are graded on factors that indicate if a location is harder to live in than Australia. Each factor earns points that determine the hardship location grade. The hardship location grade determines the rate of hardship allowance. Not all grades attract payment of the allowance.
2. This table lists the factors that are assessed and what they include.

Item	Item	Description
1.	Climate	The climate comparison between Australia and the post. Also considers natural disasters and air pollution at the post.
2.	Health	The quality and availability of health care at the post.
3.	Language and culture	A comparison of the first and second languages spoken at the post and in Australia.
4.	Goods and services	The quality and availability of goods and services at the post.
5.	Isolation	The distance between the post and Australia, frequency and reliability of external air travel and the standard of internal transport and communication.
6.	Social network and leisure	The ability to enjoy free time, news, media, an expatriate community and recreation facilities.
7.	Housing, utilities and education	The quality and availability of suitable housing and utilities as well as the availability of international schools, the curriculum taught, the language of the school and the age range for suitable education.
8.	Personal security	The level of criminal activity and social tensions at the post, and their effect on personal safety.

3. An overseas posting location is assessed based on items under subsection 2. The items are assigned a ranking according to six categories. Categories range from A (the least difficult) to F (the most difficult). They are reviewed annually by the data service provider.

### **16.1.8 Provisional hardship locations**

1. The CDF may decide that a location is a provisional hardship location.
2. If a decision is made under subsection 1, the CDF must also make the following decisions for the location.
  - a. Approve a hardship location grade for the location.

**See:** Part 1 section 16.1.7, Basis for hardship package

- b. Fix a period of up to three months in which the provisional grade applies.

**Note:** When making a decision under this section, the criteria set out in section 16.1.9 apply.

**See:** section 16.1.9, Criteria for decisions

### **16.1.9 Criteria for decisions**

1. The section applies to decision under subsections 16.1.8, 16.2.4.1 and 16.2A.4.1.
2. The CDF must consider all of the following criteria.
  - a. Whether the ADF is required to provide humanitarian aid, disaster relief or reconstruction assistance.
  - b. The level of assistance required of the ADF.
  - c. The level of hardship expected.
  - d. The nature of duties expected.
  - e. The expected duration of duty at the location.
  - f. Any other factors relevant to the location.

## Part 2: Hardship allowance – member posted before 1 July 2017

### 16.2.1 Purpose

Hardship allowance assists members and their dependants with the difficult conditions that may be encountered at a hardship location.

### 16.2.2 Member this Part applies to

1. This Part applies to a member posted before 1 July 2017 to a hardship location.  
**See:** Chapter 12 Part 3 section 12.3.9A for the definition of Member posted before 1 July 2017
2. When a member leaves a long-term hardship location with a period of leave credit that accrued while the member was at the location, the CDF may authorise a payment of hardship allowance. This payment is made in the same manner that overseas living allowances are paid when the member takes that period of leave.

### 16.2.3 Member this Part does not apply to

This part does not apply to a member for a period when any of the following conditions apply to the member.

- a. They are not entitled to salary.
- b. They are absent from a hardship location, except as provided in section 16.2.8.

### 16.2.4 Payment of hardship allowance

1. This section applies to a member who has performed duty in a hardship location for 28 or more continuous days.  
**Exception:** The CDF may reduce this period to less than 28 days.  
**Note:** When making a decision under the exception in subsection 1, the criteria set out in section 16.1.9 apply.  
**See:** Section 16.1.9, Criteria for decisions
2. Subsection 1 applies to each long-term posting overseas or period of short-term duty.  
**Exception:** The member meets both of the following.
  - a. The member has satisfied the 28 days period in subsection 1.
  - b. The member's long-term posting overseas or short-term duty overseas to a hardship location begins immediately after the period of duty under paragraph a. is satisfied.
3. The member is paid hardship allowance from the day they commenced duty in a hardship location.

4. Subject to subsection 16.2.6, payment of the allowance ceases on one of the following dates.
  - a. For a member on a long-term posting overseas — the date the member's posting period overseas ends.
  - b. For a member on a short-term duty overseas — the day the member leaves the location.

**See:** Subsection 16.2.6, Absence from location

5. The dual Commonwealth benefit rule applies to this allowance.

**See:** Part 1 section 16.1.5, The dual Commonwealth benefit rule

### 16.2.5 Rate of allowance

1. Subject to section 16.2.7, the member is paid the rate for the grade of the location in which they are performing duty and their status as an unaccompanied or accompanied member. The rates are set out in the following table.

Item	Hardship location grade	Rate (AUD per year)	
		Unaccompanied member	Accompanied member
1.	A	Nil	Nil
2.	B	Nil	Nil
3.	C	7,781	13,226
4.	D	10,371	17,631
5.	E	15,371	25,631
6.	F	19,214	32,039

**See:** Section 16.2.7, Duty in another hardship location

**Note:** Hardship allowance is subject to income tax.

2. Hardship allowance is paid fortnightly on a pro rata basis using the calculation provided under section 3.2.7.

**See:** Chapter 3 Part 2 Division 1 section 3.2.7, Administration of salary and allowances

### 16.2.6 Absence from location

This table shows the hardship allowance payable when a member is temporarily absent from the location for short-term duty overseas or recreation leave.

Item	If a member...	then they receive...
1.	is on a long-term posting overseas	hardship allowance for the first 28 days of a temporary absence then no hardship allowance for the remaining period of the absence.
2.	is on short-term duty overseas	no hardship allowance for the period of the absence. <b>Exception:</b> The member is on short-term duty in a hardship location.
3.	has dependants remaining at the location while they are absent	hardship allowance despite the member being absent from the hardship location.

### 16.2.7 Duty in another hardship location

1. This section applies to a member who receives hardship allowance immediately prior to beginning short-term duty ('the member's previous location') in another hardship location.
2. If the short-term duty location has a higher hardship location grade than the member's previous hardship location — the hardship allowance is payable at the rate for the grade of the location of the short-term duty.
3. If the short-term duty location has a lower hardship location grade than the member's previous hardship location — the hardship allowance is payable at the rate for the grade of the member's previous hardship location.

## Part 2A: Location allowance – member posted on or after 1 July 2017

### 16.2A.1 Purpose

Location allowance assists members and their dependants with the difficult conditions that may be encountered at a hardship location.

### 16.2A.2 Member this Part applies to

This Part applies to a member who meets one of the following conditions.

- a. They are posted on or after 1 July 2017 to a hardship location.

**See:** Chapter 12 Part 3 section 12.3.9B for the definition of Member posted on or after 1 July 2017

- b. They are performing a period of short-term duty at a hardship location.
- c. The member is performing duty at a provisional hardship location.

**See:** Part 1 section 16.1.8, Provisional hardship location

### 16.2A.3 Member this Part does not apply to

This part does not apply to a member for a period when any of the following conditions apply to the member.

- a. They are not entitled to salary.
- b. They are absent from a hardship location, except as provided in section 16.2A.6.

### 16.2A.4 Payment of location allowance

1. This section applies to a member who has performed duty in a hardship location or a provisional hardship location for 28 or more continuous days.

**Exception:** The CDF may reduce this period to less than 28 days.

**Note:** When making a decision under the exception in subsection 1, the criteria set out in section 16.1.9 apply.

**See:** Section 16.1.9, Criteria for decisions

2. Subsection 1 applies to each long-term posting overseas or period of short-term duty overseas.

**Exception:** The member meets both of the following.

- a. The member has satisfied the 28 days period in subsection 1.
- b. The member's long-term posting overseas or short-term duty overseas to a hardship location or provisional hardship location begins immediately after the period of duty under paragraph a. is satisfied.

3. The member is paid location allowance from the day they commenced duty in a hardship location or a provisional hardship location.

4. Subject to subsection 16.2A.6, payment of the allowance ceases on one of the following dates.
  - a. For a member on a long-term posting overseas — the date the member's posting period overseas ends.
  - b. For a member on a short-term duty overseas— the day the member leaves the location.
  - c. For a member performing duty at a provisional hardship location — the earlier of the following dates.
    - i. The day the member leaves the location.
    - ii. The location ceases to be a provisional hardship location.

**See:** Subsection 16.2A.6, Absence from location

5. The dual Commonwealth benefit rule applies to this allowance.

**See:** Division 1 section 16.1.4, The dual Commonwealth benefit rule

#### 16.2A.5 Rate of allowance

1. Subject to section 16.2A.7, the member is paid the rate for the grade of the location in which they are performing duty and their status as an unaccompanied or accompanied member. The rates are set out in the following table.

Item	Hardship location grade	Rate (AUD per year)	
		Unaccompanied member	Accompanied member
1.	A	Nil	Nil
2.	B	Nil	Nil
3.	C	14,107	21,161
4.	D	18,809	28,214
5.	E	23,512	35,268
6.	F	28,214	42,321

**See:** Section 16.2A.7, Duty in another hardship location

**Note:** Location allowance is subject to income tax.

2. Location allowance is this paid fortnightly on a pro rata basis using the calculation provided under section 3.2.7.

**See:** Chapter 3 Part 2 Division 1 section 3.2.7, Administration of salary and allowances



### 16.2A.6 Absence from location

1. This table shows the affect on location allowance for periods when the member is temporarily absent from a hardship location or a provisional hardship location for leave or short-term duty overseas.

Item	If a member is...	then the allowance...	and the allowance recommences...
1.	an unaccompanied member	remains payable for the first 28 days after the member leaves a hardship location or a provisional hardship location	on the first day the member returns to a hardship location.
2.	an accompanied member and the member and dependants leave a hardship location or a provisional hardship location	remains payable for the first 28 days from the later of the following dates.	on the first day the member or dependants return to a hardship location or provisional hardship location.
		a. The date the member leaves a hardship location or provisional hardship location.	
		b. The date the dependants leave a hardship location or provisional hardship location.	
3.	an accompanied member and the dependants remain in a hardship location or a provisional hardship location	remains payable for the period of the member's temporary absence from a hardship location or a provisional hardship location.	-

### 16.2A.7 Duty in another hardship location

1. This section applies to a member who receives location allowance immediately prior to beginning short-term duty ('the member's previous location') in another hardship location.
2. If the short-term duty location has a higher hardship location grade than the member's previous hardship location — the location allowance is payable at the rate for the grade of the location of the short-term duty.
3. If the short-term duty location has a lower hardship location grade than the member's previous hardship location — the location allowance is payable at the rate for the grade of the member's previous hardship location.

## Part 3: Additional recreation leave – member posted before 1 July 2017

### 16.3.1 Purpose

The purpose of additional recreation leave is to enable members at hardship locations to do two things.

- a. Obtain relief from the environment.
- b. Access suitable shopping and medical facilities.

### 16.3.2 Member this Part applies to

1. This Part applies to a member posted before 1 July 2017 to a hardship location.  
**See:** Chapter 12 Part 3 section 12.3.9A for the definition of Member posted before 1 July 2017
2. This Part also applies to a member on short-term duty who is being paid location allowance.  
**See:** Part 2A section 16.2A.4, Location allowance

### 16.3.3 Additional recreation leave

1. A member performing duty at a hardship location is entitled to additional recreation leave.
2. The amount of leave is determined by the member's posting location overseas, as set out in Annex 16.A.
3. The member accrues additional recreation leave on a pro rata basis for the period of duty at the hardship location up to the annual maximum.

**Note:** This leave is administered on the same basis as if the member were serving in a remote location in Australia under Chapter 5 Part 4 Division 3.

**See:** Chapter 5 Part 4 Division 3, Additional recreation leave

## Part 3A: Additional recreation leave – member posted on or after 1 July 2017

### 16.3A.1 Purpose

The purpose of additional recreation leave is to enable members at hardship locations to do two things.

- a. Obtain relief from the environment.
- b. Access suitable shopping and medical facilities.

### 16.3A.2 Member this Part applies to

This Part applies to a member posted on or after 1 July 2017 to a hardship location.

**See:** Chapter 12 Part 3 section 12.3.9B for the definition of Member posted on or after 1 July 2017

### 16.3A.3 Additional recreation leave

1. A member performing duty at a hardship location may be entitled to additional recreation leave.
2. The number of additional recreation leave days a year member is entitled to is the greater of the following amounts that applies to the member.
  - a. The number of days for the hardship location grade of the member's posting location overseas in the following table.

Item	Hardship location grade	Additional recreation leave days a year
1.	A	0
2.	B	0
3.	C	8
4.	D	9
5.	E	10
6.	F	10

- b. If the member's posting location overseas is Afghanistan or Iraq – 15 additional recreation leave days a year.
3. The member accrues additional recreation leave up to the annual maximum, on a pro rata basis for the period of duty at the hardship location.

**Note:** This leave is administered on the same basis as if the member were serving in a remote location in Australia under Chapter 5 Part 4 Division 3.

**See:** Chapter 5 Part 4 Division 3, Additional recreation leave Section 5.4.17, Service in a remote location

## Part 4: Assisted leave travel

### 16.4.1 Purpose

Assisted leave travel is provided for members and their dependants living at a hardship location. Its purpose is to enable them to do three things.

- a. Travel to a regional leave centre.
- b. Take a holiday and access health and shopping facilities not normally available at the hardship location.
- c. Obtain relief from the environment.

### 16.4.2 ...

### 16.4.3 Member this Part applies to

This Part applies to a member who meets both these conditions.

- a. They are on a long-term posting to a hardship location.
- b. They are granted a reasonable period of recreation leave.

### 16.4.4 Member this Part does not apply to

This Part does not apply to a member on short-term duty.

**See also:** Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to

### 16.4.5 Assisted leave travel

1. An eligible member may be reimbursed or have the Commonwealth directly pay the lesser of these amounts.
  - a. The cost of return travel by the member and their dependants.
  - b. The allowable travel cost for return air travel by the member and their dependants to a leave centre.

**Exception:** The member and their dependants travel by private vehicle.

**See:** Section 16.4.15, Travel by private vehicle

2. In this Part, the allowable travel cost for travel between Islamabad and Karachi is taken to be the class of air travel next above economy class.

3. Any difference between the actual cost of travel and the allowable travel cost is not 'credit' and cannot be carried over.

**Example:** A member has a travel benefit from Timor-Leste to Darwin. The CDF approves travel to Brisbane. The member travels to Brisbane on a discount fare of less than half the cost of the member's benefit to Darwin. The member cannot bank the unused credit to put towards subsequent trips. The relief has taken place and the intent of the policy is met.

#### 16.4.6 Leave fare basis

This table shows examples of situations in which assisted leave travel might be provided.

Item	Factor	Reason
<b>To a regional leave centre (either Australia or London)</b>		
1.	Inadequate medical or dental facilities	Assisted leave travel is not intended to enable members and dependants to obtain urgent medical attention when they are ill. If it is necessary for the member or dependants to have immediate medical treatment that is not available at the posting location, a medical evacuation is available to the member and dependants.  It may be necessary to leave the posting location to obtain routine dental or medical checkups, or to undergo non-urgent diagnostic testing or treatment.
2.	Lack of shopping facilities	In some posting locations, items such as clothes, recreational and personal items are not readily available.  Assisted leave travel is not intended to be used to buy daily items such as food.
<b>To a relief leave centre</b>		
3.	Security	Suitable security measures protect members and their dependants.  If serious security problems arise in the community, assisted leave travel may be used to provide temporary relief.
4.	Climate	A posting location is subject to continuous hot or cold weather throughout the year, without any seasonal relief.
5.	Social, economic and cultural reasons	There may be substantial social, economical and cultural differences between a posting location and Australia, which could have an adverse effect on the member and their dependants if there was no ability to use assisted leave travel.

#### 16.4.7 Number of trips

1. The number of trips a member is eligible for to each leave centre for a hardship location is listed in the following Annexes.
  - a. For a member posted before 1 July 2017 – Annex 16.A Part 1 column 3.
  - b. For a member posted on or after 1 July 2017 – Annex 16.B column 3.

**Note:** Each trip is to be treated as a separate benefit.

2. The number of trips under subsection 1 is reduced by any trip for which costs are provided under section 15.3.38.

**See:** Chapter 15 Part 3 Division 7 section 15.3.38, Additional travel when posting extended

3. The interval between assisted leave fares in this table is recommended to allow a member to get the most benefit from the trips provided.
4. For members who have shorter or longer posting periods, this limit is adjusted on a pro rata basis.

**See:**

Section 16.4.8, Posting longer than the ordinary posting period  
Section 16.4.9, Posting shorter than the ordinary posting period.

5. A member is not to combine trips under this Part.

**Example:** A member in Fiji has assisted leave travel benefit to one regional trip to Australia and two relief trips to Sydney. The member cannot combine the two relief trips to Sydney to take one relief trip to Perth.

#### 16.4.8 Posting longer than the ordinary posting period

1. This section applies to a member whose posting to an overseas location extends beyond the ordinary posting period.

**Related Information:** The ordinary posting period for a location is listed in column 2 of Annex 16.A Part 1 or Annex 16.B for specific posting locations.

2. The number of trips a member may take to a leave centre from the member's hardship location may be increased using the formula shown below.

$$\frac{A \times (1+B)}{C}$$

**Where:**

**A** = Extra period (months).

**B** = Total number of trips under the relevant of the following Annexes.  
a. Annex 16.A Part 1 column 3.  
b. Annex 16.B column 3.

**C** = Ordinary posting period (months).

3. The outcome of the formula in subsection 2 must be rounded to the nearest whole number.

4. If the number of trips increases, the allowable travel cost for each trip is determined as if the trip was to a leave centre, in the following order.
  - a. The first additional trip is to the regional leave centre.
  - b. The next additional trips are to the relief leave centre, until the number of trips for that centre in the ordinary posting period has been used.
  - c. Subsequent additional trips are to any further relief leave centre applicable for that location, until the number of trips for that centre in the ordinary posting period has been used.
  - d. Any remaining trips must be worked out in a similar manner, beginning from the regional leave centre in paragraph a, then paragraphs b and c.

#### 16.4.9 Posting shorter than the ordinary posting period

1. If a member's posting is shorter than the ordinary posting period, then the number of trips to leave centres are reduced pro-rata using the formula:

$$\frac{\text{Total number of trips for the ordinary posting period}}{\text{Total number of trips for the ordinary posting period}} \times \frac{\text{Reduced posting period (months)}}{\text{Ordinary posting period (months)}}$$

The number of trips must be rounded to the nearest whole number.

2. If the number of trips is reduced, this table shows how the remaining number of trips are to be allocated.

Item	If the ordinary posting period has been reduced to a period of...	and there is...	then...
1.	less than 12 months	-	all trips are to be to the relief leave centres for the hardship location.
2.	more than 12 months	a regional leave centre for the hardship location	one trip can be made to the regional leave centre. Any additional trips are to be made to the relief leave centre.
3.	more than 12 months	no regional leave centre for that posting location shown in Annex 16.A or Annex 16.B	all trips are to be to the relief leave centre.

3. The amount of assisted leave travel under this section will not be reduced if the CDF terminates the posting.
4. The CDF may decide that it would be reasonable not to reduce the amount of assisted leave travel under this section, if the member terminates the posting. The CDF must consider all these criteria.
  - a. The circumstances in which the posting was terminated.
  - b. The period the member has served at the posting location.

- c. The ordinary posting period at that location.
- d. If the member's service will continue after the posting.
- e. Any other factor relevant to the termination of the posting.

#### **16.4.10 Sequence**

The member may choose in writing the sequence in which assisted leave fares are taken for the leave centres during the ordinary posting period.

#### **16.4.11 Offsetting assisted leave travel**

1. If the CDF is satisfied that travel to another country meets the purpose of assisted leave travel, the member may travel to a destination in another country that meets the purpose of assisted leave travel.
2. The CDF must consider all the following criteria.
  - a. The purpose of the leave fare.
  - b. The facilities and environment at the destination.
  - c. Any travel restrictions that may apply to the destination.

**See:** Chapter 1 Part 3 Division 1 section 1.3.68, Restricted destination

3. The Commonwealth will provide assisted leave travel up to the allowable travel cost of the trip the member would otherwise be eligible for under this Part. This is to help the member buy air fares and package deals from any source.
4. The member will not be reimbursed more than the allowable travel cost for a trip from their hardship location to the relevant leave centre.

**See:**

Section 16.4.5, Assisted leave travel  
Section 16.4.12, Proof of travel

#### **16.4.12 Proof of travel**

1. Proof of travel is required when either of these conditions applies to a member.
  - a. They offset the assistance under section 16.4.11.
  - b. They are paid for assisted leave travel in advance.
2. The member must provide written evidence that they and their dependants visited another country while on leave, within two weeks of returning from the leave.



3. Written evidence may include any of the following.
  - a. A dated exit or entry stamp in a passport.
  - b. An airline boarding pass that states the date and destination of the flight.
  - c. Written confirmation from a travel agent.

**Note:** An airline ticket is not sufficient evidence for proof of travel.

4. ...

#### **16.4.12A Recovery of travel costs**

The member must repay to the Commonwealth the full amount of assistance provided under this Division, if either of the following applies.

- a. Travel for which the Commonwealth has paid for does not occur.
- b. The member does not provide the proof of travel required under section 16.4.12.

**See:** Section 16.4.12, Proof of travel

#### **16.4.13 Leave fare examples**

This example is to illustrate assisted leave travel approved for a 24-month posting.

**Example scenario:** A particular posting location lacks suitable shopping and medical facilities, and has a hostile political regime, where members are subject to constant harassment.

It is decided that members require assisted leave travel for all these purposes.

- a. Shopping, once every 12 months.
- b. Medical checkups, once every 12 months.
- c. Relief from the hostile environment, every six months.

**Result:** The result is that the shopping and checkup needs are met by the same trip, which also provides one of the trips for environmental relief.

At the end of 24 months, the member has taken these three trips.

- a. One trip to a regional leave centre.
- b. Two trips to a relief leave centre.

#### **16.4.14 Alternative leave centre – leave centre ceases to be suitable**

1. The Director Military Conditions and Housing Policy may decide that a leave centre is temporarily unsuitable for use when the leave centre is affected by any of the following.
  - a. War.
  - b. Civil disorder.
  - c. Natural disaster.
  - d. A similar event.

2. If a leave centre is unsuitable under subsection 1, the Director Military Conditions and Housing Policy will substitute a leave centre that is comparable in cost and facilities for the unsuitable leave centre.
3. The Director Military Conditions and Housing Policy will review the decision to substitute a leave centre after six months.

#### **16.4.15 Travel by private vehicle**

1. A member might go on assisted leave travel by private vehicle. This section shows how to work out the cost of return travel for the purpose of paragraph 16.4.5.1.a.
2. The cost of return travel by the member is the total of these two amounts.
  - a. The amount of vehicle allowance that would be payable if the vehicle was being used on official business.  
  
**See:** Chapter 15 Part 3 Division 4, Vehicle allowances
  - b. The cost (if any) of transporting the vehicle and occupants for part of the travel. This cost does not include accommodation or meals.
3. The total under this section is used in working out how much the member is reimbursed for the assisted leave travel under subsection 16.4.5.1.

#### **16.4.16 Excess baggage**

1. A member may be eligible to be reimbursed excess baggage costs incurred on return flights to the hardship location.
2. Excess baggage assistance for each hardship location is shown in the following Annexes.
  - a. Annex 16.A Part 1 column 3 for member posted before 1 July 2017.
  - b. Annex 16.B column 3 for member posted on or after 1 July 2017.
3. The member may be reimbursed the cost of up to 12kg of excess baggage charged by the airline for the excess baggage for each of the following people travelling.
  - a. The member.
  - b. A dependant of the member.

## Part 5: Accommodation on unavoidable stopovers

### 16.5.1 Purpose

In using assisted leave travel, members may incur accommodation costs on an unavoidable stopover. This can result from the limited choice of direct flights at the hardship location. This Part allows members to be reimbursed the accommodation costs.

### 16.5.2 ...

### 16.5.3 Member this Part applies to

This Part applies to a member who meets both these conditions.

- a. They are on a long-term posting to a hardship location.
- b. They are granted a reasonable period of leave.

### 16.5.4 Member this Part does not apply to

This Part does not apply to a member who meets either of these conditions.

- a. They are on short-term duty at a location for less than 28 days.
- b. They travel under Part 4 section 16.4.11 to a location other than a leave centre ('offset travel').

**See also:** Chapter 12 Part 1 section 12.1.2, Member Chapters 12 to 16 do not apply to

### 16.5.5 Accommodation

Members are responsible for the costs involved with accommodation during assisted leave travel, unless they have an unavoidable stopover.

### 16.5.6 Accommodation – conditions for payment of costs

1. If the CDF is satisfied that a stopover is unavoidable during assisted leave travel, the member and dependants are to be reimbursed for one night's accommodation, meals and incidentals at the stopover location.
2. When making the decision under subsection 1, the CDF must consider any advice from these sources.
  - a. For travel from Australia – Defence Travel.
  - b. For travel to Australia – the travel agent contracted by the post, or Defence Travel.
3. The limit of reimbursement is what would have been paid, if the member and dependants had been eligible for travel costs during the stopover under Chapter 13, Short-term duty overseas.

**See:** Chapter 13, Short-term duty overseas

### **16.5.7 Accommodation – Papua New Guinea stopover in Port Moresby**

Members who on a long-term posting to the hardship location of Papua New Guinea, at a location other than Port Moresby, are eligible for one night's accommodation in Port Moresby, when returning from a leave centre.

**Part 6: ...**

## Part 7: Extraordinary costs

### 16.7.1 Purpose

1. A member might be at a posting location when war breaks out, there is civil disorder or a natural disaster or similar event. As a result, normal supplies of goods and services might be disrupted. They may need to pay more for goods and services essential to allow them to stay.
2. This Part is designed to reimburse members for these extra costs. The costs may only be reimbursed to members on long-term posting in some approved situations.

### 16.7.2 Member this Part applies to

This Part applies to a member on a long-term posting. However, it only applies if the member is unable to leave or is required to stay at the posting location after normal supplies are disrupted.

### 16.7.3 Extraordinary costs incurred at posting location

1. The member may be reimbursed extraordinary costs incurred by the member in buying goods and services. Approval may only be given if the CDF is satisfied that the goods and services are essential for the member to remain at the location.
2. The CDF must consider all these criteria.
  - a. The nature, duration and impact of the disruption to the normal supply of goods and services to the member.
  - b. The nature and amount of the extraordinary costs incurred by the member.
  - c. The availability and cost of buying the goods and services from another supplier.
  - d. The allowances that are already being paid to the member.
  - e. The extent to which the Commonwealth is already providing the goods and services to the member.
  - f. The nature and extent of any other help provided to the member to buy goods and services.
  - g. Any other factor relevant to the extraordinary costs incurred by the member.

## Part 8: Special location allowances

### 16.8.1 Purpose

A location allowance recognises the hazards of service in a location.

### 16.8.2 Member this Part applies to

This Part applies to a member on a long-term posting in Afghanistan, Iraq or Papua New Guinea.

### 16.8.3 Allowances for selected Defence Attachés – ADF only

1. This section applies to a member on a long-term posting overseas as one of the following.
  - a. The Defence Attaché Kabul.
  - b. The Defence Attaché Baghdad.
2. The member is eligible for a special location allowance of AUD 238.49 a day. This allowance is payable on a fortnightly basis.
3. For the purpose of the *Military Rehabilitation and Compensation (Pay-related Allowances) Determination 2017*, special location allowance means either of the following allowances.
  - a. For the Defence Attaché Kabul – Defence attaché Kabul allowance.
  - b. For the Defence Attaché Baghdad – Defence attaché Baghdad allowance.

### 16.8.4 Unused leave – selected Defence Attachés – member posted before 1 July 2017 – ADF only

- 1A. This section applies to a member posted before 1 July 2017.
  1. The member's period of unused leave is the recreation leave credit the member accrues but does not take during a long-term posting as the Defence Attaché Kabul or Defence Attaché Baghdad. It is capped at a maximum of the amount of recreation leave that the member accrued over their last 12 months' service at the posting location.
  2. This section only applies if the CDF decides that the member cannot take some or all of the leave during the posting period, owing to any of the following.
    - a. Medical or compassionate reasons relating to the member or a dependant resulting in an early end to their posting.
    - b. They have ceased continuous full-time service (whether in Permanent Forces or Reserves).
    - c. Operational needs.
  3. The CDF may authorise an allowance under section 16.8.3 to be paid for the period of unused leave taken overseas.
  4. Payment must not be made under this section for leave taken in Australia after the member returns.

5. The period of unused leave must not be more than the amount of recreation leave that the member accrued over their last 12 months' service at the posting location.

#### **16.8.5 Attraction allowance for Papua New Guinea**

1. A member on long-term posting to Papua New Guinea receives an attraction allowance at the rate of AUD 10,000 a year.
2. The allowance is payable to the member on a pro rata fortnightly basis.

**Note:** This amount is subject to income tax.



## Annex 16.A: Hardship location conditions of service – member posted before 1 July 2017

**See:**

Part 2, Location allowance – member posted before 1 July 2017

Part 3, Additional recreation leave – member posted before 1 July 2017

Chapter 12 Part 3 section 12.3.9A for the definition of Member posted before 1 July 2017

### Part 1: Hardship location conditions of service for specific posting locations

Item	Column 1	Column 2	Column 3				Column 4	Column 5
	Location	Ordinary posting period in months	Assisted Leave Travel				Additional leave days a year	Hardship location grade
			Leave Centres		Leave interval in months	Excess baggage benefit		
			Regional (no. of trips)	Relief (no. of trips)				
1.	Afghanistan	12	London (2)	Rome (1)	3	Yes	15	F
2.	Cambodia	24	Capital city (1)	Singapore (3)	4.8	Yes	10	E
3.	Canada – Cold Lake, Alberta	24	–	Vancouver (2)	8	–	5	-
4.	Canada – Moose Jaw, Saskatchewan	24	–	Vancouver (2)	8	–	5	–
5.	Canada – Oromocto	24	–	Ottawa (2)	8	–	–	–
6.	China	24	Capital city (1)	Singapore (2)	6	Regional centre only	10	D
7.	Cook Islands	24	Capital city (1)	Auckland (3)	4.8	Regional centre only	10	C
8.	Egypt	24	London (1)	Rome (2)	6	Regional centre only	9	E
9.	Ethiopia	24	London (1)	Rome (2)	6	Regional centre only	10	E
10.	Fiji	36	Capital city (1)	Sydney (2)	9	Regional centre only	8	D
11.	India	24	Capital city (1)	Singapore (1)	8	Yes	10	E
12.	Indonesia	24	Capital city (1)	Singapore (2)	6	Regional centre only	10	E
13.	Iraq	12	London (2)	Rome (1)	3	Yes	15	F
14.	Israel	24	London (1)	Rome (1)	8	Regional centre only	8	C
15.	Japan	36	Capital city (1)	-	18	Yes	8	B

Item	Column 1	Column 2	Column 3				Column 4	Column 5
	Location	Ordinary posting period in months	Assisted Leave Travel				Additional leave days a year	Hardship location grade
			Leave Centres		Leave interval in months	Excess baggage benefit		
			Regional (no. of trips)	Relief (no. of trips)				
16.	Jordan	24	London (1)	Rome (1)	8	Regional centre only	10	D
17.	Kenya	–	–	–	–	–	8	E
18.	Kiribati	24	Capital city (1)	Sydney (2) Nadi (1)	4.8	Yes, except from Nadi	10	E
19.	Korea – Daejeon	24	Capital city (1)	Singapore (1)	8	Regional centre only	10	C
20.	Korea – Seoul	24	Capital city (1)	Singapore (1)	8	Regional centre only	10	B
21.	Kuwait	12	London (1)	–	8	Regional centre only	10	D
22.	Lebanon	24	London (1)	Rome (2)	6	Regional centre only	10	D
23.	Malaysia – Johor Bahru	36	Capital city (1)	Capital city (1)	12	Regional centre only	9	D
24.	Malaysia – Kuala Lumpur	36	Capital city (1)	Capital city (1)	12	Regional centre only	7	C
24A.	Malaysia – Lumut	36	Capital city (1)	Capital city (1)	12	Regional centre only	9	D
25.	Malaysia – other locations	36	Capital city (1)	Capital city (1)	12	Regional centre only	8	C
26.	Marshall Islands	24	Capital city (1)	Honolulu (3)	4.8	Yes	9	D
27.	Micronesia	24	Capital city (1)	Sydney (1) Guam (1)	6	Regional centre only	10	D
28.	Myanmar	24	Capital city (1)	Singapore (3)	4.8	Yes	10	E
29.	Pakistan – Quetta	12	Capital city (1)	Singapore (1)	6	Regional centre only	10	F
30.	Pakistan – other locations	24	Capital city (2)	Singapore (2)	6	Regional centre only	10	F
31.	Palau	24	Capital city (1)	Singapore (3)	4.8	Yes	10	D
32.	Papua New Guinea – Lae	24	Capital city (1)	Brisbane (1) Cairns (2)	4.8	Yes	10	F
33.	Papua New Guinea – other locations	24	Capital city (1)	Brisbane (1) Cairns (2)	4.8	Yes, except from Cairns	10	E
34.	Philippines	24	Capital city (1)	Singapore (1)	8	Regional centre only	10	D

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Item	Column 1	Column 2	Column 3				Column 4	Column 5
	Location	Ordinary posting period in months	Assisted Leave Travel				Additional leave days a year	Hardship location grade
			Leave Centres		Leave interval in months	Excess baggage benefit		
			Regional (no. of trips)	Relief (no. of trips)				
35.	Samoa	24	Capital city (1)	Auckland (1)	8	Yes	10	D
36.	Saudi Arabia	24	London (1)	Rome (3)	4.8	Regional centre only	10	E
37.	Senegal	12	Capital city (1)	London (1)	4	Yes	10	E
38.	Singapore	36	–	Perth (1)	18	No	5	B
39.	Solomon Islands	24	Capital city (1)	Brisbane (3)	4.8	Yes	10	E
40.	Sri Lanka	24	Capital city (1)	Singapore (2)	6	Yes	9	E
41.	Syria	24	London (1)	Rome (2)	6	Yes	10	F
42.	Thailand	24	Capital city (1)	Singapore (1)	8	Regional centre only	7	C
43.	Timor-Leste	24	Capital city (2)	Singapore (2) Darwin (2)	3.4	Regional centre only	10	E
44.	Tonga	24	Capital city (1)	Auckland (1) Sydney (1)	6	Regional centre only	10	D
45.	Tuvalu	12	Capital city (1)	Sydney (1)	4	Yes	10	E
46.	Turkey	24	London (1)	Capital city (1)	8	Regional centre only	9	D
47.	Uganda	24	London (1)	Rome (2)	6	Regional centre only	10	E
48.	United Arab Emirates	24	London (1)	Rome (2)	6	No	8	C
49.	USA – Guam	24	–	Brisbane (1)	6	Yes	6	B
50.	Vanuatu	24	Capital city (1)	Brisbane (1)	8	Regional centre only	8	D
51.	Vietnam	24	Capital city (1)	Singapore (2)	6	Yes	10	D

**Part 2: Hardship locations that do not attract assisted leave travel**

<b>Item</b>	<b>Location</b>	<b>Extra leave days</b>	<b>Hardship location grade</b>
1.	Bahrain	–	D
2.	Brunei	8	D
3.	Gaza Strip	8	F
4.	Iran	10	E
5.	Laos	10	E
6.	Nauru	8	D
7.	Nepal	10	F
8.	Qatar	8	C
9.	Serbia	8	D
10.	South Africa	6	C

## Annex 16.B: Hardship location conditions of service – member posted on or after 1 July 2017

See:

Part 2A, Location allowance – member posted on or after 1 July 2017

Part 3A, Additional recreation leave – member posted on or after 1 July 2017

Chapter 12 Part 3 section 12.3.9B for the definition of **Member posted on or after 1 July 2017**

Item	Column 1	Column 2	Column 3			Column 4	
	Location	Ordinary posting period in months	Assisted Leave Travel			Hardship location grade	
			Leave Centres		Leave interval in months		Excess baggage benefit
		Regional (no. of trips)	Relief (no. of trips)				
1.	Afghanistan	12	London (2)	Rome (1)	3	Yes	F
2.	Bahrain	–	–	–	–	–	D
3.	Brunei	–	–	–	–	–	D
4.	Cambodia	24	Capital city (1)	Singapore (3)	4.8	Yes	E
5.	Canada – Cold Lake, Alberta	24	–	Vancouver (2)	8	–	-
6.	Canada – Moose Jaw, Saskatchewan	24	–	Vancouver (2)	8	–	–
7.	Canada – Oromocto	24	–	Ottawa (2)	8	–	–
8.	China	24	Capital city (1)	Singapore (2)	6	Regional centre only	D
9.	Cook Islands	24	Capital city (1)	Auckland (3)	4.8	Regional centre only	C
10.	Egypt	24	London (1)	Rome (2)	6	Regional centre only	E
11.	Ethiopia	24	London (1)	Rome (2)	6	Regional centre only	E
12.	Fiji	36	Capital city (1)	Sydney (2)	9	Regional centre only	D
13.	Gaza Strip	–	–	–	–	–	F
14.	India	24	Capital city (1)	Singapore (1)	8	Yes	E
15.	Indonesia	24	Capital city (1)	Singapore (2)	6	Regional centre only	E
16.	Iran	–	–	–	–	–	E
17.	Iraq	12	London (2)	Rome (1)	3	Yes	F
18.	Israel	24	London (1)	Rome (1)	8	Regional centre only	C
19.	Japan	36	Capital city (1)	-	18	Yes	B

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Item	Column 1	Column 2	Column 3				Column 4
	Location	Ordinary posting period in months	Assisted Leave Travel				Hardship location grade
			Leave Centres		Leave interval in months	Excess baggage benefit	
Regional (no. of trips)	Relief (no. of trips)						
20.	Jordan	24	London (1)	Rome (1)	8	Regional centre only	D
21.	Kenya	–	–	–	–	–	E
22.	Kiribati	24	Capital city (1)	Sydney (2) Nadi (1)	4.8	Yes, except from Nadi	E
23.	Korea – Daejeon	24	Capital city (1)	Singapore (1)	8	Regional centre only	C
24.	Korea – Seoul	24	Capital city (1)	Singapore (1)	8	Regional centre only	B
25.	Kuwait	12	London (1)	–	8	Regional centre only	D
26.	Laos	–	–	–	–	–	E
27.	Lebanon	24	London (1)	Rome (2)	6	Regional centre only	D
28.	Malaysia – Johor Bahru	36	Capital city (1)	Capital city (1)	12	Regional centre only	D
29.	Malaysia – Kuala Lumpur	36	Capital city (1)	Capital city (1)	12	Regional centre only	C
29A.	Malaysia – Lumut	36	Capital city (1)	Capital city (1)	12	Regional centre only	D
30.	Malaysia – other locations	36	Capital city (1)	Capital city (1)	12	Regional centre only	C
31.	Marshall Islands	24	Capital city (1)	Honolulu (3)	4.8	Yes	D
32.	Micronesia	24	Capital city (1)	Sydney (1) Guam (1)	6	Regional centre only	D
33.	Myanmar	24	Capital city (1)	Singapore (3)	4.8	Yes	E
34.	Nauru	–	–	–	–	–	D
35.	Nepal	–	–	–	–	–	F
36.	Pakistan – Quetta	12	Capital city (1)	Singapore (1)	6	Regional centre only	F
37.	Pakistan – other locations	24	Capital city (2)	Singapore (2)	6	Regional centre only	F
38.	Palau	24	Capital city (1)	Singapore (3)	4.8	Yes	D
39.	Papua New Guinea – Lae	24	Capital city (1)	Brisbane (1) Cairns (2)	4.8	Yes	F
40.	Papua New Guinea – other locations	24	Capital city (1)	Brisbane (1) Cairns (2)	4.8	Yes, except from Cairns	E
41.	Philippines	24	Capital city (1)	Singapore (1)	8	Regional centre only	D

Item	Column 1	Column 2	Column 3				Column 4
	Location	Ordinary posting period in months	Assisted Leave Travel				Hardship location grade
			Leave Centres		Leave interval in months	Excess baggage benefit	
			Regional (no. of trips)	Relief (no. of trips)			
42.	Qatar	–	–	–	–	–	C
43.	Samoa	24	Capital city (1)	Auckland (1)	8	Yes	D
44.	Saudi Arabia	24	London (1)	Rome (3)	4.8	Regional centre only	E
45.	Senegal	12	Capital city (1)	London (1)	4	Yes	E
46.	Serbia	–	–	–	–	–	D
47.	Singapore	36	–	Perth (1)	18	No	B
48.	Solomon Islands	24	Capital city (1)	Brisbane (3)	4.8	Yes	E
49.	South Africa	–	–	–	–	–	C
50.	Sri Lanka	24	Capital city (1)	Singapore (2)	6	Yes	E
51.	Syria	24	London (1)	Rome (2)	6	Yes	F
52.	Thailand	24	Capital city (1)	Singapore (1)	8	Regional centre only	C
53.	Timor-Leste	24	Capital city (2)	Singapore (2) Darwin (2)	3.4	Regional centre only	E
54.	Tonga	24	Capital city (1)	Auckland (1) Sydney (1)	6	Regional centre only	D
55.	Turkey	24	London (1)	Capital city (1)	8	Regional centre only	D
56.	Tuvalu	12	Capital city (1)	Sydney (1)	4	Yes	E
57.	Uganda	24	London (1)	Rome (2)	6	Regional centre only	E
58.	United Arab Emirates	24	London (1)	Rome (2)	6	No	C
59.	USA – Guam	24	–	Brisbane (1)	6	Yes	B
60.	Vanuatu	24	Capital city (1)	Brisbane (1)	8	Regional centre only	D
61.	Vietnam	24	Capital city (1)	Singapore (2)	6	Yes	D

## Chapter 17: Warlike and non-warlike deployments

### 17.0.1 Overview

This Chapter contains legislation and guidelines for warlike and non-warlike deployments.

### 17.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Overview
- Part 2 Eligibility to receive conditions of service
- Part 3 Conditions of service – overview
- Part 4 Australians dangerously ill scheme – overseas
- Part 5 Deployment conditions of service
- Part 6 Third-country deployments
- Part 7 Allowances and leave



## Part 1: Overview

### 17.1.1 Purpose of this Chapter

The purpose of this Chapter is to provide for and inform members about conditions of service for deployments. The purpose of these conditions of service is to compensate members for additional disabilities or hardships that they are likely to experience.

### 17.1.2 Definitions

This table defines terms used in this Chapter.

Term	Definition in this Chapter
Assigned for duty	Assigned by an authorised officer of the ADF for warlike or non-warlike service.
Hospital treatment	The period in which the member is accommodated in a defence or civilian hospital for the purposes of medical or nursing care of an illness or injury sustained during eligible duty.

**See also:**

Chapter 12 Part 3, Definitions for Chapters 12 to 17

Chapter 1 Part 3, Definitions

### 17.1.3 Member this Chapter applies to

This Chapter applies to members on warlike and non-warlike deployments.

### 17.1.4 Member this Chapter does not apply to

This Chapter does not apply to a member serving overseas on peacetime service, a long-term posting or short-term duty.

**Exception:** Members who meet the conditions in sections 13.1.4 or 15.1.7 may be eligible for the conditions set out in Part 4 of this Chapter.

**See:**

Chapter 13 Part 1 section 13.1.4, Member on short-term duty ill or injured

Chapter 15 Part 1 section 15.1.7, Member on long-term duty ill or injured

Part 4, Australians dangerously ill scheme – overseas

# Part 2: Eligibility to receive conditions of service

## 17.2.1 Purpose

The purpose of this Part is to describe who is eligible to receive conditions of service for deployment.

## 17.2.2 Member this Part does not apply to

1. Members with diplomatic status are not eligible for conditions of service for deployments within their area of accreditation.

**Example:** Defence Attachés.

2. These members may be eligible for long-term posting or short-term duty conditions of service.

**See also:** Part 1 section 17.1.4, Member this Chapter does not apply to

## 17.2.3 Members on continuous full-time service

1. A member may be eligible for benefits under this Chapter, for the period that applies to the member in the following table.

Item	A member of the...	is eligible for benefits under this Part for...
1.	Permanent Forces	the period for which the member is assigned for duty as part of the deployed force and performs that duty.
2.	Reserves	a. if the member transferred to continuous full-time service before deploying — the period for which the member is assigned for duty as part of the deployed force and performs that duty.
		b. if CDF grants a member permission to be deployed while on Reserve service — the period for which the member is assigned for duty as part of the deployed force and performs that duty.

2. Before granting permission under item 2.b. of the preceding table, the CDF must consider all of the following factors.
  - a. The effect on the member of deploying on continuous full-time service.
  - b. Any other factor relevant to the member's service.

**Related Information:** Reserve medical officers may also qualify for civil practice support allowance.

**See:** Part 7 Division 2, Civil practice support allowance

## Part 3: Conditions of service – overview

### 17.3.1 Introduction

The ADF pay structure comprises a basic salary supplemented by work-related allowances. The basic salary, determined by the Defence Force Remuneration Tribunal, compensates a member for peacetime work. For United Nations or other multi-national force deployments, a special conditions of service package compensates members for additional hardships that they are likely to experience.

### 17.3.2 Class of air travel – warlike and non-warlike deployments

1. This section applies to members travelling to, on or from warlike or non-warlike deployments.
2. Other provisions about class of air travel do not apply to members who travel in an aircraft owned or chartered by the Commonwealth. The travel arrangements are as provided on board the aircraft.
3. If members travel by commercial air service, they are eligible for travel in the class that corresponds to their rank, as follows.
  - a. For a member who holds the rank of Brigadier or higher — business class.
  - b. For a member who holds the rank of Colonel or lower — economy class.

**Exception:** The CDF may authorise the member to travel business class. Approval may only be given if the CDF is satisfied that there are special circumstances that require the member to travel business class.
4. The CDF must consider all these criteria.
  - a. If the member is a member of a group, unit or headquarters travelling at the same time, for the same or a similar purpose.
  - b. The nature of the duties (if any) being undertaken in the course of the travel.
  - c. The member's health.
  - d. The status and class of air travel benefit of a person the member is required to accompany during the air travel in the course of duty.

## Part 4: Australians dangerously ill scheme – overseas

### 17.4.1 Principle

1. The Australians dangerously ill scheme is activated when a member is hospitalised with a very serious or serious illness or injury.
2. This scheme provides support to a hospitalised member by arranging a visit from an approved person at Commonwealth expense.

### 17.4.2 Purpose

The purpose of this Part is to provide the support of an approved visitor to a member who is hospitalised overseas with a very serious or serious illness. The visit from an approved visitor is for the benefit of the member.

**Note:** Chapter 9 Part 3 Division 9 sets out the provisions for members who are hospitalised in Australia with a very serious or serious illness.

**See:** Chapter 9 Part 3 Division 9, Australians dangerously ill scheme – within Australia

### 17.4.3 Definitions

This table defines terms used in this Part.

Term	Definition in this Division
Approved period	The period decided under section 17.4.7 for benefits to assist the approved visitor to visit the eligible person under this Part.
Approved visitor	A person who has been approved to visit a member who is in hospital at Commonwealth expense.
Hospital	A military health care facility, public or private hospital or psychiatric facility.
Medical authority	A person who is a qualified medical practitioner responsible for determining the medical condition of the eligible person.
Serious illness	Means the same as item 2 of the table in section 1.3.72, Serious illness. <b>See:</b> Chapter 1 Part 3 Division 1 section 1.3.72, Serious illness
Very serious illness	Has the meaning as in section 1.3.78, Very serious illness. <b>See:</b> Chapter 1 Part 3 Division 1 section 1.3.78, Very serious illness

### 17.4.4 Member this Part applies to

1. The CDF may approve a member for support under this Part when they meet all of the following conditions.
  - a. The member is one of the following.
    - i. A member of the Permanent Forces.
    - ii. A member of the Reserves on continuous full-time service.
    - iii. A member of the Reserves who falls ill or is injured while on duty or in uniform.

- b. The medical authority has recommended that a visit will benefit the member in any of the following circumstances.
    - i. The member has been classified as very seriously ill and is likely to remain so, or may die within the next 72 hours.
    - ii. The member has been classified as seriously ill.
    - iii. The member has been classified as suffering a serious medical condition and is hospitalised outside of the deployment or posting location to receive specialist treatment.
  - c. The member is overseas.
2. The CDF may approve a member on leave overseas as eligible for support under this Part if the member meets the criteria under subsection 1.

#### 17.4.5 Persons who this Part does not apply to

This Part does not provide a visit at Commonwealth expense when the visitor is in the location where the member is in hospital.

**Example:** A member who is posted to Washington DC becomes seriously ill and is in hospital. The member's partner lives in Washington with the member. Support under this Part is not provided.

#### 17.4.6 People who may be an approved visitor

- 1. The CDF may approve one of the following persons as the approved visitor to visit the member at Commonwealth expense.
  - a. A person identified by the member and recorded on PMKeyS as the primary emergency contact in the event of a casualty.
  - b. The spouse or partner of the member.
  - c. A dependant of the member.
  - d. A parent of the member, if the member has no dependants recognised under section 1.3.83.

**Note:** A parent of an member may include, but is not limited to, any of the following people.

- i. A biological parent.
- ii. An adoptive parent.
- iii. A foster parent.
- iv. A step-parent.

- e. A child of the member.

**Note:** This child is not necessarily a recognised 'dependent'.

**Example:** The member has a child who lives with the member's former partner. The child has not been recognised as a dependent for pay and conditions purposes as the child does not live with the member.

**See:** Chapter 1 Part 3 Division 2, Dependants and categorisation

2. The approved visitor must meet both of the following conditions.
  - a. They meet either of the following conditions.
    - i. They normally live in Australia.
    - ii. They live in the overseas posting location with the member as the member's spouse or partner.

**Example:** The member has a partner who is not a resident of Australia and who they met overseas. The partner lives with the member as a de facto partner in the overseas posting location.
  - b. They must be fit to travel.

**Note:** An approved visitor who has a medical condition that may be affected by travel must obtain written certification from a qualified medical practitioner that they are fit to travel.
3. If the approved visitor is incapable or unable to travel and provide support to the member, the approved visitor may nominate another person from one of the classes in subsection 1 to be considered.
4. In exceptional circumstances, the CDF may approve any of the following people to accompany the approved visitor.
  - a. A second parent of the member.
  - b. One or more children of the member.
  - c. An escort for the member's child.
  - d. A carer of the approved visitor.

#### **17.4.7 Approved period for visit**

1. The member may have a visit at Commonwealth expense from an approved visitor for a period of up to seven consecutive days.

**Note:** The seven consecutive days is inclusive of the return travel time.
2. The CDF may approve additional benefits in relation to a visit when both of the following apply.
  - a. The medical authority recommends that a longer period will significantly benefit the member.

- b. One of the circumstances in the following table applies.

Item	Length of recommended visit...	when...
1.	up to 21 consecutive days	the member has had major surgery and the post operative recovery is to last longer than seven consecutive days.
		the member is undergoing specialist treatment in hospital that will last longer than seven consecutive days.
2.	21 or more consecutive days	the member has been assessed by the medical authority as likely to remain very seriously ill or seriously ill for longer than 21 consecutive days.

**See also:** Section 17.4.14, When the member's condition changes

#### 17.4.8 Long term illness

The member ceases to be eligible for assistance under this Division from the day they are provided a sustainable welfare management plan. This does not affect the return travel benefit for any approved visitor.

**Note:** A sustainable welfare management plan to assist the member is normally developed if the member requires any of the following beyond 21 consecutive days.

- a. Long term specialist treatment.
- b. Palliative care.
- c. Long term rehabilitation as an inpatient.

#### 17.4.9 Assistance for the approved visitor

An approved visitor may be provided with the following assistance under this Part.

- a. Travel insurance, documentation and vaccinations.

**See:** Section 17.4.10, Travel insurance, documentation and vaccinations

- b. Travel.

**See:** Section 17.4.11, Assistance with overseas travel

- c. Accommodation.

**See:** Section 17.4.12, Assistance with accommodation

- d. Meals.

**See:** Section 17.4.13, Assistance with meals

#### 17.4.10 Travel insurance, documentation and vaccinations

1. Travel costs for the approved visitor are provided to a similar standard as for official

Defence travel.

2. The approved visitor will receive official overseas travel insurance, including medical insurance, at Commonwealth expense.
3. All costs associated with the application for a passport and any visas, including passport photos, are reimbursed to the approved visitor at Commonwealth expense on the production of receipts.
4. If a country requires the approved visitor to have vaccinations, the approved visitor is responsible for arranging the vaccinations through a qualified medical practitioner. Any cost for these services which are not covered by Medicare or private health insurance may be reimbursed to the approved visitor.

#### **17.4.11 Assistance with overseas travel**

1. Travel assistance for the approved visitor is only provided at Commonwealth expense in relation to a location where both of the following conditions are met.
  - a. Any security risk is considered to be minimal.
  - b. The location is accessible by public transport.

**Note:** Only requests for travel to a location outside of an area of operation should be made under the Australians dangerously ill scheme.
2. The approved visitor may be provided with return business class air travel at Commonwealth expense.
3. If air travel is not available to the location, other modes of transport, such as rail or road, may be provided at Commonwealth expense.
4. If the approved visitor arranges their own travel prior to the visit being approved, the CDF may approve the reimbursement of the lesser of the following costs.
  - a. The amount incurred by the approved visitor, on the production of receipts.
  - b. The amount that would have been incurred if the visit had been arranged by the Defence Community Organisation.
5. Transport between the following locations should be by taxi. The costs may be reimbursed to the approved visitor on the production of receipts.
  - a. The member's hospital.
  - b. The approved visitor's accommodation.
  - c. The airport, bus or train terminal.
  - d. The approved visitor's home.



6. The CDF may only approve the reimbursement of the lesser of the following travel costs incurred outside the approved period if the approved visitor has stayed beyond the approved period.
  - a. The cost of the return journey incurred by the approved visitor. The approved visitor must produce receipts for the travel to allow for reimbursement.
  - b. The normal departmental liability that would have been incurred if the return journey had been arranged by the Defence Community Organisation.

#### **17.4.12 Assistance with accommodation**

1. Accommodation at Commonwealth expense must be arranged by the Military Support Officer for the approved visitor at the location where the member is in hospital.
2. The accommodation is to be within a reasonable distance from the hospital where the member is located, if practicable.
3. The approved visitor may choose to stay beyond the approved period. However, the cost of accommodation occupied after the approved period will not be reimbursed.

**Exception:** Subsection 17.4.14.2, When the member's condition changes

#### **17.4.13 Assistance with meals**

1. The approved visitor may be reimbursed reasonable costs for meals on production of receipts.

**Exception:** The approved visitor is not eligible for reimbursement for any alcoholic beverages purchased.

2. The approved visitor may choose to stay beyond the approved period. However, the cost of meals consumed after the approved period will not be reimbursed.

**Exception:** Subsection 17.4.14.2, When an eligible person's condition changes

#### **17.4.14 When the member's condition changes**

1. If the member's condition improves and their condition is no longer classified by a medical authority as very seriously ill or seriously ill, the benefits provided under this Part cease 24 hours after the approved person is informed of the member's reclassification.
2. The CDF may approve an extension of the period for which benefits are provided under this Part when both of the following conditions are met.
  - a. The approved visitor has made reasonable efforts to arrange return travel within the 24 hours.
  - b. Return travel is unavailable due to circumstances beyond the approved visitor's control.

**Examples:** Some circumstances beyond an approved visitor's control can include, but are not limited to, airline strikes, weather delays and sold out flights.

3. The CDF may approve another visit for the member. The member must meet all of the following conditions.
  - a. The member was previously classified by a medical authority as no longer very seriously ill or seriously ill.
  - b. The member is reclassified as very seriously or seriously ill.

## **Part 5: Deployment conditions of service**

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of policy setting out the range of benefits applicable to members on warlike and non-warlike deployments. The policy is set to be determined before the commencement of this Determination.

## Part 6: Third-country deployments

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of the range of benefits applicable to members on deployment with the armed forces of another country.

## Part 7: Allowances and leave

### 17.7.1 Overview

This Part deals with the allowances and leave for overseas warlike and non-warlike deployments.

### 17.7.2 Contents

This Part includes the following Divisions.

Division 1	Deployment allowance
Division 2	Civil practice support allowance
Division 3	Non-warlike deployments – additional recreation leave
Division 4	Relief out-of-country travel fare assistance

## Division 1: Deployment allowance

### 17.7.3 Purpose

The purpose of deployment allowance is to compensate members for the hazard, stress and environmental factors that they are likely to experience over the term of a warlike or non-warlike deployment.

### 17.7.4 Definitions

The following table defines terms that are used in this Division.

Term	Definition in this Division
Specified area	The area where the nature of service applies as declared by the Minister for Defence under section 5C of the <i>Veterans Entitlements Act 1986</i> .
Threat level	The level of: a. operational threat, and b. environmental hazards.

### 17.7.5 Member this Division applies to

1. Deployment allowance is payable to a member who meets both of the following conditions.
  - a. The member is assigned for duty on a warlike or non-warlike deployment.
  - b. The member enters the specified area for the deployment.
2. If no specified area is prescribed, deployment allowance is payable to a member who performs duty while assigned to an operation that is prescribed under section 5C of the *Veterans' Entitlements Act 1986*.

**Note:** A member who is not eligible for pay due to Part 13 of the *Defence Force Regulations 1952* or section 99 or 100 of the *Defence Force Discipline Act 1982*, may not be eligible to deployment allowance.

**See also:**

Regulation 68 of the *Defence Force Regulations 1952*

Sections 99 and 100 of the *Defence Force Discipline Act 1982*

Chapter 3 Part 7, Salary and allowances when a member is absent without leave, in civil custody or undergoing a period of detention or imprisonment

### 17.7.6 Rate of allowance

- The rate of deployment allowance is the rate specified for the member's Operation in the following table.

Item	Operation	Specified area	Daily rate of allowance AUD
1.	ACCORDION	Bahrain, Qatar and United Arab Emirates	88.90
2.	ASLAN	South Sudan	163.18
3.	AUGURY	Afghanistan	163.18
		Jordan United Arab Emirates	88.90
4.	HIGHROAD	Afghanistan	163.18
5.	LITTEN	Libyan territorial waters	138.64
6.	MANITOU	The seas and superjacent airspace of: a. the Arabian Sea; b. the Gulf of Aden; c. the Gulf of Aqaba; d. the Gulf of Oman; e. the Gulf of Suez; f. the Persian Gulf; g. the Red Sea; and h. the Indian Ocean north of Latitude 15 degrees South and west of Longitude 70 degrees East. This includes the ports adjacent and the area within a 10 kilometre radius of each port.	88.90
7.	MAZURKA	Egypt between the east bank of the Suez Canal and the international boundary between Egypt and Israel established by the peace treaty between Egypt and Israel signed in Washington on 26 March 1979, and an adjoining area extending 5km into Israel.	138.64

Item	Operation	Specified area	Daily rate of allowance AUD
8.	OKRA	Iraq and Syria	163.18
		Any of the following. a. Albania; b. the Kingdom of Bahrain; c. Bosnia and Herzegovina; d. Bulgaria; e. Croatia; f. Cyprus; g. Czech Republic; h. Estonia; i. Hungary; j. the Hashemite Kingdom of Jordan; k. Kuwait; l. Montenegro; m. the Persian Gulf; n. Poland; o. the State of Qatar; p. Romania; q. the United Arab Emirates; and r. the land territory of Turkey east of Longitude 35° East.	88.90
9.	PALADIN	Egypt, Israel, Jordan and Lebanon	88.90
		Syria	163.18
10.	Any other operation in accordance with subsection 17.7.5.2	Not applicable.	A rate approved by the Minister for Defence that is between 51.38 and 244.77.

2. While on a deployment, a member is taken not to be overseas for conditions of service purposes.

**Note:** This means they cannot receive the overseas allowances and benefits that members on long-term or short-term duty overseas get.

**Exception 1:** A member may receive some long-term posting overseas benefits if their dependants have remained in an overseas posting location while the member is deployed.

**See:**

Chapter 14, Relocating to or from a long-term overseas posting

Chapter 15, Living and working on long-term posting overseas

Chapter 16, Overseas hardship locations

**Exception 2:** A member may be paid overseas travel costs on days for which they pay for their own accommodation or meals.

**See:** Chapter 13 Part 3, Travel costs for short-term duty overseas



### 17.7.7 Payment of allowance

Deployment allowance is payable at the relevant rate in section 17.7.6, for each day the member is in the specified area during the following period.

- a. Starting on the day the member first enters the specified area for the deployment to which they are assigned.
- b. Ceasing on the day after the member leaves the specified area of the deployment they are assigned to for the last time on that deployment.

**Exception:** See subsection 17.7.8.3, Breaks in service, for when a member leaves the specified area for a reason which is not related to the deployment.

### 17.7.8 Breaks in service

1. If the member temporarily leaves the specified area during their deployment for either of the following reasons, the member continues to receive deployment allowance at the rate for the operation they are assigned to.

- a. Operational reasons related to the deployment.

**Examples:** Escort duties, attendance at a board of inquiry.

- b. Recreation or war service leave.

**See also:** Section 17.7.9, for when a member has been eligible for multiple rates during their deployment.

**Example:** A member on deployment is required to attend a board of inquiry. The payment of deployment allowance continues for the period the member is outside of the specified area.

**Related information:** Section 17.7.20 provides that this leave is taken to be continuous for deployment allowance purposes.

**See:** Division 3, Non-warlike deployments – additional recreation leave

2. After the period of temporary absence under subsection 1, the rate of deployment allowance payable is the rate for the specified area the member is deployed to on return.

**Example:** A member is assigned to Operation PALADIN and has spent one month in Jordan and two months in Syria before going back to Jordan. The member goes on leave and receives the rate of deployment allowance payable for Syria for the period of leave. When the member returns from leave they are deployed in Jordan, the rate payable on return is the rate payable for Jordan.

3. If the member leaves the specified area for a reason which is not related to the deployment, the payment of deployment allowance ceases on the day after the member leaves the specified area and recommences if the member returns to the specified area.

**Example:** A member on deployment is granted compassionate leave to return to Australia to visit a close relative who is very seriously ill. Deployment allowance is not paid during the time the member is outside of the specified area.

### 17.7.9 Eligibility for multiple rates

1. This section applies to a member who is in either of the following situations.
  - a. The member is assigned to an operation with more than one rate of deployment allowance.
  - b. The member is assigned to more than one operation, for which there are different rates of deployment allowance.
2. If the member temporarily leaves the specified area for a reason in subsection 17.7.8.1, then the rate of deployment allowance payable during their period of absence is the highest rate that has been payable to the member during their deployment.

**Example 1:** A member is assigned to Operation PALADIN and has spent two months in Jordan. The member goes on leave and receives the rate of deployment allowance payable for Jordan.

**Example 2:** A member is assigned to Operation MANITOU and Operation OKRA (Iraq) and has spent two months on Operation MANITOU. The member has not spent any time in Iraq. The member goes on leave and receives the rate of deployment allowance payable for Operation MANITOU.

**Example 3:** A member is assigned to Operation PALADIN and has spent one month in Jordan and two months in Syria before going back to Jordan. The member goes on leave and receives the rate of deployment allowance payable for Syria.

**Example 4:** A member is assigned to Operation MANITOU and Operation OKRA (Iraq) and has spent one month on Operation MANITOU and two months in Iraq before going back to Operation MANITOU. The member goes on leave and receives the rate of deployment allowance payable for Operation OKRA (Iraq).

### 17.7.10 Member on transit through a specified area

If a member is required to transit through a specified area that is not the specified area for their deployment (the "other area"), the relevant of the following conditions applies.

- a. If the member has already been in their specified area and has left it temporarily for one of the reasons under subsection 17.7.8.1, the rate of deployment allowance payable to the member continues to be payable to them while they are in the other area.

**Example:** Member travels from Operation MAZURKA (Sinai) to the United Arab Emirates before travelling to Rome on leave. The member spends two days in the United Arab Emirates before their flight leaves for Rome. The member continues to be paid the rate payable for Operation MAZURKA (Sinai).

**See:** Section 17.7.8, Breaks in service

- b. If the member has not yet arrived in their specified area, deployment allowance is not payable for time spent in the other area.

**Note:** The member only receives deployment allowance when they meet the criteria under paragraph 17.7.5.1.a.

**Example:** A member is on their way to Operation MANITOU where they are being deployed. The member is required to spend a two day stop on transit in the United Arab Emirates, before they travel to arrive in their assigned deployment location. The member does not receive deployment allowance for the two days while they are transiting through the United Arab Emirates.

**See:** Section 17.7.5, Member this Division applies to

- c. If the member has left their specified area for the last time, deployment allowance is not payable in the other area as they have met the conditions under paragraph 17.7.7.b.

**See also:** Subsection 17.7.8.3 for members who leave the specified area for a reason not related to the deployment.

### 17.7.11 Review of rates

1. Deployment allowance rates may be reviewed on any of these occasions.
  - a. Every six months.
  - b. If forces are rotated.
  - c. If there is a change in the assessed threat level.
  - d. If the Defence Force Remuneration Tribunal determines a general salary increase for the ADF.
2. A member receiving deployment allowance must be made aware by their Commanding Officer that the rate initially determined may be amended and so could increase or decrease during their deployment, as a result of review.

### 17.7.12 Allowances that may be payable

A member getting deployment allowance may be eligible for additional allowances in the following situations.

Item	Allowance	Additional information
1.	Separation allowance	If applicable, separation allowance may be payable.  <b>See:</b> DFRT Determination No. 11 of 2013, <i>ADF allowances</i> , Division B.3
2.	Travel costs	Travel costs are only payable to a member on any day the member has to pay for their own accommodation or meals while on deployment.  <b>See:</b> Chapter 13 Part 3, Travel costs for short-term duty overseas

## Division 2: Civil practice support allowance

### 17.7.13 Purpose

The purpose of civil practice support allowance is to help medical officers in the Reserves with the costs of maintaining their civil medical practices. It applies while medical officers are on short periods of continuous full-time service with a deployment.

### 17.7.14 Member this Division applies to

This Division applies to a medical officer in the Reserves who volunteers and is assigned for duty with a deployment.

### 17.7.15 Rate of allowance

The rate of civil practice support allowance for the period of service is AUD 1,600 a week. Both these conditions must be met.

- a. The CDF certifies that the member is on a specialist medical roster in support of a deployment or peacetime operation.
- b. The member has a functioning civil medical practice.

### 17.7.16 Period of service

1. A period of service is a period of continuous full-time service. The period is for not less than two weeks in an operational area on a deployment.
2. The allowance is **not** payable for less than two weeks in any period of service unless the CDF approves payment for a lesser period. The CDF must consider all these criteria.
  - a. The nature and period of the service.
  - b. The member's experience, qualifications and skills.
  - c. The likely benefit to the ADF.
3. The allowance may be paid for more than one period of service during a deployment.
4. This subsection applies to a member whose deployment ceases before the end of two weeks or the lesser period of service approved by the CDF under subsection 2. The member is eligible for a portion of the allowance for the period of service completed. However, this only occurs in any of the following situations.
  - a. The member dies.
  - b. The member becomes medically unfit and cannot complete the period of service because of physical or mental incapacity not within the member's control.
  - c. The member cannot complete the period of service for reasons not in the member's control, and the CDF has agreed to that.
5. While a member is eligible for civil practice support allowance, they are not eligible for any other allowance or reimbursement under Chapters 1 to 17 for any costs they incur in connection with their absence from their civil practice.

## Division 3: Non-warlike deployments – additional recreation leave

### 17.7.17 Purpose

The purpose of additional recreation leave for non-warlike deployments is to enable a member to obtain relief from military and environmental hazards in an operational area.

### 17.7.18 Member this Division applies to

This Division applies to a member for any period in which they are deployed to a non-warlike operation.

### 17.7.19 Rate of accrual

The member accrues additional recreation leave up to a maximum of 10 days a year on a pro-rata basis for the period of their non-warlike deployment.

**Related Information:** Chapter 5 Part 4 Division 7 explains the administrative arrangements for additional recreation leave.

### 17.7.20 Effect on other leave

1. The member does not accrue extra recreation leave credit for difficult or prolonged duty for any period when they accrue leave credit under this Division.  
**See:** Chapter 5 Part 4 Division 4, Extra recreation leave
2. Travelling leave taken for relief-out-of-country travel between Australia and a deployment is a non-accruable form of additional recreation leave.
3. A member's eligibility for payment of deployment allowance and other benefits on travelling leave is not interrupted. Travelling leave occurs in between periods of deployment and other leave types.

**See:** Division 1, Deployment allowance

## Division 4: Relief out-of-country travel fare assistance

### 17.7.21 Purpose

The purpose of relief out-of-country travel fare assistance is to help the member have time away from the difficulties of a deployment.

### 17.7.22 Destination

1. Relief out-of-country travel fare assistance provides the member with return travel to an approved destination.
2. The CDF may approve the destination for relief out-of-country travel fare assistance. The CDF must choose a location that meets both these requirements.
  - a. A safe environment for rest and recreation.
  - b. Adequate rest and recreation facilities.

### 17.7.23 Conditions

1. Subject to operational constraints, a member may be granted relief out-of-country travel fare assistance, for return travel to an approved destination, if all these conditions are met.
  - a. The member is assigned to the deployment for 6 months or more.

**Exception:** CDF may approve a relief-out-of-country travel fare for a member on a deployment of less than 6 months, having regard to whether the member is performing exceptionally demanding duties, or is likely to serve multiple deployments in a 12 month period.
  - b. The member travels to a destination approved under section 17.7.22.
  - c. The member must be outside the operational area for seven consecutive days or longer.

**Example:** A member leaves the operational area during four days of recreation leave, two stand-down days and a public holiday.
  - d. The travel is planned to occur at regular intervals during the deployment, if practicable.

2. The number of times a member may be granted relief out-of-country travel fare assistance depends on the period that they are on deployment for, as described in the table.

Item	If it is intended that the member be deployed for this period...	they may be granted up to this many trips for the deployment...
a.	less than six months	0 <b>Exception:</b> If paragraph 1.a. approval is given, 1 trip.
b.	six months but less than nine months	1
c.	nine months but less than 12 months	2
d.	12 months but less than 15 months	3
e.	15 months but less than 18 months	4
f.	18 months or more	5

3. The member is eligible for relief out-of-country travel fare assistance up to these limits.
- a. The cost of return travel to the approved destination under these conditions.
    - i. It is economy class.
    - ii. It is on the cheapest available airline that offers a reasonable standard of safety and security.
    - iii. It does not include any avoidable stopovers.
  - b. The member is not eligible for travel costs while on relief out of country travel fare assistance.
4. The member may be provided with travelling leave if they take a relief-out-of-country travel fare to Australia.

**Note:** If taken on or after 18 February 2011, this type of leave does not attract payment of deployment allowance but it does not break continuity for the payment of those allowances for accrued leave types.

**See:** Division 1, Deployment allowance

#### 17.7.24 Offsetting fare assistance

1. If the CDF is satisfied that travel to another country meets the purpose of relief out-of-country travel fare assistance, the member may travel to a destination in another country that meets the purpose of assistance with relief travel.
2. The CDF must consider both these criteria.
  - a. The purpose of the relief travel.
  - b. The facilities and environment at the destination.
3. The Commonwealth will provide relief out-of-country travel fare assistance up to the travel cost that the member would otherwise be eligible for under this Division. This is to help the member buy fares from any source.
4. Allowable offset arrangements are advised at the start of each deployment.

5. If it is intended that a member stay on deployment for 12 months or more, the member may apply to combine two trips to Australia that they are eligible for under the table in subsection 17.7.23.2, for one of these purposes.
  - a. To assist the member and their dependants to use relief out-of-country travel fare assistance to reunite, in Australia or in an approved destination.
  - b. If the member has no dependants (or does not wish to reunite with them), to travel on relief out-of-country travel fare assistance to Australia or another country that is more expensive to travel to than the standard approved destination.

**Note:** The offset can only be used to purchase fares. The alternative location must still be approved under section 17.7.22.

6. Proof of travel is required under section 16.4.12, as if the relief travel were assisted leave travel under Chapter 16 Part 4.