



Defence Determination 2016/19, Conditions of service

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

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This compilation is in 4 volumes

Volume 1 Chapter 1 – Chapter 5

Volume 2 Chapter 6 – Chapter 11

Volume 3 Chapter 12 – Chapter 17

Volume 4 Endnotes

Each volume has its own contents

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 8/6/2023 (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). 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If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

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Chapter 6: ADF relocation on posting in Australia

Part 1A: General provisions

6.1A.1 Purpose

This Chapter sets out the provisions relating to relocation benefits for members and their dependants when they are relocating within Australia.

6.1A.2 Definitions

In this Chapter the following apply.

ADF gap year means a program on which a member, including a member of the Reserves, provides continuous full-time service in SERVOP G.

Breakdown of a relationship means a relationship that has irretrievably broken down.

Essential household item means an item that meets all the following.

- a. The absence of the item for more than 72 hours would unduly inconvenience the member or their dependants.
- b. The item is in everyday use in the normal household.
- c. The member does not have an alternative item in their inventory.

Furniture and effects means portable household items ordinarily used for domestic purposes and convenience.

Non-portable item means an item that cannot be carried by two people and would require additional equipment, such as a crane or a forklift, to move it.

Private vehicle means a motor vehicle that is registered in the name of a member or their dependant.

Suitable own home has the same meaning given by section 7.2.5.

Towable item means a caravan or trailer that is registered in the name of a member or their dependant, is roadworthy and is capable of being towed by the member's private vehicle.

Part 1: Relocation allowances

Division 1: Disturbance allowance

6.1.3 Purpose

A member may be compensated for some of the costs involved in a removal to a new dwelling within Australia. This Division outlines the kinds of costs covered, the conditions of eligibility and the amount payable.

6.1.4 Members eligible

A member is eligible for disturbance allowance if they are in either of the following situations.

- a. The member meets both the following conditions.
 - i. They are granted a removal to a new home.
 - ii. They are on continuous full-time service or cease continuous full-time service.
- b. The member meets all the following conditions.
 - i. They are a member without dependants or a member with dependants (unaccompanied).
 - ii. They have been deployed for six months or longer.
 - iii. The member chose under any of sections 7.4.23, 7.6.38, 7.7.11 or 7.8.31 to leave their accommodation.

Note: Section 1.6.1 applies to this section and may affect the payment of the allowance if a member and their adult dependant are both eligible for disturbance allowance for the same period.

6.1.5 Members not eligible

A member is not eligible for disturbance allowance in these cases.

- a. They are moving from living-in accommodation in an establishment, unit or base to different living-in accommodation in the same establishment, unit or base.
- b. They are moving overseas from Australia.
- c. They are moving between two seagoing ships that have the same home port.
- d. They are moving to another home because the number of their dependants has changed.

6.1.6 Amount of allowance

2. The amount of disturbance allowance is the amount specified in column C of the following table which coincides with both of the following.
 - a. The circumstances of the member described in column A.

- b. The number of the current removal, as defined in section 6.1.7, specified in column B.

Item	Column A Circumstances of member	Column B Number of the current removal	Column C Amount \$
1.	Member with dependants		
	Removal to a new location	1st or 2nd removal	1,303
		3rd or 4th removal	1,737
		5th or 6th removal	2,172
		7th or subsequent removal	2,606
	Removal within the same location	each time	652
	Removal from overseas	1st or 2nd removal	261
		3rd or 4th removal	521
		5th or subsequent removal	782
	2.	Member without dependants or member with dependants (unaccompanied)	
Removal to a new location:			
from living out to living out		1st or 2nd removal	652
		3rd or 4th removal	869
		5th or 6th removal	1,085
		7th or subsequent removal	1,303
from living out to living in, or from living in to living out		1st or 2nd removal	326
		3rd or 4th removal	434
		5th or 6th removal	543
		7th or subsequent removal	652
from living in to living in		1st or 2nd removal	163
		3rd or 4th removal	218
		5th or 6th removal	271
		7th or subsequent removal	326
Removal within the same location and any of the following apply: a. from living in to living in, between different establishments, units or bases b. from living out to living in, or from living in to living out		each time	163
Removal within the same location from living out to living out		each time	326
Removal from overseas		1st or 2nd removal	130
		3rd or 4th removal	261
		5th or subsequent removal	391
Removal from storage to living-in accommodation, after deployment of more than 6 months.		each time	163
Removal from storage to living-out accommodation, after deployment of more than 6 months.	each time	326	

6.1.7 Number of current removal

1. The number of the current removal is defined as follows.

The number of removals for which a member has been eligible for disturbance allowance since they last began continuous full-time service. This number includes the current

removal.

Note: When a member re-enters the ADF after a break in service, the number of removals re-starts at one. Their first removal is not added to the number of removals in their previous period of service.

2. The member may have a spouse or partner who is also a member and they move together. In this case, the number of the current removal is the greater of the number of removals that one or the other undertook since they began continuous full-time service. This number includes the current removal.
3. Separate removals to a new location by a member and their dependants are treated as one removal.

6.1.8 Removal with dependants following later

1. A member who is removed without their dependants is eligible for the relevant amount for a member without dependants in subsection 6.1.6.2.
2. If the member's dependants are removed to the same place at a later date, the total amount payable for both removals must not be more than if they had all been moved together.

6.1.9 Removal on enlistment

When a member without dependants is granted a removal on enlistment, they are eligible for the relevant amount for moving from living-out accommodation under subsection 6.1.6.2.

6.1.10 Removals to and from overseas – number of removals

A removal related to an overseas posting counts as only one move, even when both the following happen.

- a. The member's furniture is stored under this Determination in Australia.
- b. Their furniture and effects are moved from storage to their posting when they return to Australia. This is whether they are accompanied on their return or not.

6.1.11 Death of a member

If a member dies and their dependants are granted a removal, the dependants are eligible for an amount of disturbance allowance. The amount is what the member would have been paid if the removal had been granted on ceasing continuous full-time service.

6.1.12 A child changing school – additional payment

1. If a member's child must change schools because of a removal, the member is eligible for \$248 for each child. This applies only to full-time students at primary and secondary schools. It does not include a child at a pre-school.
2. If a member's spouse or partner is also a member, they are together only eligible for one payment for each child.
3. If the child's change of school is put off to a later date, no payment is made until they actually change school.

6.1.13 Telephone installation or reconnection costs

1. A member eligible for disturbance allowance for a removal may be eligible for assistance with costs of installing or reconnecting a private telephone in the dwelling they move to. They qualify if either of these conditions are met.
 - a. They had a private telephone disconnected from their former dwelling when they were removed from it.
 - b. They had a private telephone disconnected from another earlier dwelling when they were removed from it. Since that earlier removal, they continuously occupied a dwelling where either of the following conditions were met.
 - i. A telephone was provided.
 - ii. They were on long-term posting overseas.
2. The member may be reimbursed the cost of the installation or reconnection service, up to a maximum of \$299.

6.1.14 Private vehicle transfer costs

1. A member is eligible for assistance with the costs of transferring a private vehicle registration to another State or Territory. The vehicle may belong to the member or a dependant.
2. The benefit is an amount up to \$63 for each removal. It is for one private vehicle only. It is to assist with fees and costs for registration plates, roadworthiness inspection, administration fees and ownership tests. It is not to assist with the registration fee for the vehicle.

6.1.15 Payment in special circumstances

1. A member may qualify for an allowance or reimbursement under this Part even if they do not meet one or more of the criteria for qualification.
2. The CDF may approve payment if the following conditions are satisfied.
 - a. The member does not qualify for reasons beyond their control.
 - b. Paying an amount is consistent with the purpose of the allowance.
3. The CDF cannot approve an amount greater than the member would have received if they had been eligible for an allowance or reimbursement.

Division 2: Childcare costs on removal

6.1.16 Purpose

A member may be eligible for assistance with the costs of childcare when they are being removed. This Division outlines conditions and amounts payable.

6.1.17 Members eligible

1. A member granted a removal is eligible for assistance with childcare costs on removal if all these criteria are met.
 - a. They have a dependant child who meets either of the following conditions.
 - i. Is under 11 years old.
 - ii. Has a disability.
 - b. They must pay for the childcare.

Note: The childcare is not limited to recognised government or commercial day care facilities.
 - c. For family, Service or medical reasons, only the member or one adult dependant is able to help with the removal.
2. Medical reasons in paragraph 1.c include an adult dependant being unable to help with the removal because they have a medical condition. This must be supported by a medical certificate.
3. Family reasons in paragraph 1.c include the following.
 - a. The member, spouse or other adult dependants are unable to help with the removal because of work commitments they cannot avoid.
 - b. The member is a single parent who has no adult dependants to help with the removal.
 - c. The member, spouse or another adult dependant is absent to care for a close family member who is ill. Claims should be supported by a medical certificate.

Note: Section 1.6.1 applies to this section and may affect the payment of assistance if a member and their adult dependant are both eligible for assistance with childcare costs on removal for the same period.

6.1.18 Location of assistance

The assistance is payable for childcare at either the new or the old location.

6.1.19 Amount of assistance

The member is eligible for a maximum of \$47.40 a day. This is payable for up to two days of childcare per move for each eligible dependant child. This means two days in total. It does not mean a maximum of two days at each of the new and old locations.

Division 3: Pet relocation

6.1.20 Purpose

This Division provides members with assistance towards the cost of relocating pets in Australia.

6.1.21 Pet relocation

1. Subject to section 6.1.23, a member is eligible for the cost of relocating a pet if the CDF is satisfied that the costs are reasonable having regard to subsection 2.
- 1A. A relocation under subsection 1 is between the following locations.
 - a. If the member is posted within Australia — from the member's losing location to their gaining location.
 - b. If the member is posted to an external territory or Thursday Island for more than 6 months — from the member's losing location to one of the following locations.
 - i. The posting location.
 - ii. A location within Australia chosen by the member.
 - c. If the member is posted from an external territory or Thursday Island to a location within Australia — from the location to which the pet was removed under paragraph b to the member's gaining location.
2. The CDF must consider all these criteria.
 - a. The circumstances of the posting, removal and accommodation of the member and any dependants.
 - b. The nature and number of the pets to be relocated.
 - c. The arrangements to transport and board the pets.
 - d. The availability of discounted transport rates to the member.
 - e. Any relevant information the member provides about why they own the animal. This includes information satisfying the CDF that the pets are not owned mainly for commercial or economic purposes.
 - f. The time taken for travel between the former and new locations. Only the time taken for travel between posting locations will be considered. This does not include time spent travelling to or from recreation leave between postings.
3. In this section, **pet relocation** means the commercial transportation and boarding of a household pet by a service provider who meets all of the following.
 - a. They have an Australian Business Number.
 - b. They conduct a business for profit in the transportation or boarding of household pets.
 - c. They are registered or licenced to carry out the business, as required under relevant State or Territory law.
4. The benefit provided under subsection 1 may be paid in any of the following circumstances.

- a. Before the pet is relocated — if the member provides a quote or invoice from the service provider for the proposed services.
 - b. After the pet is relocated — by reimbursement if the member provides a receipt for the services provided.
5. If the benefit is provided before the pet is relocated, all of the following apply.
- a. The member must provide a copy of the receipt within 21 days of the benefit being provided.
 - b. The member must repay the benefit if they do not provide a copy of the receipt within 21 days of the benefit being provided.
 - c. The member must repay the amount of the benefit not used for the pet relocation of the pet if any of the following apply.
 - i. The pet relocation does not occur.
 - ii. The cost of the pet relocation is less than the benefit provided.

6.1.22 When costs may be reimbursed – member posted overseas

- 1. If a member is posted overseas the CDF may reimburse the following costs, if satisfied that they are reasonable.
 - a. The commercial transportation of one or more household pets to a location within Australia.
 - b. The boarding costs of one or more household pets for the period the member is in receipt of temporary accommodation allowance in the losing posting location.
- 2. In deciding whether costs are reasonable, the CDF must consider all the criteria in subsections 6.1.21.2 and 6.1.21.3.

6.1.23 Limitations on pet relocations

- 1. The cost of a pet relocation does not include the costs for any of the following.
 - a. The purchase of any of the following.
 - i. Equipment or other items used in the transportation or boarding of the pet.
 - ii. Goods or services for the continued use, including pet containers and vaccinations.
 - b. A pet that is mainly used for economic or business purposes.
 - c. The costs of non-commercial transport or boarding of the pet.
- 2. If all of the following apply, the maximum cost of the pet relocation is the cost that would have been incurred if the pet were relocated to the member's posting location.
 - a. The member is posted to an external territory or Thursday Island.
 - b. The pet is relocated to a location chosen by the member.

Division 4: Relocation of other animals

6.1.24 Purpose

The Division provides a member who owns animals that are not household pets with the cost of transporting their animals that they would have driven from the member's old posting location their next posting location as a part of their removal had it not been for the COVID-19 pandemic.

6.1.25 Members this Division applies to

The Division applies to a member who meets all of the following.

- a. They are eligible for a removal under Part 5, Removals and Storage within Australia.
- b. They or their dependant fly to their next posting location.
- c. The removal occurs during the COVID-19 pandemic.

6.1.26 Animal removals

1. Subject to section 6.1.27, a member is eligible for the reasonable cost of the transportation of their animal from the member's losing location to their gaining location.
2. The benefit provided under subsection 1 may be paid at any of the following circumstances.
 - a. Before the animal is removed — if the member provides a quote or invoice from the service provider for the proposed services.
 - b. After the animal is removed — by reimbursement if the member provides a receipt for the services provided.
3. If the benefit is provided before the animal is relocated all of the following apply.
 - a. The member must provide a copy of the receipt within 21 days of the benefit being given to the provided.
 - b. The member must repay the benefit if they do not provide a copy of the receipt within 21 days of the benefit being provided.
 - c. The member must repay the amount of the benefit not used for the animal if any of the following apply.
 - i. The removal of the animal does not occur.
 - ii. The cost of the removal of the animal is less than the benefit provided.

6.1.27 Limitations on animal removals

1. The animal meets the following criteria.
 - a. The animal is not primarily used for commercial purposes.
 - b. The animal does not breach biosecurity regulations that apply in an area through which they travel.

- c. The animal would have been moved by the member or their dependant had the member or their dependant driven.
- 2. The cost of transportation includes only the following.
 - a. The movement of the animal from the member's old posting location to the member's next posting location.
 - b. The boarding or agistment of the animal, however described, for necessary overnight breaks while the animal is being moved and for the days they arrive in the member's next posting location until the earlier of the following days.
 - i. The day after the member ceases to occupy temporary accommodation.
 - ii. The day the member is able to take possession of the animal.
- 3. The transportation of the animal must be undertaken by a service provider who meets the following.
 - a. They have an Australian Business Number (ABN).
 - b. Their primary purpose is to move animals from one location to another.
 - c. The business holds the necessary licences for the transportation of the animals.

Part 2: Loss on sale of furniture, effects and private vehicles

6.2.1 Purpose

A member may be compensated if they make a financial loss on the sale of furniture, other effects or private vehicles when they are relocated. This Part describes who is eligible and how much they may be eligible for.

Note: Furniture and effects means all portable household items ordinarily used for domestic purposes and convenience.

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

6.2.2 Furniture and effects – loss on sale

1. A member, or a dependant of a deceased member, is eligible for the reimbursement of the financial loss on the sale of furniture and effects if they choose to sell the items instead of having them removed to another location in Australia.
2. A reimbursement under this section is only payable to one person.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their adult dependant are both eligible for reimbursement for loss on the sale of the same furniture and effects.

6.2.3 Furniture and effects – amount of reimbursement

1. Subject to this section, the amount of reimbursement is the difference between what the member gets for the sale and the sum of these two amounts.
 - a. The current market value of the furniture and effects.
 - b. The incidental costs of selling the furniture and effects.

Note: Incidental costs are the standard charges of auctioneers and valuers, and reasonable advertising costs.
2. The amount of reimbursement must not be more than what the Commonwealth would pay to remove the furniture and effects.
3. If the member stores furniture and effects at Commonwealth expense and then sells them, the amount of reimbursement is reduced by the cost of the storage. If the cost of storage is greater than the loss, the member does not have to pay the Commonwealth the difference.
4. The amount is not to be reduced under subsection 3 in these circumstances.
 - a. It would cost more than the value of the reimbursement to continue to store the furniture and effects if they were not sold.
 - b. By reason only of postings that do not attract a removal, the member would not use the furniture and effects within 12 months of becoming eligible for the reimbursement.

6.2.4 Private vehicles – loss on sale

1. This section applies in relation to any of the following vehicles.
 - a. A private vehicle that a member is (or would have been) eligible for removal to another location in Australia.
 - b. One private vehicle owned by a member who meets all the following conditions.
 - i. They are a member without dependants or a member with dependants (unaccompanied).
 - ii. They are deployed for six months or longer.
 - iii. They have made a choice to vacate their accommodation under any of subsections 7.4.23.2, 7.6.38.2, section 7.7.11 or subsection 7.8.31.2, or the CDF has decided that the member must leave the living-in accommodation under subsection 7.4.23.5.
 - c. One towable item owned by a member who meets all the conditions in paragraph b.

Exception: This section does not apply to a member who meets the conditions in paragraphs b or c, and who has chosen to put a vehicle or towable item in storage. This includes storage on a Defence base or in non-commercial storage.

2. A person may choose to sell the vehicle instead of having it removed. They are eligible for reimbursement if they make a financial loss on the sale. In this subsection vehicle means a private vehicle or a registered item that can be towed.

Note: A member who is posted overseas is not eligible for reimbursement under this section.

3. The benefit is available to any of these persons.
 - a. A member on continuous full-time service.
 - b. A former member who was on continuous full-time service and is eligible for a removal of a vehicle when they complete their service.
 - c. A person legally entitled to own the vehicle of a deceased member who was on continuous full-time service.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their adult dependant are both eligible for reimbursement for loss on the sale of the same vehicle.

6.2.5 Private vehicles – amount of reimbursement

1. The amount of reimbursement for a vehicle described in paragraph 6.2.4.1.a is the lesser of the following two amounts.
 - a. The cost to remove the vehicle if it were removed under Chapter 6 Part 5.
 - b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.
2. The amount of reimbursement for a vehicle or towable item described in paragraph 6.2.4.1.b or 6.2.4.1.c is the lesser of the following two amounts.

- a. The cost to store the vehicle for the period of the member's deployment if it were stored under Chapter 6 Part 5.
 - b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.
3. In subsections 1 and 2, valuation means a commercial valuation by a member of a recognised motor trades organisation.
4. The CDF must be satisfied that the person made reasonable efforts to sell the vehicle without making a loss. The CDF must consider these factors.
 - a. When and how widely the person advertised the vehicle for sale.
 - b. How the person tried to sell the vehicle.
 - c. The nature and extent of offers made for the vehicle.
 - d. The particulars of the sale.
 - e. Any other relevant aspect of the sale.
5. In the case of a deceased member (see paragraph 6.2.4.3.c), the amount depends on where the vehicle is to go. Payment is for the cost of transporting the vehicle to the relevant place listed below.
 - a. Within the location where the vehicle is already.
 - b. The location of the last permanent residence of the member and their dependants when they enlisted or were appointed.
 - c. A specific place if the member was enlisted or appointed from outside Australia.

Part 3: Travel for removal purposes in Australia

6.3.1 Purpose

This Division provides members with travel benefits to assist with the uplift and unpack of their furniture and effects in connection with a removal under Chapter 6 Part 5 to return to the member's old posting location to accompany their dependants to their posting location.

6.3.2 Member this Part applies to

This Part applies to a member who is eligible for a removal under Chapter 6 Part 5.

6.3.3 Uplift travel benefits

A member is eligible for vehicle allowance calculated under section 9.6.25 for the return travel between their posting location and their old posting location if all of the following apply.

- a. The purpose of returning to the old posting location is any of the following.
 - i. To supervise the uplift of furniture and effects at their old posting location.
 - ii. To accompany their dependants to the member's posting location.
- b. The member has commenced duty in their posting location before their removal from their old posting location commences.

Note 1: A member may only receive this benefit once for each removal.

Note 2: A member may be eligible for flights under section 9.2.10.

6.3.4 Unpack travel benefits

A member is eligible for vehicle allowance calculated under section 9.6.25 for return travel between their posting location and their new posting location if all of the following apply.

- a. The purpose of the travel is to arrange accommodation and to supervise the unpacking of furniture and effects.
- b. The member's removal is to be delivered to their home in their new posting location before they begin duty in the location.

Note 1: A member may only receive this benefit once for each removal.

Note 2: A member may be eligible for flights under section 9.2.11.

Part 5: Removals and storage

Division 1: General provisions

6.5.3 Purpose

This Division gives an overview of eligibility for assistance with removal and storage in Australia.

6.5.4 CDF approved removal

1. A member who is not eligible for a removal under a Division listed in subsection 2, is eligible for a removal under this Part if the CDF is satisfied that any of the following apply to the member or their dependants.
 - a. The safety or welfare of the member or dependant would be at high risk if they stayed in their accommodation.
 - b. A change in family circumstances requires urgent action.
 - c. The removal is necessary to prevent an emergency from happening.
 - d. The member has specific housing needs during rehabilitation or as a result of an acquired injury.
2. For the purpose of subsection 1 the Divisions are as follows.
 - a. Division 4, Posting or deployments.
 - b. Division 6, Removal on ceasing continuous full-time service.
 - c. Division 8, When a member becomes a member with dependants.
 - d. Division 9, When a member ceases to be a member with dependants.
 - e. Division 11, Removal on death of a member.

6.5.4A Member of the Reserves eligible for a removal

A member of the Reserves is eligible for a removal on the following occasions.

- a. When they are to begin continuous full-time service on a posting of more than 6 months.
- b. When they cease continuous full-time service that was for a period of more than 6 months.

6.5.5 Members not eligible for a removal

1. A member is not eligible for a removal in any of the following circumstances.
 - a. They are posted outside of the normal posting cycle because of a voluntary exchange of postings.
 - b. They are dismissed from the ADF under the *Defence Force Discipline Act 1982*.

- c. Unless they are required to move by their Service, the member is posted to a new location and their current home is in their new posting location.
- d. They have an extended posting location under paragraph 1.3.55.1.b which is revoked at the member's request.
- e. They are on a flexible service determination and choose to vacate their accommodation during their nonworking period.
- f. They are on a flexible service determination and all of the following apply.
 - i. They had previously chosen to vacate their accommodation during a nonworking period.
 - ii. The member returns to accommodation at the posting location.
- g. The member is posted to Puckapunyal Military Area and any of the following apply.
 - i. They become a member of the Puckapunyal housing trial under subsection 7.1.17.2 and relocate to a location within the extended posting location.
 - ii. They cease to be a member of the Puckapunyal housing trial and relocate to a location within their posting location.
- h. They require a removal within their posting location and any of the following apply.
 - i. Before becoming a flexible housing trial member, they had a removal to their posting location.
 - ii. They cease to be a flexible housing trial member.

Note: A member may become a flexible housing trial member under section 7.1.15.

6.5.6 When a member's adult dependant is also a member

1. If a member's spouse or partner is also a member and both are posted to the same or adjacent locations, these are their removal benefits.
 - a. The family unit has only one removal on each occasion of a posting.
 - b. When they are posted to adjacent locations, they may choose the location where they will establish the family home. All benefits apply to that location.
2. If the member and spouse or partner are posted to separate locations, both members may have a removal benefit as follows.
 - a. The member who is to live in the family home is eligible for a removal as a member with dependants.
 - b. The other member in the couple is eligible for a removal subject to the following conditions.
 - i. The member is categorised as a member with dependants (unaccompanied) under section 8.3.6.

Exception: A member given short-term categorisation under subsection 8.3.6.3 is only eligible for a housing and removal benefit for themselves. They are not eligible for their dependants.

- ii. The assistance is limited to the cost of removing only the furniture and effects from the losing location that are necessary to furnish the member's accommodation at the gaining location.
3. A removal under subparagraph 2.b.ii does not include the dependant's furniture and effects.

Division 2: Removal of furniture and effects

6.5.8 Purpose

This Division sets out what will and will not be removed.

6.5.8A COVID-19 pandemic – removal assistance payment

1. This section applies to a member, other than a member ceasing continuous full-time service, if all of the following apply.
 - a. They are eligible for a removal of furniture and effects under Part 5 Division 4.
 - b. The removal occurs during the COVID-19 pandemic.
 - c. Any of the following people who fly to the member's gaining location in connection with the member commencing a posting.
 - i. The member.
 - ii. The member's dependant moving to the gaining location.
2. The member is eligible for \$250.00.

Note: This payment is only paid once for each removal.

6.5.9 Removal of portable household items

A member is eligible to have their portable household items removed if they are furniture and effects normally used for domestic purposes.

6.5.9A Compensation for loss or damage to items removed or stored

The CDF may provide a scheme to compensate members for loss or damage to furniture or effects removed or stored under this Part.

Note: Compensation may be in the form of repair, replacement or payment.

6.5.10 Limitations on removals

The removal of furniture and effects listed in an item in column A of the following table is subject to the conditions for removal in column B of the same item.

Item	Column A Furniture and effects	Column B Conditions for removal
1.	A small boat, canoe, kayak or other small watercraft.	The item is no longer than 5.7m and no heavier than 51kg.
2.	A larger boat capable of being carried on a trailer.	The item falls within the definition of a towable item.
3.	A lawn locker or tool shed.	The item has been dismantled and packed securely by the member.

4.	A motor bike, trail bike or mini-bike.	The item is: a. packed and crated by the member, and b. drained of all petrol and oil.
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6.5.10A Limitations on certain items during the COVID-19 pandemic

1. This section applies to a member who meets the following.
 - a. They are eligible for a removal of furniture and effects under Division 4.
 - b. The member or their dependant owns an item that would not be removed under section 6.5.10.
 - c. They or their dependant fly to the member's next posting location.
 - d. The removal occurs during the COVID-19 pandemic.
2. The member is eligible for the reimbursement of one of the following if they would have moved the item themselves had they or their dependant driven.
 - a. The removal of the item from the member's old posting location to the member's next posting location.
 - b. The storage of the item at the member's old posting location.
3. Storage of items at the member's old posting location under paragraph 2.b will only be reimbursed for a period ending on the earlier of the following days.
 - a. The day the items are removed from storage.
 - b. The day 1 year after they were put into storage.

6.5.11 Items not removed

1. The ADF is a mobile force. Members have to move frequently, sometimes at short notice. It is important that members' inventories contain items that it is reasonable to move.
2. The Commonwealth will remove only items that are portable. A portable item is one that meets both of these criteria.
 - a. It can be handled by a crew of two people (after dismantling, if required).
 - b. Additional equipment, such as a crane or a forklift, would not be needed to move it.
3. The Commonwealth will not remove the items in this table.

Item	Type of item	Examples
1.	Dangerous items	Flammable items Gas bottles which have not been professionally emptied Firearms
2.	Living items	Livestock Birds or poultry Plants (including indoor plants), shrubs, trees

3.	Irreplaceable items	Stamp and coin collections Private papers (wills, passports and similar items) Jewellery Furs
4.	Bulk fuel and building items	Firewood, coal Timber Bricks Garages, carports
5.	Hard to trace items	Currency

6.5.12 Removal of urgently required items

1. The CDF may grant a removal of essential household items before the bulk of the furniture and effects are removed. The items must be urgently required.
2. The member may organise the removal of the urgently required items through either of the following.
 - a. The Commonwealth removalist.
 - b. Private arrangements.
3. The CDF may approve private arrangements under subsection 2. The means chosen must be the most cost-effective within the required time frame.
4. If the CDF does approve them, the member is eligible for the reimbursement of the cost of the arrangements. Items approved for removal may be transported by road, rail or sea.

6.5.12A Insurance for urgently required household items

1. A member may be reimbursed an amount if they insure urgently required household items that are to be removed. A dependant of a deceased member may also be reimbursed.
2. Both of these conditions must be met.
 - a. Removal of the items is granted under section 6.5.12.
 - b. The member or their dependant insures the items for the purpose of the removal.
3. The amount reimbursed is the amount paid for the insurance up to the greater of these two amounts.
 - a. \$150.
 - b. 2% of the sum insured.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their adult dependant are both eligible for the reimbursement for the cost of insurance on the removal of the same urgently needed household items.

6.5.13 Hire of replacement household items

1. An item of furniture or effects may be lost or damaged beyond use during a removal. If this happens, a member is eligible for the reimbursement of the cost of hiring a replacement item while they wait for a decision on an indemnity or insurance claim. They are eligible for the reimbursement of hiring costs if all of these criteria are met.

- a. The item was a removed under this Part.
 - b. The item was useable at uplift.
 - c. The item was packed by the approved removalist.
 - d. The missing or damaged item is an essential household item.
 - e. The loss or damage is reported to the Commonwealth removalist at the new location.
 - f. A replacement item is not available from local Service sources.
2. The eligibility ends when either of the following happens.
 - a. The original item is delivered or repaired.
 - b. The member is given a payment to replace the item.
 3. The member may be reimbursed the costs of using a laundromat washing machine and dryer if both of these criteria are met.
 - a. Their washing machine is lost or damaged during a removal.
 - b. They cannot hire a suitable replacement machine at the gaining location.

6.5.14 Technical help for dismantling and installing items

1. A member is eligible for the reimbursement of reasonable labour costs for technical help to dismantle and reinstall some items if it is not reasonable for the member or their dependants to dismantle or reinstall the items.

Examples:

- a. TV antennae or satellite dishes.
 - b. Waterbeds.
 - c. Piano tuning.
 - d. Security alarm systems.
 - e. Window-mounted air conditioners. This includes minor alterations to windows to make an air conditioning unit fit.
 - f. Audio visual equipment.
 - g. Professional emptying of gas bottles.
2. A member may only be reimbursed for installation of an item if it was dismantled in a previous removal.
 3. The member is not to be reimbursed under this section for the cost of any major alterations to windows or building structures.
 4. To be reimbursed, the member must do both of the following.
 - a. Get any necessary approvals from relevant authorities. This includes landlords, the Commonwealth removalist and local councils.
 - b. Give the Commonwealth removalist a receipt from the service provider when the work is done.

6.5.15 Privately arranged removals – eligibility and conditions for assistance

1. A member may choose to make private removal arrangements instead of using the Commonwealth removalist. The member is eligible for assistance if they make private arrangements for either of these reasons.
 - a. For personal reasons.
 - b. Because they are urgently required to move for Service reasons.
2. They are not eligible for assistance if they make private arrangements for a removal in either of these circumstances.
 - a. In anticipation of posting before a posting authority is issued.
 - b. In advance of ceasing continuous full-time service.
3. The member must seek the advice of the CDF to confirm their eligibility for a private removal.
4. The removal may be arranged through a commercial removal company, or personally by the member.

6.5.16 Privately arranged removals – assistance

1. For the purpose of section 6.5.15, assistance is the reimbursement of the lesser of the following.
 - a. The amount of the assistance the member would have received had they had a removal under this Part.
 - b. The actual cost of the privately arrange removal.
2. The member is eligible for storage expenses if all of the following are met.
 - a. The items are stored with the Commonwealth removalist.
 - b. The items would have been stored at no cost to the member if they had been removed under this Part.
3. If the member carries out the removal personally, the member is eligible to be reimbursed the following costs if the CDF is satisfied they are reasonable.
 - a. Costs of hire and fuel for a suitable removal vehicle.
 - b. Vehicle allowance for use of a private vehicle for the distance from the old to the new residences, up to the amount payable for vehicle allowance under Chapter 9 Part 5 Division 4.

6.5.17 Unused removal benefit

A member may choose not to take up a removal benefit during a period of posting. This does not affect their eligibility for the next posting. They cannot add an unused benefit to their eligibility on a future posting.

Division 3: Removal to a personal location where benefits are provided

6.5.18 Purpose

1. This Division sets out a member's benefits when they choose to have their dependants live at a personal location.
2. In most cases, no benefits are provided in relation to a member's dependants if they live in a personal location.
3. This Division sets out benefits available if special circumstances cause the member's dependants to live at a personal location. If the family is removed, the personal location is described as a personal location where benefits are provided.

6.5.19 Compassionate removal to a personal location where benefits are provided

1. A member with dependants or a member with dependants (unaccompanied) is eligible for assistance for a removal to a personal location under Part 5 Division 2 if the CDF is satisfied of all of the following.
 - a. The member has substantial compassionate reasons for the removal.
 - b. That the removal is in the interests of the ADF.
2. The CDF must consider the following criteria when making a decision under subsection 1.
 - a. The seriousness of the reasons for the compassionate removal.
 - b. The nature of care or assistance required by a dependant.
 - c. Whether the circumstances are likely to be resolved after a reasonably short period of time or are enduring.
 - d. Whether the issue can only be addressed by relocating the dependants.
 - e. Whether the decision to relocate was prompted by personal or Service-related circumstances.
 - f. Whether the member has applied for discharge and is eligible for a discharge removal.

6.5.19A Removal to a personal location for employment or study

1. The CDF may grant a member with dependants or a member with dependants (unaccompanied) a removal for their dependants to a personal location if satisfied that all the following conditions are met.
 - a. The move is necessary for the member's spouse or partner to undertake specified employment or a specified period of study in the personal location.
Notes:
 1. Employment does not include home based employment.
 2. Study is for face-to-face study.
 - b. The move occurs within a period of three months before or after a member's posting to a new location.

- c. The member is posted to the new posting location for duty for six months or more.
 - d. The personal location is closer to the member's new posting location than the losing location.
2. The CDF may extend the removal period under paragraph 1.b if it is considered reasonable in the circumstances.
3. A removal granted under subsection 1 has the following two components.
 - a. On the member's posting — a limited removal for the member from the losing location to the new posting location.
 - b. Within the period under paragraph 1.b or the extended period under subsection 2 — removal of the member's household furniture and effects from the losing location to the personal location.

Note: The member's household furniture and effects are not moved to the member's new posting location before being removed to the personal location.
4. A removal under this section is limited to the amount the member would have been eligible for under this Part to move their household furniture and effects to their new posting location from both of the following locations.
 - a. The member's residence in the losing location.
 - b. Any location where the member has goods stored under this Part.
5. The member must pay any costs greater than the amount the Commonwealth would have paid for a removal to a personal location for employment or study.
6. If the cost of removal to a personal location for employment or study is less than the cost of a removal to the member's new location, the member is not eligible for the difference.

6.5.20 Removal to a personal location where benefits are provided instead of a remote location

1. If a member is posted to a remote location for 6 months or more, the member is eligible for a removal for their dependants to a personal location.
- 1A. A removal under subsection 1 is limited to what would be paid for a removal to the remote location.
2. This table shows who pays for removal to a personal location where benefits are provided, and associated storage.

Item	Situation	The Commonwealth will pay	The member must pay
Removal			
1.	Both the following conditions are met. <ol style="list-style-type: none"> a. Items Removal is of items that would have been approved for removal to the remote location. 	Up to the full amount of what a removal to the remote location would have cost.	Any costs beyond that amount.

	b. Journey From the member's residence and store to the personal location.		
2.	Both the following conditions are met. a. Items Removal is of items not approved for removal to the remote location. b. Journey To the Commonwealth removalist's store.	All of the cost.	Nothing.
3.	Both the following conditions are met. a. Items Removal is of the member's effects, without furniture. b. Journey To the personal location.	Up to the full amount of what a removal to the remote location would have cost.	Any costs beyond that amount.
Storage			
4.	Items Excess items at the old location.	All of the cost.	Nothing.
5.	Items Other items already in store at the time the posting authority is issued.	All of the cost.	Nothing.

6.5.21 Removal of dependants to a personal location on seagoing posting

1. A member is eligible for a removal of their dependants to a personal location within Australia if all the following apply.
 - a. The member is posted to any of the following for a period greater than six months.
 - i. A seagoing ship.
 - ii. A seagoing submarine.
 - iii. A seagoing flight.
 - b. The CDF is satisfied the personal location is beneficial to the member or their dependants after considering all of the following.
 - i. The availability of family or community support at the personal location.
 - ii. The employment or education needs of the member's dependants.
 - iii. Any other factor relevant to the welfare of the member's dependants.
2. The removal must be undertaken within 3 months before or 3 months after the member's posting date.
3. The CDF may extend the removal period under subsection 2 if it is considered reasonable in the circumstances.

6.5.22 Removal of dependants from personal location to current posting location

1. This section sets out removal benefits when all of the following conditions are met.

- a. A member's dependants live in a personal location.
 - b. The dependants wish to rejoin the member.
2. The costs of the dependants' removal to the member's location may be paid in accordance with the following table.

Item	If the costs of removal to the personal location were...	then the Commonwealth pays...	and the member pays...
1.	not limited	up to the full amount for the removal from the personal location to the posting location	nothing.
2.	limited or not provided	nothing	all costs of removal to the posting location.
3.	less than it would have cost for a removal to the posting location	an amount equal to the difference between those costs	the remaining amount.

3. The CDF may determine that the full costs of a member's removal are to be paid by the Commonwealth. The CDF should consider the following criteria.
- a. Whether the removal is in the interests of the ADF.
 - b. The direct and indirect costs of the removal.

6.5.23 Overseas personal location

The member is not eligible for any removal to or from a personal location outside Australia.

Exception: This exception applies to members recruited overseas to work in Australia. Members and dependants may be eligible for an initial removal to Australia.

Note: A member in this situation may still be eligible to be categorised as a member with dependants (unaccompanied). Limited reunion travel may be available.

Division 4: Postings or deployments

6.5.24 Purpose

This Division describes a member's eligibility for a removal when they are posted or deployed.

6.5.25 Resident child carer does not attract any benefit

If a member eligible for a removal under this Division has a resident child carer, the resident child carer's furniture and effects are not removed or stored.

6.5.26 Posting of six months or more

1. A member who is posted for duty in Australia on a posting of six months or more is eligible for a removal from the losing posting location to the gaining posting location.
2. A member is eligible for a removal of the following.
 - a. If the residence at the gaining posting location is furnished or partly furnished — necessary furniture and effects.
 - b. If the residence at the gaining posting location is unfurnished — all furniture and effects.

6.5.27 Reunion removal — member with dependants (unaccompanied)

A member is eligible for a removal of their dependant's furniture and effects if all of the following apply.

- a. The member is a member with dependants (unaccompanied).
- b. The member is expected to serve at least 6 more months in their posting location.
- c. The member's dependant lives in the member's losing location.

Note: For members whose dependant has been moved to a personal location, removals for reuniting with the member are provided in Division 3.

6.5.28 Removal of gap year members

2. This section applies to a member who is participating in the ADF gap year and meets either of the following conditions.
 - a. The member is posted for less than six months.
 - b. The member is posted for six months or more and both the following apply.
 - i. A removal has been deferred until after the date of posting.
 - ii. The member has less than six months to serve at the post.

Note: Gap year members are not subject to the limitations under section 6.5.35, Removal deferred until after posting date.

3. The CDF may grant a member a removal at Commonwealth expense from the losing posting location to the gaining posting location. In making this decision the CDF must consider why the member is otherwise excluded from having a removal benefit.
4. A removal granted under this section is subject to the limitations set out in subsection 6.5.26.2.

6.5.29 Removal between residences in the posting location – Australia

1. A member in the situation in an item in Column A of the following table is eligible for the benefit in Column B of the same item.

Item	Column A Member situation	Column B Benefit
1.	<p>The member is required to vacate any of the following for reasons beyond their control.</p> <ol style="list-style-type: none"> a. Service accommodation. b. Accommodation for which rent allowance is payable <p>Note: Reasons beyond a member's control does not include the breakdown of a relationship.</p>	<p>The member is eligible for a removal of furniture and effects from that accommodation to another residence or to an approved store in the same location.</p>
2.	<p>A member is occupying a Service residence or accommodation for which rent allowance is payable and acquires a suitable own home in the posting location.</p>	<p>Subject to subsection 3, the member is eligible for removal of furniture and effects to that home provided the member is to serve in the posting location for a period of 12 months.</p>
3.	<p>The member meets all the following.</p> <ol style="list-style-type: none"> a. They have been approved to proceed on posting as a member with dependants (unaccompanied). b. Their dependant is occupying a Service residence or accommodation for which rent allowance is payable. c. They acquire a suitable own home in the dependant's location. 	<p>Subject to subsection 3, the member is eligible for a removal of furniture and effects to that home provided the member's dependant is to remain at the new home for a period of 12 months.</p>

4.	<p>The member meets all the following.</p> <ol style="list-style-type: none"> a. They have an own home in their posting location but are not required to live in it. b. They must vacate a Service residence or accommodation for which rent allowance is payable. c. The reason for the move is beyond their control. d. They subsequently intend to occupy their suitable own home. <p>Note: Reasons beyond a member's control does not include the breakdown of a relationship.</p>	<p>The member is eligible for a removal of furniture and effects to the following.</p> <ol style="list-style-type: none"> a. To that home. b. To an approved store while they wait for vacant possession of their own home and then to that home.
5.	<p>The member must vacate a suitable own home for reasons beyond their control.</p>	<p>The member is eligible for a removal of furniture and effects to an approved store while they await repair of the home or alternative suitable accommodation, and then to that home.</p>
6.	<p>The member is a member with dependants (unaccompanied) who has been granted Commonwealth assistance to remove their dependant to the gaining location</p>	<p>The member is eligible for a removal of furniture and effects to the following.</p> <ol style="list-style-type: none"> a. From the member's accommodation to the new home. b. From the dependant's home in the losing location to the new home.

2. The member is eligible for storage costs if the CDF is satisfied the member needs the storage for reasons beyond their control.
3. A member is not eligible for assistance for a removal between homes in the posting location if all the following apply.
 - a. The member sells a home at the posting location.
 - b. The member buys a new home in the posting location.
 - c. The member cannot take vacant possession of the new home.
 - d. The member lives in the old home until they can take vacant possession of the new home.
 - e. The member is paid rent allowance while they live in the old home.

6.5.30 Removal in anticipation of a posting – before posting authority issued

1. A member may apply to be reimbursed their removal costs if both of these situations apply to them.
 - a. The member moves dependants to a location for compassionate reasons.
 - b. The move happens before a posting authority has been issued.
2. The CDF may approve the reimbursement if satisfied that one or more of these compassionate reasons apply to the member or their dependants.

- a. The removal is the result of a dependant's illness. It must be supported by a civilian medical practitioner and endorsed by the Defence Health Service.
 - b. Suitable accommodation is not available in the member's current posting location.
 - c. Suitable secondary or higher education for the member's child is not available in their current posting location.
 - d. There are other exceptional reasons that require the member to move.
3. The member must provide copies of relevant documents to the CDF when applying for reimbursement.
 4. The member is eligible for the reimbursement of the cost of removing furniture and effects to any of these locations.
 - a. Another location in anticipation of a long-term posting to that location.
 - b. A location where they are serving for less than 12 months in anticipation of a long-term posting at that location.
 - c. A location where they will be serving less than 12 months and then to a second location in anticipation of a long-term posting at the second location.
 5. How much will be reimbursed depends on how long the member expects their family to live with them at the anticipated location. This table sets out what will be reimbursed for a period of time.

Item	If the family lives with the member for...	then the benefit is...
1.	six months or more	reimbursement of the cost of the Commonwealth removalist removing furniture and effects from the original location to the anticipated location.
2.	less than six months	nothing.

6. The member will be reimbursed when official written notice of posting is issued.
7. The member remains eligible to be reimbursed the costs of removal if the anticipated long-term posting does not happen for Service reasons.
8. The member must repay any amount received under this section if non-Service reasons prevent the posting from proceeding.

6.5.31 Posting to location other than anticipated location

1. A member may move to an anticipated location but actually be posted to a different location. They will not be reimbursed the costs of moving from the original location to the anticipated location unless they are eligible for a removal for other reasons.
2. A member eligible for a removal is eligible for the lesser of the following.
 - a. The cost of a removal from the original location to the new location.
 - b. The cost of a removal from the anticipated location to the new location.
3. If 2.b above is less than 2.a, the member may be paid the difference. This will offset the costs of moving to the anticipated location.

6.5.32 Removal after posting authority issued, but before posting date

A member is eligible for the removal of their furniture and effects before the effective date of posting if all of the following apply.

- a. The posting authority has been issued.
- b. The CDF is satisfied early removal is necessary in the circumstances.

6.5.33 Posting changed or cancelled for Service reasons after removal

1. A member is eligible for removal and storage if all of the following occur.
 - a. A removal has taken place.
 - b. The posting is changed or cancelled for Service reasons.
2. A member posted for 6 months or more is eligible for the cost of removal of all furniture and effects to the posting location or the expenses of storing their furniture and effects.
3. A member posted for less than 6 months is eligible for all the following.
 - a. The cost of removing their effects from the cancelled posting location to the posting location.
 - b. The expenses of storing the furniture until their next posting.

6.5.34 Posting changed or cancelled at the member's request after removal

1. This section applies to a member whose posting is changed or cancelled at their request. This table shows what happens to their benefits depending on when the change or cancellation is made.

Item	If the change or cancellation is made...	then the Commonwealth will...
1.	before the removal is completed	pay the lesser of these two amounts. <ol style="list-style-type: none">a. The cost of removal to the location of the changed or cancelled posting.b. The cost of removal to the alternative posting location.
2.	after the removal is completed	not pay for a removal from the changed or cancelled posting location to the actual posting location.

2. Despite table item 2, the member is eligible for a removal if the CDF is satisfied that it is reasonable after considering all of the following.
 - a. If there are compassionate reasons to approve the removal.
 - b. Whether there are alternatives available to the member.

6.5.35 Removal deferred until after posting date

This table shows what happens when a removal is deferred until after the date of posting.

Item	If, at the time of removal, the member has...	then they are...
1.	at least six months to serve on the posting	eligible for a removal.
2.	less than six months to serve on the posting	not eligible for a removal until the next posting. Exception: A member participating in the ADF gap year program may be eligible for a removal under section 6.5.28.

6.5.36 Removal on posting to a seagoing ship or seagoing submarine

1. A member posted to a seagoing ship or seagoing submarine for six months or more is eligible for a removal of furniture and effects to one of the following.
 - a. The ship's home port.
 - b. The seagoing ship's or seagoing submarine's refitting port.
2. A member posted to a seagoing ship or seagoing submarine is eligible for a removal to the location of the refit if all the following apply.
 - a. The seagoing ship or seagoing submarine relocates to a refitting port for six months or more.
 - b. The member has six months or more remaining of their posting period.
3. A member is eligible for a removal to the ship's home port if all the following apply.
 - a. The member was granted a removal under subsection 2.
 - b. The member has six months or more of their posting remaining.

6.5.37 Posting to a remote location

1. A member is eligible for a removal to a home they will occupy in a remote location.
2. A member is eligible for one of the following.
 - a. If the new residence is furnished — all of the following.
 - i. The removal of the furniture and effects they need and which are not provided at the residence.
 - ii. The storage of the remaining furniture and effects.
 - b. If the new residence is unfurnished — all of the following.
 - i. The removal of the furniture and effects.
 - ii. The storage of furniture and effects that are not needed and are not able to be housed at the residence.

3. The Commonwealth is not liable for deterioration of furniture removed and stored under tropical conditions.

6.5.37A Posting to RAAF Base Tindal

1. This section applies to a member who meets all the following.
 - a. They are a member without dependants or a member with dependants (unaccompanied).
 - b. They are posted to RAAF Base Tindal for 6 months or longer.
 - c. They lived out at the losing location.
 - d. They choose to occupy living-in accommodation on commencing their posting at RAAF Base Tindal.
2. The member is eligible for the removal of their furniture and effects that meets all of the following.
 - a. The furniture and effects has not been removed to RAAF Base Tindal.
 - b. The furniture and effects could not be housed in their living-in accommodation at RAAF Based Tindal.

6.5.38 Removal on deployment

1. This section applies to a member who meets all the following conditions.
 - a. They are a member without dependants or a member with dependants (unaccompanied).
 - b. They are deployed for six months or longer.
 - c. They meet any of the following conditions.
 - i. They choose to vacate their accommodation under any of subsections 7.4.23.2, 7.6.38.2, 7.7.11.2 or 7.8.31.2.
 - ii. The CDF decides that a member must leave the living-in accommodation under subsection 7.4.23.5.
2. If subsection 1 applies, the member is eligible for the removal of their furniture and effects to storage at the member's posting location under Division 7.

Division 6: Removal on ceasing continuous full-time service

6.5.45 Purpose

This Division describes the benefits for a member who is removed on ceasing continuous full-time service, or in advance of ceasing.

6.5.46 Removal on ceasing continuous full-time service

1. This section applies to a member who is eligible for a removal on ceasing continuous full-time service.
2. In this section '**subsidised accommodation**' means any of the following.
 - a. A Service residence.
 - b. Living-in accommodation.
 - c. Accommodation for which rent allowance is payable.
3. A member in a situation in an item in column A of the following table is eligible for a removal between the following locations, subject to the conditions and limits in column D of the same item.
 - a. From the location in column B of the same item.
 - b. To the location in column C of same item.

Item	Column A Member situation	Column B Pick-up location	Column C Drop-off location	Column D Conditions and limitations
1.	The member is to relocate from subsidised accommodation to another home in the same location. Note: This includes a member of the Reserves on continuous full-time service.	The subsidised accommodation.	A home within the same location as the subsidised accommodation. Note: Section 6.5.60 provides when a member's belongings may be removed to storage and then to their home.	The member must have occupied subsidised accommodation immediately before ceasing continuous full-time service.

2.	The member is to relocate to a location within Australia that is not in the posting location they last received a removal.	The posting location the member last received a removal to.	A location in Australia chosen by the member. Note: Section 6.5.60 provides when a member's belongings may be removed to storage and then to their home.	All of the following. 1. The location cannot be within the same posting location the member last received a removal to unless they meet the condition in table item 1. 2. This table item does not apply to a member of the Reserves on continuous full-time service.
3.	The member is to relocate overseas.	The posting location the member last received a removal to.	The Australian capital city that is the nearest port of exit to the overseas location the member has chosen to live.	All of the following. 1. The items must be received by the member's overseas removal agent. 2. This table item does not apply to a member of the Reserves on continuous full-time service.
4.	The member is a member of the Reserves on continuous full-time service, appointed or enlisted in Australia.	The posting location the member last received a removal to.	A location chosen by the member subject to the limit in column D.	The maximum benefit payable is the lesser of the following. a. The cost of the removal. b. The cost of a removal to the location the member lived immediately before they began continuous full-time service.
5.	The member is a member of the Reserves on continuous full-time service, and was appointed or enlisted from an overseas country.	The posting location the member last received a removal to.	A location chosen by the member subject to the limit in column D.	The maximum benefit payable is the lesser of the following. a. The cost of the removal. b. The cost of a removal to the member's overseas removal agent at the member's port of entry to Australia.

6.	The member is a member with dependants (unaccompanied) who is to relocate from subsidised accommodation to their dependant's location.	The posting location the member last received a removal to.	The location of their dependants.	The removal must occur before their dependants are removed to the location under paragraph 6.5.46A.1.b.
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4. A member in a situation in an item in column A of the following table is eligible for a removal to be provided at a time in column B of the same item and subject to the conditions in column C of the same item.

Item	Column A Member situation	Column B Time of removal	Column C Conditions
1.	The member requests to be removed before ceasing continuous full-time service and table item 2 does not apply.	Any time during the final 12 months of the member's continuous full-time service.	The member must have received a discharge authority.
2.	<p>The member requests to be removed before ceasing continuous full time service for one of the following reasons.</p> <p>a. The removal is required as a result of a dependant's illness that is confirmed by a medical practitioner.</p> <p>b. Suitable accommodation is not available in the member's posting location.</p> <p>c. Suitable secondary or higher education for the member's child is not available in their posting location.</p> <p>d. There are exceptional reasons that require the member to move.</p>	Any time before the member ceases continuous full-time service.	<p>All of the following.</p> <p>a. The member must have received a discharge authority.</p> <p>b. The CDF must be satisfied that, having considered the member's request, the removal is reasonable.</p>

3.	The member has ceased continuous full-time service.	One of the following. a. Up to 24 months from the day the member ceases continuous full-time service. b. A later day that the CDF considers reasonable after considering the member's circumstances.	
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6.5.46A Additional removal for members with dependants (unaccompanied)

1. A member with dependants (unaccompanied) is eligible for an additional removal in accordance with the following.
 - a. If the member receives a removal under subsection 6.5.46.3 table item 1, 2 3, 4 or 5 — the member is eligible for a removal for their dependants between the following locations.
 - i. The location the dependants last received a removal to.
 - ii. The location the member received their removal to under subsection 6.5.46.3.
 - b. If the member receives a removal under subsection 6.5.46.3 table item 6 — the member is eligible for a removal for themselves and their dependants from the location the dependants last received a removal to, to one of the following.
 - i. If the member and their dependants are to relocate overseas — the Australian capital city that is the nearest port of exit to the overseas location the member has nominated to live following ceasing continuous full-time service.
 - ii. The location in Australia the member has nominated to live following ceasing continuous full-time service.
 - c. If the member is not eligible for a removal under subsection 6.5.46.3 — the member is eligible for a removal for their dependants from the location the dependants last received a removal to, to one of the following.
 - i. If the member and their dependants are to relocate overseas — the Australian capital city that is the nearest port of exit to the overseas location the member has nominated to live following ceasing continuous full-time service.
 - ii. The location in Australia the member has nominated to live following ceasing continuous full-time service.
2. A removal under subsection 1 is subject to the same conditions and limitations that would have applied had the removal been for the member under column D of the table in subsection 6.5.46.3.

6.5.47 Removal if service continues after intended date of ceasing

1. A member may have had a removal in advance of ceasing continuous full-time service, but they continue to serve beyond the date notified in their discharge authority.

2. On their next posting, the member is eligible for a removal at Commonwealth expense. It is limited to the cost of a removal from a. to b. below.
 - a. The location they were posted to immediately before the removal in advance of ceasing continuous full-time service.
 - b. The new posting location.
4. The limit on the benefit under subsection 2 does not apply in either of these cases.
 - a. Both the following conditions are met.
 - i. The member was granted a compassionate removal to a personal location where benefits are provided.
 - ii. Cost limits were not placed on the removal.
 - b. The removal in advance of ceasing continuous full-time service corresponds with a regular removal on posting during the final 12 months of the member's service.

6.5.48 Removal on ceasing continuous full-time service at own request

1. A member is eligible for a removal if they cease continuous full-time service at their own request if one of the following apply.
 - a. They hold the rank of Regimental Sergeant Major of the Army or lower and one of the following applies.
 - i. They have completed their initial period of enlistment.
 - ii. They have completed 6 years of continuous full-time service.
 - iii. If they are a member in the Air Force, they have completed their initial minimum period of service.
 - b. They are an officer with a fixed period of service and one of the following applies.
 - i. They have completed their initial period of appointment.
 - ii. They have completed 6 years of continuous full-time service.
 - c. They are an officer with an indefinite period of service and they have completed a total of 6 years of continuous full-time service.
 - d. They have compassionate reasons for ceasing continuous full-time service and the CDF is satisfied of all of the following.
 - i. The reason for ceasing continuous full-time service could not be resolved by other means.
 - ii. The reasons are beyond the member's control.
 - iii. The circumstances leading to the compassionate reasons did not exist before the member joined the ADF or have significantly worsened since the member joined the ADF.
 - e. They are a trainee and cease continuous full-time service at their own request during the COVID-19 pandemic.
2. The following apply to removals under subsection 1.

- a. If the removal is under paragraph 1.d, and the member has completed less than 3 years' continuous full-time service, the removal is from the member's location to a location chosen by the member.
 - b. If the removal is under paragraph 1.e, the removal is from the member's location to a location chosen by the member.
 - c. In all other cases, the removal is between locations that would apply to the member under subsection 6.5.46.3.
3. In this section, **ceasing continuous full-time service at own request** means the member's service in the Permanent Forces is ended as a consequence of the member applying to voluntarily change or reduce their period of service under section 18 of the Defence Regulation.

6.5.48A Contributions for removal to chosen location

1. This section applies to a member who is eligible for a removal under any of the following.
 - a. Paragraph 6.5.48.1.d
 - b. Paragraph 6.5.48.1.e.
2. The member must pay a contribution if the cost of the removal to the location chosen by the member is greater than one of the following.
 - a. If the member is an overseas applicant — their port of entry to Australia.
 - b. The member's place of enlistment or appointment.
3. The contribution under subsection 2 is the amount calculated using the following formula.

$$\textit{contribution} = A - B$$

Where:

- A** is the cost of a the removal.
- B** is the cost of a removal to one of the following had they not been removed to the location chosen by the member.
- a. If the member is an overseas applicant — their port of entry to Australia.
 - b. The member's place of enlistment or appointment.

6.5.49 Removal of vehicle on ceasing continuous full-time service

A member who meets one of the following is eligible for the removal of a vehicle under Division 5.

- a. They are eligible for a removal under section 6.5.46.
- b. They are eligible for a removal under section 6.5.47.
- c. They are eligible for a removal under section 6.5.48.

Division 7: Storage of furniture and effects

6.5.50 Purpose

This Division sets out members' eligibility for storage of their furniture and effects.

6.5.51 Period for which storage is provided – general

1. A member's eligibility for storage starts on the date items are first put into storage.
2. A member's storage eligibility will be reviewed under section 6.5.63 on the earliest of the following dates.
 - a. The date of the member's next removal under this Determination.
 - b. Three years from the date the items were first put into storage.
3. If it is reasonable, all furniture and effects stored under this Determination are stored in the nearest available approved store in the location the member leaves.

6.5.52 Member with dependants

1. This table sets out the storage benefits of a member with dependants who is eligible for a removal at Commonwealth expense.

Item	If a residence in the new location is...	then the member is eligible for the storage of...
1.	not available	all their furniture and effects.
2.	a. not available in a suitable size, and b. the member finds a furnished or partly furnished residence	furniture and effects that are not needed in the residence or cannot be housed in it.
3.	a. not available in a suitable size, and b. the member finds an unfurnished residence that cannot house all their furniture and effects	the furniture and effects that the CDF considers cannot reasonably be housed in the residence. The CDF must consider both of the following. <ol style="list-style-type: none"> a. The size of home that the member's standard housing benefit applies to. This size is a reasonable limit to use in working out what items are reasonable to store in each of the following storage options. <ol style="list-style-type: none"> i. The residence the member has been allocated or has chosen to rent. ii. Storage at Commonwealth expense. iii. Storage at the member's own cost. b. Items that are the same as non-portable items in the residence.
4.	their own home	a. items of furniture the CDF is satisfied are the same as non-portable items in the home b. furniture and effects under the conditions

		described in Division 4 subsection 6.5.29.1, table item 4.
5.	an inner-city residence ('Defence Choice housing')	<p>the furniture and effects the CDF considers cannot reasonably be housed in the residence. The CDF must consider both the following.</p> <p>a. The size of home that the member's standard housing benefit applies to. This size is a reasonable limit to use in working out what items are reasonable to store in each of the following storage options.</p> <p>i. The residence the member has chosen.</p> <p>ii. Storage at Commonwealth expense.</p> <p>iii. Storage at the member's own cost.</p> <p>b. Items that are the same as non-portable items in the residence.</p>

2. A member ceases to be eligible for storage if they reject an offer of a suitable Service residence and they become ineligible to receive temporary accommodation allowance or rent allowance.
3. A member is not eligible for storage for items not already in storage if the following apply.
 - a. They occupy suitable accommodation.
 - b. They are not eligible for a removal under Division 4 section 6.5.29.
 - c. They move at their own expense to alternative accommodation in the same posting location.
4. For storage benefits when a member is posted to a remote location, see Division 4 section 6.5.37.

6.5.53 Member with dependants (unaccompanied)

1. This section applies to a member who meets all the following conditions.
 - a. They are a member with dependants (unaccompanied).
 - b. They are deployed for six months or longer.
 - c. They meet any of the following conditions.
 - i. They choose to vacate their accommodation under any of subsections 7.4.23.2, 7.6.38.2, section 7.7.11 or subsection 7.8.31.2.
 - ii. The CDF decides that a member must leave the living-in accommodation under subsection 7.4.23.5.
2. The member is eligible for storage of the following items.
 - a. Storage of their furniture and effects until the member is rehoused after the deployment.

6.5.54 Member without dependants

1. This section applies to a member without dependants who is eligible for a removal under this Determination.
- 1A. A member in a situation in an item in Column A of the following table is eligible for the storage benefit in Column B of the same item.

Item	Column A Member situation	Column B Storage benefit
1.	The member lives out and is eligible for rent allowance.	Storage of the furniture and effects that the CDF is satisfied cannot reasonably be housed in the residence.
2.	The member is eligible for rent allowance but is required to live in.	Storage of their furniture and effects that cannot be housed in their living in accommodation for the period of living-in.
3.	The member is deployed for six months or longer and one of the following apply. <ol style="list-style-type: none"> a. The member chooses to vacate their accommodation. b. The member is directed to vacate their living-in accommodation. 	If the member has not claimed a loss on a sale for a vehicle or towable item under section 6.2.4 — all of the following. <ol style="list-style-type: none"> a. Storage of their furniture and effects until they are rehoused after the deployment. b. Commercial storage of a vehicle and towable item that cannot be stored on base, while the member is deployed.

- 1B. When making a decision under table item 1 the CDF must consider all the following.
 - a. The size of home that the member's standard housing benefit applies to in working out what items are reasonable to store.
 - b. Items that are the same as non-portable items in the residence.
2. A member without dependants is eligible for temporary storage of necessary items in these circumstances.
 - a. While they are waiting for suitable living-in accommodation.
 - b. While they are seeking living-out accommodation.
3. The member is eligible for temporary storage as long as they meet the conditions for temporary accommodation allowance.

6.5.54A Posting to RAAF Base Tindal

1. This section applies to a member who is eligible for a removal under section 6.5.37A.

Note: Section 6.5.37A provides a removal of furniture and effects for a member posted to RAAF Base Tindal for 6 months or longer if they choose to occupy living-in accommodation.
2. The member is eligible for storage at the losing location of their furniture and effects that cannot be housed in their living-in accommodation.

6.5.55 Newly enlisted members

1. A newly enlisted member who is not eligible for a removal is not eligible for the storage of their furniture and effects unless the CDF is satisfied that they cannot store the items with their family.

2. The eligibility for storage ends when the member becomes eligible for a removal.

6.5.56 Storage of statutory officer's official Defence vehicle

1. This section applies to a member whose primary duties are to drive a statutory officer's official Defence vehicle on a regular basis.
2. If the member has less than three garage spaces, they are eligible for the storage of one vehicle so that they can use their vacant garage space to keep the statutory officer's official Defence vehicle at their home.
3. The member's accommodation is taken to be unsuitable for the purposes of Chapter 7 if any of these situations apply.
 - a. It does not have enough garage space for the statutory officer's official Defence vehicle and up to two other vehicles, owned by the member or their dependants.
 - b. The garage space for the statutory officer's vehicle cannot be made secure.

6.5.57 Members with own home at posting location

A member living in a suitable own home in the posting location is not eligible for storage unless the CDF is satisfied the items of furniture to be stored are the same as non-portable items in their own home.

6.5.58 Storage at a personal location at member's expense

Items in storage at a personal location may remain stored in either of these circumstances.

- a. They are in storage at the member's expense.
- b. The member's next posting would make the member eligible for storage.

Note: The Commonwealth removalist may remove the item to its own approved store with the member's consent.

6.5.59 Charges when removal is deferred

1. The Commonwealth will continue to pay storage charges for a member whose removal is deferred under Division 4 section 6.5.35. Payment will stop on the earliest of these dates.
 - a. The date the removal takes place.
 - b. The date a new removal benefit comes about.
 - c. The date the member ceases continuous full-time service.
2. If a removal is deferred because the member has become a member with dependants (unaccompanied), the Commonwealth will continue to pay storage charges while they have that status.

6.5.60 Storage on ceasing continuous full-time service

1. The Commonwealth will pay for removal of items to the Commonwealth removalist's store if both of these criteria are met.

- a. A member is eligible for removal after ceasing continuous full-time service.
 - b. A suitable residence is not available.
2. The member must pay for all storage charges and related insurance costs from the date of delivery to the Commonwealth removalist's store.
3. Items already in store at Commonwealth expense at the time of the removal will stay in store at Commonwealth expense until the earlier of these two dates.
 - a. The day a residence becomes available.
 - b. The date the member ceases continuous full-time service.
4. Subject to subsection 5, a member is eligible for items to be removed from the Commonwealth removalist's store to the member's residence up until one of the following.
 - a. If the CDF has extended the member's eligibility for a removal under subsection 6.5.46.4 table item 3 — the day the extended period ends.
 - b. If paragraph a does not apply — the day 24 months after the member ceases continuous full-time service.
5. A member is not eligible for a removal under subsection 4 of stored items if any of the following apply.
 - a. The member meets all of the following.
 - i. The member's items were removed to storage at the location the member has nominated to live following ceasing continuous full-time service.
 - ii. The member decides to live at a different location to the one that was nominated under subparagraph i.
 - b. The member meets all of the following.
 - i. The member does not occupy a type of subsidised accommodation under subsection 6.5.46.2.
 - ii. The member is relocating to a home within the Australian posting location they last received a removal to.

6.5.61 Storage on death of a member with dependants

1. If a member dies, the dependants may have their furniture and effects removed to and stored in one of these places.
 - a. The Commonwealth removalist's store in the member's final posting location.
 - b. The relevant location in the table in section 6.5.85.
2. When accommodation becomes available, the Commonwealth will remove the items to the dependants' residence in that location.
3. The Commonwealth will pay storage charges for up to six months from the date of death. The CDF may extend this period if satisfied it is reasonable in the circumstances.
4. When the Commonwealth stops paying for the storage, the items in storage will no longer be covered by Commonwealth insurance cover. The member's dependants may wish to take out their own cover.

5. The Commonwealth will not pay costs for removal, storage or insurance of furniture and effects that dependants acquire after the death of the member.

6.5.62 Removal to and from a storage facility

1. The member must pay for removal of furniture and effects to and from storage once they have been stored after a removal and before any later removal at Commonwealth expense. However, the Commonwealth will pay in these circumstances.
 - a. If the member's need for the items could not reasonably have been expected when the storage was arranged.
 - b. If the member puts some items in storage because they find the house at the posting location too small to fit all of them.
2. The Commonwealth will not pay for storage of items the member acquires during the posting. However, these items may be included with the other furniture and effects during the next removal.
3. The member may have furniture and effects in storage at their own cost at the time of posting. The Commonwealth will pay the storage charges from the date of their posting if both of these criteria are met.
 - a. The member is eligible for storage at the time of a new posting.
 - b. Their eligibility for storage continues under this Division.
4. The member may have furniture and effects in storage at Commonwealth cost at the time of posting. The Commonwealth will continue to pay storage charges if the items will not be needed at the new location.
5. The Commonwealth will pay to remove some or all of a member's furniture and effects from storage at the time of a new posting. The posting must be for at least six months after the removal. This table describes what can be removed to different types of housing.

Item	If the housing is...	then the member is eligible for the removal from storage of...
1.	an unfurnished residence of suitable size	all furniture and effects.
2.	an unfurnished residence not large enough to house all furniture and effects	items that can be conveniently housed.
3.	a furnished or partly furnished residence	items necessary for furnishing the residence.

6. The CDF may grant a removal of stored items to a different residence, for a member with less than six months to serve in a posting. The move may be to a residence different from those in the table above. The CDF must consider both of these criteria.
 - a. The furniture and effects required to occupy the residence.
 - b. Whether the removal is cost-effective.

6.5.63 Review of storage of furniture and effects

1. The CDF will notify a member in writing when their storage benefit is under review.

2. When notified of a review of their storage benefit, the member may do either of the following.
 - a. Request in writing another period of storage.
 - b. Have the items removed to their residence.
3. If the member requests another period of storage, the CDF may do either of the following on the review.
 - a. Approve another period of storage of up to three years for the furniture and effects.
 - b. Refuse another period of storage of the furniture and effects.
4. The member can choose either of the following actions for items which will no longer be stored under paragraph 3.b.
 - a. Continue to store the items at that location, at the member's expense.
 - b. Relocate the items to the member's residence.

6.5.64 Discretion in special circumstances

A member is eligible for storage costs or the costs of removal to and from storage if the CDF is satisfied that all of the following conditions are met.

- a. The member is not eligible for the benefit for reasons beyond the member's control.
- b. The benefit would be consistent with the purposes of this Division.
- c. The benefit would be a proper use of resources.

Division 8: When a member becomes a member with dependants

6.5.65 Purpose

This Division sets out removal and storage benefits for a member in either of the following circumstances.

- a. The member marries or forms a de facto relationship and the spouse or partner is recognised for Defence benefit purposes.
- b. The member gains a dependant recognised for Defence benefit purposes.

6.5.66 Marriage planned or common household started before posting

1. A member is eligible for a removal as a member with dependants if they provide documentation under subsection 2 and either of these circumstances applies to them.
 - a. They have planned to be married or register their relationship but are posted before their planned event happens.
 - b. They have planned to apply for ADF recognition of a partnership but are posted before the application is granted.
2. To qualify, the member must provide documentary evidence that they had completed arrangements for the marriage or had started maintaining a common household before they received the posting authority.
3. A member must repay removal assistance provided under subsection 1 in relation to the spouse or partner, if that spouse or partner does not move to the posting location to join the member.

6.5.67 Removal after posting authority issued

A member is eligible for a removal to the new posting location as a member with dependants in the following circumstances.

- a. They marry or are recognised by the ADF as having a partner at their posting location after a new posting authority has been issued.
- b. They marry or are recognised by the ADF as having a partner at their posting location before they are removed.

6.5.68 Removal from outside posting location

1. This section applies to a member who meets one of the following with a person from outside their posting location.
 - a. The member is married.
 - b. The member has a de facto relationship registered on a State or Territory register.
 - c. The member has a de facto partner recognised under section 1.3.89.
2. The member is eligible for a removal if both of the following conditions are met.

- a. It is reasonable to expect that the member would serve for at least 12 months after the date they have applied for the removal.
 - b. They are on a posting that would have made them eligible for a removal if their spouse or partner had been a dependant recognised for Defence-provided benefit purposes when the member was posted.
3. The removal assistance under subsection 2 is limited to the following.
- a. Removal of the member's spouse or partner's personal effects and any presents from the wedding or registered relationship celebration. This does not include the spouse or partner's furniture or whitegoods.
 - b. Removal of the member's furniture and effects as follows.
 - i. From store and from a residence where they lived in the posting location before the marriage or partnership was recognised.
 - ii. To a Service residence or a rent allowance residence they will live in after the marriage or partnership is recognised.
4. A member serving in a seagoing ship or seagoing submarine is eligible for a removal to the ship's home port.

6.5.69 Removal from outside Australia

If a member serving in Australia marries or is recognised as having a partnership outside Australia, the removal benefits listed in section 6.5.68 apply. The spouse or partner's point of entry into Australia is taken to be the place of marriage.

6.5.70 Removal of child's effects

A member is eligible for a removal of the effects of their spouse or their partner's child at the time of marriage or ADF recognition of the partnership. All of these conditions must be met.

- a. The member is eligible for a removal of their spouse's or partner's effects.
- b. The child is eligible to be included as a dependant for removal purposes.
- c. The child normally lives with the member's spouse or the member's partner and will live with the member.

6.5.71 Removal eligibility on next posting

- 1. This section applies to a member if all the following apply during a posting period.
 - a. They gain a dependant by one of the following means.
 - i. Marriage.
 - ii. Recognition of a de facto partner under section 1.3.89.
 - iii. Registration of a de facto relationship on a State or Territory register.
 - b. They were not eligible or did not accept a removal for their dependant under this Division.
- 2. Subject to subsection 3, at the start of the member's next posting, the member is eligible for

a removal for their dependants to move to the member's posting location.

3. A removal for a member's dependants who are in a location in an item in column A of the following table is from a location in column B for the same item.

Item	Column A Location dependant lives	Column B Removal location
1.	Inside Australia.	Any of the following. <ol style="list-style-type: none"> a. The town in which they were married. b. The town where the dependant lived when they were recognised as the member's dependant. c. The town in which the relationship was registered. d. The member's current posting location. e. The member's ship's home port, if the member posted to a seagoing ship or a seagoing submarine. f. Any other location in Australia.
2.	Outside Australia.	Any of the following. <ol style="list-style-type: none"> a. The town in which the spouse or partner first entered Australia. b. Any other location in Australia.

4. If a member is removed from a location under table item 1.f or table item 2.b, the benefit is limited to the lesser of the following amounts.
 - a. The cost of the removal.
 - b. The cost of a removal from the member's posting location or ship's home port at the time they were recognised as a dependant.
5. For the purpose of this section a town includes a city, suburb or other distinct residential area.

6.5.72 Member's home not suitable for additional dependants

1. A member's housing may no longer suit because they gain additional dependants. In these cases, they are eligible for a removal to suitable housing at the posting location.

Examples:

1. A member without dependants is occupying a shared rent allowance residence. The member has a child. The member is offered a Service residence and is eligible for a removal to the Service residence.
2. A member living in a two bedroom rental home marries. The member's spouse has two dependant children. The member's residence is unsuitable because it does not meet the number of bedroom requirements. The member is eligible for a removal to a suitable residence.
3. A member lives in a one bedroom apartment. The member wants to form a household

with a de facto partner. The apartment is taken to be suitable because it has enough bedrooms to house the couple. They are therefore not eligible for a removal.

Note: The criteria for suitable housing may change depending on the type of housing the member is in. For example, a Service residence, rented home, living-in accommodation etc.

2. The standard used to assess the suitability of the accommodation to house dependants is the number of bedrooms as set out under subparagraph 7.6.4.1.b.iv and the associated table.

See: Chapter 7

Part 1 Division 3 section 7.1.17, Suitable accommodation

Part 2 Division 1 section 7.2.5, Suitable own home

Part 4 Division 3 section 7.4.15, Suitable living-in accommodation

Part 6 Division 2 section 7.6.4, Suitable Service residence

6.5.73 Benefit only granted once for the same relationship

A member is eligible only once under this Division for each dependant.

Exception: Section 6.5.72 applies on occurrence of the conditions in that benefit.

Division 9: When a member ceases to be a member with dependants

6.5.74 Purpose

This Division sets out removal and storage benefits of a member who ceases to be a member with dependants for any reason.

6.5.75 Member ceases to be member with dependants (other than on death of dependant)

1. When a member ceases to be a member with dependants, they may choose in writing one of these removal options.
 - a. Removal to a location in Australia where they intend to live after ceasing continuous full-time service.
 - b. Removal to the nearest store. Removal from the store will be to where they nominate they will live after ceasing continuous full-time service. Removal will be at the member's request.
 - c. Deferment of the option under paragraph a. until their next posting.
 - d. Deferment of the option under paragraph a. until they leave. This is if their current posting is the final posting before they leave.
2. If the member does not choose an option from subsection 1 above and continues to provide a residence, they are eligible for a removal on the next posting.
4. A member who meets the conditions in an item in Column A of the following table when they cease to be a member with dependants for reasons other than the death of their dependants is eligible for the benefit in Column B of the same item.

Item	Column A Condition	Column B Benefit
1.	The member was occupying a furnished residence with their dependants and has furniture and effects in storage at Commonwealth expense at another location.	Continued storage for another three months.
2.	The member was not accompanied by dependants.	Three months' storage for items already in storage and for items removed into storage at Commonwealth expense at a location other than the posting location.

6.5.75A Member ceases to be a member with dependants – death of dependant

1. This section applies to a member who meets both of the following conditions.
 - a. The member or their dependant lived in a Service residence immediately before their dependant died.
 - b. The member ceases to be a member with dependants because their dependant has died.
2. The member is eligible for a removal of their furniture and effects to new accommodation in

the posting location as provided under Division 2.

3. The member is eligible for removal of their furniture and effects to storage in the posting location as provided under Division 7.
4. The CDF may approve storage benefits that are additional to those provided under section 6.5.54 if it is considered reasonable in the circumstances.

Division 10: Assistance for non-Service person on breakdown of marriage or partnership

6.5.76 Purpose

This Division sets out removal and storage benefits for a non-Service partner when their relationship with a member posted in Australia breaks down.

6.5.77 Person this Division does not apply to

This Division does not apply to a non-Service partner whose relationship breaks down when they are living overseas with a member, except as follows.

- a. It **does not** apply for the overseas part of the removal.
- b. It **does** apply for the Australian part of the removal.

6.5.78 Eligibility for removal

1. The CDF may grant a removal to a non-Service partner when their relationship with a member posted in Australia breaks down. The CDF must consider all of these factors.
 - a. Evidence of the couple's intention to establish separate living arrangements.
 - b. The accommodation arrangements available to the non-Service partner.
 - c. Any relevant decisions, rulings or orders made by the Family Court of Australia.
 - d. Any factor relevant to the non-Service partner's ability to make separate living arrangements.
2. The non-Service partner is only eligible for these benefits.
 - a. Removal costs mentioned in this Division and Division 7 of this Part.
 - b. Costs of pet relocation.
 - c. Costs of delivering and collecting a vehicle from a transporter's depot.
 - d. Compensation for loss or damage.
3. The non-Service partner may choose to have their and their dependants' furniture and effects removed. The request must be in writing. The removal may be to a residence at either of the following.
 - a. The same location.
 - b. One of the locations in this table.

Item	Option	Conditions
<i>If the ADF member of the couple is in the Permanent Forces at the time the relationship breaks down...</i>		
1.	The location of the member's and dependant's last permanent residence at	This option is only available if the marriage or ADF recognition of the partnership took place in Australia.

	the time of enlistment or appointment.	
2.	The non-Service partner's point of entry into Australia.	This option is only available if both these conditions are met. a. The marriage or ADF recognition of the partnership took place outside Australia, and b. The non-Service partner's passage to Australia was at Commonwealth expense.
3.	Any other location in Australia where the partner has established or intends to establish a permanent home.	
<i>If the ADF member of the couple is in the Reserves on continuous full-time service Forces at the time the relationship breaks down...</i>		
4.	Where they lived with the member immediately before the member started full-time service.	This option is only available if the member was appointed or enlisted in Australia.
5.	Any other location in Australia.	The amount payable is limited to the cost of a removal to the location in item 4.

6.5.79 Removal of vehicles

1. A non-Service partner is eligible for the removal of one private vehicle and one towable item to another location in Australia.
2. The eligibility under subsection 1 is limited to removal of one recreational or hobby vehicle, or one other towable item, but not both. This is because a recreational or hobby vehicle is classified as a towable item.
3. For a recreational or hobby vehicle to be removed, any of the following must apply.
 - a. It has normal or restricted registration for road use.
 - b. It is capable of being given normal or restricted registration for road use.
4. The CDF must determine whether a vehicle (and any associated trailer) to be removed under this section as a single unit is a recreational or hobby vehicle.
5. A non-Service partner's benefits for collection and delivery of a vehicle are the same as for a member under section 6.5A.13.

6.5.80 Limits on cost of removal

1. A non-Service partner is eligible for the removal of items if any of the following conditions applies.
 - a. Consent orders have been made and filed with the Family Court of Australia in relation to the items.
 - b. The Family Court of Australia has issued a property settlement ruling in relation to the items.
 - c. A property order has been made under relevant State or Territory legislation in relation to the items.

- d. The member has given their written consent for the removal of the items.
- 2. A non-Service partner is eligible for only one removal on relationship breakdown. If the couple reunite and separate again, no removal will be granted for either event.
- 3. The non-Service partner is eligible for the storage of the items during the removal from the old location to the new location.

6.5.81 Time limit for removal

The non-Service partner must complete their removal by the later of the following days.

- a. 12 months from the day they become eligible for a removal under subsection 6.5.78.1.
- b. A day that the CDF is satisfied is reasonable.

6.5.82 Private arrangements for removal

A non-Service partner who makes private arrangements for a removal of their furniture and effects is eligible for one of the following.

- a. If the private arrangements are urgent — reimbursement of the costs that the CDF considers reasonable.
- b. If the private arrangements are not urgent — reimbursement of the costs up to the amount a member would be eligible for under subsection 6.5.16.1.

6.5.83 Hire of household items

A non-Service partner is eligible for to be reimbursed of the cost of hiring replacement household items up to the amount a member would be eligible for under section 6.5.13.

Division 11: Removal on death of a member

6.5.84 Purpose

This Division sets out removal and storage benefits when a member dies.

6.5.85 Benefit for dependants

1. When a member with dependants dies, the dependants are eligible for a removal to one of these locations.
 - a. A place within the same location.
 - b. One of the locations in this table, up to the cost limit for the item.

Item	Option	Conditions
Member of the Permanent Forces at the time of death		
1.	The location of the member's and their dependants' last permanent residence at the time of enlistment or appointment	Removal is limited if appointment or enlistment was from outside Australia. <ol style="list-style-type: none"> a. If the member was appointed or enlisted from Norfolk Island, removal is to Sydney. b. If the member was appointed or enlisted from any other external territory of Australia, removal is to the capital city nominated by the dependants. c. If the member was appointed or enlisted from another country, removal is to the port at which the member first entered Australia.
2.	Any other location in Australia	The spouse or partner must meet one of these conditions. <ol style="list-style-type: none"> a. The spouse or partner has established a permanent home there. b. The spouse or partner intends to establish a permanent home there.
3.	An overseas country.	<ol style="list-style-type: none"> a. The reasonable costs of removal and travel to a location in a country that the dependants are to live in, if both the following conditions are met. <ol style="list-style-type: none"> i. The member was enlisted or appointed from another country. ii. The dependants choose to be removed before the end of the period that the member had agreed to serve in Australia. b. In all other cases, costs up to the amount that would otherwise be payable under items 1 or 2.

Item	Option	Conditions
Member of the Reserves on continuous full-time service at the time of death		
4.	The location where the member lived immediately before starting full-time service.	This option is only available if the member was appointed or enlisted in Australia.
5.	Any other location.	This option is only available if the member was appointed or enlisted in Australia. The cost will not be more than a removal to the location described in the option in item 4.
6.	To the port where the member first entered Australia.	This option is only available if the member was appointed or enlisted from an overseas country.
7.	Any other location in Australia	This option is only available if the member was appointed or enlisted from an overseas country. The cost cannot exceed the relevant benefit in item 1 of this table. If the CDF is satisfied that the dependants have established or intend to establish a permanent home in the location, it includes the costs of the removal as if it was a normal Service removal. The CDF must consider the following. <ol style="list-style-type: none"> a. Whether the dependants have extended family in the location. b. Whether the dependants have residential property in the location. c. Employment prospects for the dependants in the location. d. Whether there is evidence of plans to move to the location made before the member's death.

2. This section applies when the spouse or partner of the deceased member is also a member.
3. A deceased member may not have been living with their dependants when they died. In this case, items in the member's possession when they died will be removed to the person legally entitled to receive them.
4. Items in the dependants' possession or in storage will be removed in the same way as items would be removed for a member with dependants.
5. All options in the table above include a removal of furniture and effects from a store in any location.

6.5.86 Removal in Australia on death of member without dependants

1. If a member without dependants dies while serving in Australia, their furniture and effects will be removed to the address of the person legally entitled to receive them.
2. The deceased member is eligible for the following.
 - a. The removal of their furniture and effects to a place of storage.
 - b. The storage of their furniture and effects.

3. Storage under subsection 2 is for the lesser of the following periods.
 - a. Until the furniture and effects are collected by a person legally entitled to take them.
 - b. Three months.
 - c. A longer period if the CDF is satisfied it is reasonable having regard to the following.
 - i. The length of time needed to administer the member's estate.
 - ii. The arrangements necessary to hand over the member's furniture and effects.

6.5.87 Limits on removals following death of a member

1. Furniture and effects should be removed within six months of the date of death. The CDF may extend this period if satisfied it is reasonable.
2. The member's dependant is not eligible for costs involved in removing, storing or insuring furniture and effects that dependants gain after the member's death.

Part 5A: Vehicle removals and travel

Division 1: General provisions

6.5A.1 Purpose

This Part provides members and their dependants with the removal and storage of their private vehicles and travel when they change posting locations or go on deployment.

6.5A.2 Definitions

In this Part the following apply.

Recreation or hobby vehicle has the meaning given in section 6.5A.3.

Towable item includes, but is not limited to, the following that is registered in the member's or their dependant's name and is capable of being towed by the member's vehicle.

- a. A caravan.
- b. A trailer.
- c. A recreation or hobby vehicle.

6.5A.3 Recreation or hobby vehicle

1. A vehicle is a **recreation or hobby vehicle** if the CDF is satisfied, having considered the following, that the vehicle is used as a recreation or hobby vehicle.
 - a. If the member bought the vehicle to use it for recreational purposes.
 - b. If the member is a member of relevant clubs and associations.
 - c. If a recreation or hobby vehicle under restoration can be moved as a single unit.
 - d. If the member has an active interest in restoring the vehicle as indicated by these factors.
 - i. The make and model of the vehicle.
 - ii. The date of acquisition.
 - iii. The vehicle's state of restoration.
 - iv. The time the member has spent restoring the vehicle.
 - v. The expected completion date of restoration of the vehicle.
 - vi. The final cost of restoration.
 - vii. Whether the member owns special tools or equipment bought solely for restoration.
2. A recreation or hobby vehicle includes its trailer (if applicable) if all the following apply.
 - a. They must be moveable as a single unit.

- b. They must be capable of being freighted by the normal commercial means for freighting motor vehicles and similar items.

Note: The vehicle and its trailer are transported as 1 item.

6.5A.4 Member this Part applies to

This Part applies to a member who is eligible for a removal under Chapter 6 Part 5.

6.5A.5 Measurement of distances

For the purpose of this Part, a distance is the number of kilometres to be travelled by the most direct and practicable route.

Division 2: Vehicle removal assistance

6.5A.6 Purpose

This Division assists members and their dependants to move between posting locations. This may be either by driving their own vehicle or travelling by another mode of transport and having the vehicle transported by freight. Whether the vehicle is transported or driven is the choice of the member, but there may be implications on their benefits.

6.5A.7 Vehicle this Division does not apply to

This Division does not apply for a vehicle to which any of the following apply.

- a. The vehicle is not owned by the member or a dependant.
- b. The vehicle is not registered.
- c. The vehicle is not roadworthy.
- d. The vehicle is a recreation or hobby vehicle.

Note: Benefits for the removal of recreation or hobby vehicles are provided in Division 3.

6.5A.8 Vehicle removal assistance – general

1. A member is eligible for vehicle removal assistance for up to 2 vehicles if any of the following apply.
 - a. If the member is eligible for vehicle removal assistance for a vehicle being driven under section 6.5A.9.
 - b. If the member is eligible for vehicle removal assistance for a vehicle being transported under section 6.5A.10.
2. A member is eligible for vehicle removal assistance for an additional vehicle if all the following apply.
 - a. The member or their dependant own a vehicle that is registered and roadworthy.
 - b. The member flies to their next posting location.
 - c. The removal occurs during the COVID-19 pandemic.
3. If the member is posted to an external territory or Thursday Island, vehicle removal assistance may be to one of the following locations.
 - a. The member's posting location.
 - b. A location in Australia chosen by the member.

Note: The member may choose a different location for each vehicle removed.

6.5A.9 Vehicle removal assistance for a vehicle being driven

1. A member is eligible for vehicle removal assistance for a vehicle being driven if all of the

following apply.

- a. The member or a member's dependant drives the vehicle.
 - b. The person driving the vehicle is licensed to drive the vehicle.
2. This section does not apply to a vehicle being removed to a location chosen by a member posted to an external territory or Thursday Island that is not their posting location.

6.5A.10 Vehicle removal assistance for a vehicle being transported

A member is eligible for vehicle removal assistance for a vehicle being transported if any of the following apply.

- a. Neither the member nor their dependant is able to drive the vehicle due to competency, illness or under law.
- b. The vehicle may be damaged if driven because of the road conditions or route to be taken.
- c. The journey includes a sea crossing.
- d. The member and their dependant travel to the destination in one vehicle.
- e. If one vehicle is being driven and none of the following are able to drive the other vehicle.
 - i. The member.
 - ii. A dependant of the member.
- f. The member flies to their next posting location during the COVID-19 pandemic.

6.5A.11 Rate of vehicle removal assistance

1. Subject to section 6.5A.12, vehicle removal assistance for a vehicle being driven is the sum of the following.
- a. Vehicle allowance payable for the vehicle.
 - b. Travel allowances payable under Chapter 9 Part 5 Division 4 for the member and dependants travelling in the vehicle.

Note: A member may be eligible for vehicle removal assistance for a vehicle being driven.

2. Subject to section 6.5A.12, vehicle removal assistance for a vehicle being transported is the sum of the following.
- a. The cost of transporting the vehicle.
 - b. Travel allowances payable under Chapter 9 Part 5 Division 4 for the member and dependants not travelling in the vehicle.

Note: A member may also be eligible for flights under Chapter 9 Part 2 Division 4 for themselves and their dependants.

3. For the purpose of paragraph 1.a, vehicle allowance for a vehicle is one of the following.
- a. For first vehicle, the amount payable under section 9.6.25 and 9.6.26.

- b. For the second vehicle, the amount payable under section 9.6.25.

6.5A.12 Limits on vehicle removal assistance

1. If a vehicle is to be driven, and the distance is more than the allowable distance, vehicle removal assistance must not be more than the sum of the following.
 - a. The cost of transporting the vehicle.
 - b. All of the following that would have been payable for each person travelling in the car.
 - i. Travel allowances payable under Chapter 9 Part 5 Division 4 that would have been payable had they flown.
 - ii. The value of the normal departmental liability for flights between the airports they would have flown from and to had they flown.
2. If a vehicle is to be transported and the distance is less than the allowable distance, vehicle removal assistance must not be more than the sum of the following.
 - a. Vehicle allowance that would have been payable for the vehicle.
 - b. Travel allowances payable under Chapter 9 Part 5 Division 4 for each person that would have travelled in a vehicle had it been driven.
- 2A. If the vehicle is to be transported and all of the following apply, the cost of the transportation must not exceed the cost of transporting the vehicle to the member's posting location.
 - a. The member is posted to an external territory or Thursday Island.
 - b. The vehicle is to be removed to a location in Australia chosen by the member.
3. For the purpose of paragraph 2.a, vehicle allowance for a vehicle being transported is one of the following.
 - a. For first vehicle, the amount payable under section 9.6.25 and 9.6.26.
 - b. For the second vehicle, the amount payable under section 9.6.25.
4. In this section, **allowable distance** means one of the following.
 - a. If the vehicle is a car or a truck — 1,288 km.
 - b. If the vehicle is a motor bike (with or without a sidecar) — 483 km.
 - c. If the vehicle is a motor scooter — 322 km.

6.5A.13 Additional vehicle removal assistance – collection and delivery of transported vehicles

1. A member is eligible to be reimbursed the cost for delivering a vehicle to the transport agency's depot, or collecting the vehicle from the transport agency's depot if all of the following apply.
 - a. The member must arrange for the vehicle to be delivered to or picked up from the agency's depot.
 - b. The CDF is satisfied the cost is reasonable.

2. The costs for delivering or collecting a vehicle include, but are not limited to, the following.
 - a. Drainage of fuel tanks.
 - b. Unavoidable storage charges.
 - c. Fares for the most economical means to and from the depot.

6.5A.14 Additional vehicle removal assistance – delayed delivery of vehicles

1. This section applies to a member who meets the following.
 - a. They are eligible for a removal of a vehicle under section 6.5A.8.2.
 - b. The member has arrived in their next posting location.
 - c. The vehicles being removed have been delayed from being delivered to the member.
2. The member is eligible for the hire of one vehicle that is reasonable for them and their dependant for one of the following periods.
 - a. If they are not required to isolate — from the day they arrived in the member's next posting location until the day their vehicle is delivered.
 - b. If they are required to isolate — from the day they leave isolation until the day their vehicle is delivered.

Division 3: Removals of towable items

6.5A.15 Purpose

This Division provides members with benefits to tow, or have towed, certain items as a part of their removal.

6.5A.16 Removal of towable items

1. Subject to subsection 2, a member is eligible for removal benefits for up to 2 towable items on each posting.
2. Only 1 of the towable vehicles can be a recreation or hobby vehicle.
3. Removal benefits for a towable item are one of the following.
 - a. If the towable item is transported — transportation of the towable item.
 - b. If the towable item is towed by a vehicle the member is receiving vehicle allowance for — additional travel time.

Note: Member is eligible for vehicle allowance for the vehicle being driven under Division 2.

4. If a member with dependants has a partner who is also a member, the member and their partner combined are only eligible for the removal of 2 towable items on each posting occasion.

6.5A.17 Removal of towable items during the COVID-19 pandemic

1. This section applies to a member who meets the following.
 - a. They are eligible for a removal of a towable item under section 6.5A.16.
 - b. They fly to their next posting location.
 - c. The removal occurs during the COVID-19 pandemic.
2. In addition to section 6.5A.16, a member is eligible for the freight of a towable item the member would have towed had they driven.

Note: The member does not have to receive vehicle allowance for the vehicle towing the towable item.

6.5A.18 Transportation of a towable item

1. For the purpose of paragraph 6.5A.16.3.b, a member is eligible to have a towable item transported if one of the following applies.
 - a. The vehicle the member uses to tow the item is being transported under section 6.5A.10.
 - b. The member would be eligible to have their private vehicle transported by freight under section 6.5A.10, but decides not to do so.

2. If a member owns two towable items and is to tow one, the benefit is for the transportation of the towable item that costs less to transport.

Note: The transportation may be over all or part of the removal journey.

Division 4: Storage of vehicles

6.5A.19 Storage of vehicles and towable items on deployment

1. This section applies to a member who meets all of the following.
 - a. They are categorised as any of the following.
 - i. A member without dependants.
 - ii. A member with dependants (unaccompanied).
 - b. They are deployed for six months or longer.
 - c. They meet any of the following conditions.
 - i. They choose to vacate their accommodation.
 - ii. The CDF decides that a member must vacate the living-in accommodation they occupy.
2. The member is eligible for storage of a vehicle and towable item for the duration of the deployment unless one of the following apply.
 - a. If the vehicle or towable item can be stored on base.
 - b. If the member has claimed loss on sale for a vehicle or towable item under section 6.2.4.
3. If the member's vehicle or towable is not stored in any of the following places, the member is eligible for vehicle allowance from the member's accommodation to the place where the vehicle is to be stored.
 - a. A commercial storage facility under paragraph 2.b.
 - b. On a base (or establishment).
4. For the purpose of subsection 3, vehicle allowance is the lesser of the following.
 - a. The amount of vehicle allowance calculated under section 9.6.25.
 - b. The cost of storing the vehicle for the length of the deployment in a storage facility approved by Defence Housing Australia.

6.5A.20 Storage of vehicles during isolation periods

1. This section applies to a member who meets the following.
 - a. They are eligible for a removal of a vehicle under subsection 6.5A.8.2.
 - b. The member has arrived in their new posting location.
 - c. The member is unable to take possession of the vehicles due to a requirement to isolate.
2. The member is eligible for the storage of the vehicle until the last day of the requirement to isolate.

Part 6: Expenses when a posting is cancelled

6.6.1 Purpose

When a member's posting is cancelled before they start duty in the new location, they may be reimbursed what they spent preparing for it.

6.6.2 When this Part applies

This Part applies when all the following conditions are met.

- a. A member has received a posting authority.
Note: A posting authority includes written notification of a short-term mission overseas.
- b. The posting authority is cancelled before they begin duty in the new posting.
- c. The cancellation was not caused by their personal circumstances.
- d. They spent money on goods and services as a direct result of the posting authority.
- e. They are not eligible for a refund from a third party of what they spent.
Note: 'Third party' means the supplier of the goods or services, or the supplier who would normally provide a refund when a service is cancelled or goods are returned.
- f. They cannot use those goods or services on their next posting.

6.6.3 Amount of reimbursement

1. A member who has had their posting cancelled is eligible for the reimbursement of some or all of their costs if they were eligible for under any of the following.
 - a. Disturbance allowance — Part 1 Division 1.
 - b. Reimbursement for loss on sale of a vehicle — Part 2.
 - c. Housing assistance — Chapter 7.
 - d. Reimbursement for loss of a child's scholarship — Chapter 8 Part 4 Division 3.
 - e. Reimbursement for equipment costs — Chapter 13 Part 3 Division 2.
 - f. Transfer allowance — Chapter 14 Part 3 Division 3.
2. A reimbursement under subsection 1 must not be more than what the member would have been eligible for under the benefit listed in subsection 1.
3. The CDF may approve an amount for any costs considered reasonable and unavoidable in either of these circumstances.
 - a. The member was not eligible for an allowance.
 - b. The member was eligible for an allowance and the costs are more than the allowance would have paid.
4. The CDF must consider all these criteria.

- a. What the money was spent on.
- b. The circumstances under which the money was spent.
- c. How the member continues to benefit from the goods and services.
- d. Any other factor relevant to the costs.

Chapter 7: ADF housing and meals

Part 1: General information and indexes

7.1.1 Purpose

1. This Chapter provides housing and meal benefits to members who are posted to locations within Australia.
2. Housing assistance helps members handle the hardships caused by the need to move location regularly or at short notice.

7.1.2 Definitions

In this Chapter the following apply.

HPAS means the home purchase assistance scheme.

HPSEA means the home purchase or sale expenses allowance.

Division 1: Introduction

7.1.5 Purpose

The purpose of this Division is to outline these issues.

- a. The types of assistance a member can get to pay their housing and meal costs.
- b. Who is eligible for housing assistance.
- c. The kinds of accommodation a member may choose.

7.1.6 Eligibility for housing assistance

Housing assistance may be given to a member who needs suitable accommodation and does not have a suitable own home in their posting location. The choice and type of suitable accommodation will depend on the member's category.

7.1.7 Allowance not payable

A member is not eligible for an allowance or reimbursement under this Chapter for any period the member is not entitled to salary.

Exceptions:

1. If the CDF has approved payment of an allowance during all or part of a period of leave without pay under subsection 7.8.34.3 or subsection 5.10.6.2.
2. A member who is on a flexible service determination.

7.1.8 Discretion in special circumstances

1. A member is eligible for a benefit under this Chapter if the CDF is satisfied of all the following.
 - a. The member does not meet the eligibility criteria to receive the benefit.
 - b. The reason the member does not meet the eligibility criteria is beyond their control.
 - c. It is reasonable in the circumstances to provide the member the benefit.
 - d. Providing the benefit is consistent with the purpose of the benefit.
2. The benefit under subsection 1 must not exceed what an eligible member would receive for the same benefit.

Division 3: Definitions and key concepts

7.1.14 Definitions

In this Chapter the following apply.

Agent means a person or organisation who is doing one of the following.

- a. Conducting business as a real estate agent who is registered or licensed if that is required by the law of the state or territory where they do business.
- b. Acting on behalf of an eligible person for the mortgage, purchase or sale of a home.

Contribution means the amount a member pays towards the cost of housing, meals and utilities.

Hotel includes a motel, boarding house or similar accommodation, and does not include a serviced apartment.

Incomplete cycle for a member who does not complete their cycle means the part of the member's cycle that has been completed.

Land broker or conveyancer means a person licensed or authorised under the law of a state or territory to transact business relating to the registration of titles to land.

Member's cycle means the repetitive pattern in the member's flexible service determination that consists of the pattern of service and nonworking periods.

Own home means a home that the member or their dependant holds an interest in as the owner of the home.

Ownership of a home includes when a member or their dependant holds a legal or equitable controlling interest or equal share through a company, trust, partnership or joint venture.

Posting location has the same meaning given in section 1.3.55, as modified by section 7.1.16.

Puckapunyal housing trial member has the same meaning given by section 7.1.17.

Rank group means a group of ranks that includes a member's rank.

Rent means a charge for a home for which rent allowance is payable and includes both the following.

- a. A charge for a garage at the home.
- b. A charge for rental of furniture or household appliances for the home.

Rent ceiling means an amount that is the maximum fortnightly rent that can be used to work out a member's rent allowance as set out under Part 8 Division 2.

Resident child carer means a person who has not been recognised as a dependent under this Determination and who is living with the member's family for the purpose of providing child care for the member's dependent children.

Sale of a home means an eligible person has signed a contract to sell the home.

Service residence means a home provided by the Commonwealth.

Serviced apartment means accommodation that the CDF is satisfied is a serviced apartment after considering all the following.

- a. Whether it has facilities that are similar to those generally available in an apartment or flat.
- b. The level of services provided.
- c. The level of cooking and dining facilities.

Utilities means the public supply, or equivalent private supply, of any of the following.

- a. Water.
- b. Electricity.
- c. Gas.
- d. Garbage and sewage disposal.

Utility connection deposit means a deposit required before water, gas or electricity services can be supplied to a home.

7.1.14A Adult child

1. An **adult child** of a member means a person who meets all of the following.
 - a. They are between 21 years old and 25 years old.
 - b. Immediately before turning 21 years old they were a dependant of the member.
 - c. The decision maker is satisfied that the person has continued to live with the member, or an adult dependant of the member, since turning 21 years old.
2. In this section, **decision maker** means Commanding Officer, Officer Commanding/Unit Executive (Air Force only) not below MAJ(E) in the member's direct chain of command or supervision.

7.1.15 Flexible housing trial member

1. A member is a flexible housing trial member if the CDF extends their posting location under subsection 2.
2. The member is eligible to have their posting location extended if the CDF is satisfied of all of the following.
 - a. The member will continue to commute to their normal place of duty.
 - b. The member's daily attendance for duty will not be affected by the additional travel.
 - c. The purpose of extending the posting location is to facilitate any of the following.
 - i. The member's partner, who is a dependant, is undertaking employment, other than home based employment.
 - ii. The member is returning from a long-term posting overseas and their partner, who is a dependant, is seeking employment other than home based employment.

- iii. The member's partner, who is a dependant, is undertaking a period of study on a face-to-face basis.
 - iv. The member has a dependant with special needs who needs access to professional services for the dependant.
 - v. The member's child, who is a dependant, attends early child care, pre-school, primary school or secondary school and the extension will enable the child to continue to attend the early child care, pre-school, primary school or secondary school.
- d. The trial will not exceed the maximum number of participants for the posting location.
3. In this section **early child care** includes any of the following.
- a. Long day care.
 - b. Family day care.
 - c. Pre-school.
 - d. Kindergarten.
4. The CDF must not approve an extension of a member's posting location under subsection 2 after 31 December 2025.

7.1.16 Posting location

Despite section 1.3.55, for the purpose of this Chapter, the **posting location** of a person in a situation in an item in Column A of the following table is the location in Column B of the same item.

Item	Column A Situation	Column B Posting location
1.	A former member who re-joins the ADF.	Where they lived just before they rejoined the ADF.
2.	A member with dependants or member without dependants who has an adult child, who meets all of the following. <ul style="list-style-type: none"> 1. They are undergoing initial training. 2. They are not eligible for a removal. 	Where the dependants or adult children lived immediately before the member joined the ADF.
3.	A member with dependants (unaccompanied) who meets all the following. <ul style="list-style-type: none"> a. The member was recruited from overseas. b. The member's dependants' first Australian home is not in the member's first posting location. 	The location of the member's dependants' first Australian home.

4.	A member with dependants who is deployed for 6 months or longer.	One of the following. a. Where the dependants were last removed before the deployment. b. Where the dependants are given a removal to for extended family support.
5.	A member with dependants who meets all the following. a. They are eligible for rent allowance. b. They are notified of a posting to take effect within the same calendar year. c. They go on posting unaccompanied. d. Their dependants continue to live in the rented home in the losing location.	Where their dependants live until the end of the calendar year.
6.	A member with dependants (unaccompanied) who is posted away from their dependants' home.	Where their dependants live until the member stops being a member with dependants (unaccompanied).
7.	A member with dependants (unaccompanied) who has dependants who live in a personal location for which housing assistance benefits are not provided.	The location where the member is posted.
8.	A member with dependants (unaccompanied) who has dependants who live in a personal location for which housing assistance benefits are provided.	The location where the member is posted.
9.	A member with dependants or a member without dependants who is posted to a seagoing ship or a seagoing submarine.	The location they are given a removal to under section 6.5.36.
10.	A member with or without dependants who is posted to a location in a greater area approved by the CDF under paragraph 1.3.55.1.b.	Whichever of the following has the lower rent ceiling. a. The location where they live. b. The location with the highest rent ceiling where they could live if they lived within the posting location.

7.1.17 Puckapunyal housing trial member

1. A member is participating in the Puckapunyal housing trial if the CDF has approved an extension of their posting location under subsection 2.

Note: The standard rules that apply in relation to housing assistance apply to members participating in the Puckapunyal housing trial.

2. The CDF may extend the posting location described in paragraph 1.3.55.1.a for a member if satisfied of the following.

- a. The member is posted to the Puckapunyal Military Area.
 - b. The member's daily attendance for duty would not be affected by any additional travel.
 - c. The member commutes daily to their normal place of duty.
 - d. The purpose of extending the posting location is to facilitate one of the following.
 - i. The member's partner undertaking employment, other than home based employment.
 - ii. The member is returning from a long-term posting overseas and the member's partner seeking employment, other than home based employment.
 - iii. The member's partner undertaking a period of study on a face-to face basis.
 - iv. If the member has a dependant with special needs — access to professional services for that dependant.
3. The CDF must not approve an extension of a member's posting location under subsection 1 after 12 October 2022.

Division 4: House-hunting trips

7.1.18 Purpose

House-hunting trips allow a member to visit a new posting location to find a Service residence or home for which rent allowance is payable. The ADF and the member benefits in these ways.

- a. A Service residence, or a home that attracts rent allowance, can be arranged before the member starts duty in the new location.
- b. Members and dependants (if any) will spend less time in temporary accommodation at the new location.
- c. Costs and stress levels are reduced because members are more likely to have a door-to-door removal.

7.1.19 Member who is eligible

1. A member with dependants who meets all of the following conditions may apply for a house-hunting trip.
 - a. They have been posted to a new location within Australia.
 - b. They are eligible for a full removal under Chapter 6 Part 5.
 - c. They are eligible for a Service residence or a home that attracts rent allowance.
2. Any other member who meets all these conditions may apply for a house-hunting trip.
 - a. They have been posted to a new location within Australia.
 - b. They intend to live in a rented home at the new location.
 - c. They will be eligible for rent allowance for that home.

7.1.20 Member who is not eligible

A member is not eligible for a house-hunting trip for one of these purposes.

- a. To prepare for a removal on ceasing continuous full-time service. This applies whether the removal is taken before or after ceasing.
- b. To look for a suitable own home to buy in the gaining location.
- c. To prepare the member's suitable own home to move into.

7.1.21 How to apply for house-hunting trip

A member must use the approved form to apply for a house hunting trip.

7.1.22 CDF may approve a house-hunting trip

1. The CDF may approve a house-hunting trip. Approval may only be given if the CDF is satisfied on these grounds.

- a. The trip has the purpose of house-hunting stated in section 7.1.18.
 - b. At least one of these conditions applies.
 - i. There is a selection of Service residences available at the new location.
 - ii. Rent allowance has been approved for the member and there are homes that rent allowance could be paid for available at the new location.
 - c. At least one of these conditions applies.
 - i. The member has been granted leave for the trip.
 - ii. The member will be on a nonworking period during the trip.
2. The member may be unable to take leave for the trip because they are required to stay on duty. In this case, the CDF may give the benefit to the member's spouse.

7.1.23 House-hunting trip payments

1. The CDF may approve up to \$600 each for the member and adult dependant for the house-hunting trip. The total payment the CDF may approve to the member is \$1,200.
2. The CDF may increase the individual limit in subsection 1 to \$1,200, for a person travelling alone. The CDF must be satisfied that exceptional circumstances make this necessary.
3. A payment made under subsection 1 or 2 may be used to pay for these items.
 - a. Return travel to the new location by the most economical means, including Service transport if available. The normal departmental liability for travel to the location is the most that can be paid to the member for the travel.
 - b. Accommodation and meal costs up to what would be paid if the member and dependant (if any) were eligible for travelling allowance.

Exception 1: Costs are payable only for accommodation that is commercially provided. For other accommodation, the member and any dependant would only get half the travelling allowance amount for meals.

Exception 2: If the member travels alone, they must live in if practicable and get meals from a mess at the new location.
 - c. Hire of a car to use for the house-hunting trip. This does not apply if the member or adult dependant drives their own car.
 - d. For a member with dependants travelling unaccompanied, up to \$20 for the cost of telephone calls with their dependants.
4. Travelling leave may be approved for the member, if they need to use surface transport to get to the location.

7.1.24 Costs that will not be paid

A member is not eligible for any of the following costs.

- a. Costs for longer than three days and nights at the new location.
- b. Costs for a person other than the member and their adult dependant.

7.1.25 Car hire for member returning to Australia

1. This section applies to a member returning to Australia from a long-term posting overseas.
2. The CDF may approve the cost of the member hiring a self-drive motor vehicle to look for a home. The member must meet all these conditions.
 - a. They have no motor vehicle of their own because they sold or stored it for the overseas posting.
 - b. They do not have a suitable own home in the gaining location.
 - c. Suitable accommodation for the member and their dependants has not already been arranged.
3. The member will not be paid for more than three days' hire costs.
4. The member is not eligible for any other assistance or allowance for house-hunting.

7.1.27 House not chosen during house-hunting trip

1. The rules on accepting and rejecting a reasonable offer of a Service residence or rented home apply to a member on house-hunting trips.
2. If the member rejects a reasonable offer, they must repay any payment they received for the house-hunting trip.
3. A member may go on a house-hunting trip but be unable to secure suitable accommodation. Subject to section 7.1.28, they do not have to repay the payment they received for the trip.
4. If their circumstances change, a member can reject a house that they chose on an earlier house-hunting trip. This must be because it is no longer suitable accommodation.

7.1.28 Evidence of house-hunting trip costs

1. House-hunting trip payments may be made before the member goes on the trip.
2. After the trip, the member must give copies of written records of the costs of the trip to the Toll Transitions Removal Administration Services Manager.
3. The member must repay any payment under this Part for which they do not provide a written record under subsection 2.

Part 2: Suitable own home

7.2.1 Purpose

This Part sets out these matters.

- a. What a member's suitable home is.
- b. When a member who owns a suitable home at their posting location may or may not be eligible for housing assistance.

7.2.2 Member's own home and housing assistance

Normally, a member who owns a suitable home at their posting location is not eligible for housing assistance. They may be eligible for assistance if one of these things happens.

- a. The home becomes unsuitable.
- b. The home is unavailable to live in when the member is posted to the location.
- c. The member is required by their Service to occupy another home.

Note: A member has an obligation to notify Defence Housing Australia if they do either of the following.

- a. Own a residential property under section 1.5.3.
- b. Buy or sell a residential property in or near their posting location under section 1.5.4.

Division 1: Introduction to suitable own home

7.2.4 Purpose

This Division defines a suitable own home and whether a member is eligible for housing assistance.

7.2.5 Suitable own home

1. A home is a suitable own home if it meets all these conditions.
 - a. It is owned by the member, their dependant or their adult child.
 - b. It is at the member's posting location.
 - c. It has the minimum prescribed number of bedrooms.
- 1A. For the purpose of paragraph 1.c the minimum number of prescribed bedrooms is the sum of each of the following.
 - a. For a member and their partner, if they have one — 1 bedroom.
 - b. For every 2 dependants who are children who are of the same gender and in year 6 or less at school — 1 bedroom.
 - c. For every dependant not included in paragraphs a or b — 1 bedroom.
 - d. For every adult child not included in paragraph a or b — 1 bedroom.
2. Pets are not taken into account in working out whether a home is suitable.
3. The CDF may decide that a smaller home is suitable for exceptional reasons.
4. A suitable own home includes any of the following.
 - a. A home for which the member has received assistance under HPAS.
 - b. A home for which the member has received HPSEA.
 - c. A home that the member lives in at the posting location and has a real or equitable interest that is not an equal or controlling interest.
5. This subsection applies to a member who has a suitable own home that they regard as unsuitable. Their eligibility for housing assistance is assessed on the basis that they have a suitable own home until a decision is made under section 7.2.12 to declare the home unsuitable.

7.2.6 Own home bought with Defence assistance

1. Despite section 7.2.5, this section applies to a member who buys a home using any of the following.
 - a. HPAS.
 - b. HPSEA.
 - c. A Defence Service Home Loan.

- d. Defence Home Owner Scheme.
 - e. Defence Home Ownership Assistance Scheme.
2. The home is taken to be a suitable own home.
 3. A home bought using a benefit listed under subsection 1 is a suitable own home for all further postings to the location of that home, unless one of the following applies.
 - a. The total number of the member's dependants and adult children, if any, has increased since the member last occupied the home.
 - b. The member has an acquired disability and needs to be located near rehabilitation facilities.
 - c. The member has an acquired disability that cannot be accommodated in the home.
 4. Subsections 2 and 3 apply even if one of these events occurs.
 - a. The member has been approved under section 1.3.55 to live in a greater posting location and purchases a home in it using a benefit listed under subsection 1.
 - b. The member's marital or interdependency status changes.

7.2.9 When a member's home is unsuitable

A home that the definition of a suitable own home applies to is taken not to be suitable in any of the following cases.

- a. The CDF has decided that the home is not suitable under Division 2 of this Part.
- b. The member's own home is deemed unsuitable because it is rented out.
- c. Both the following circumstances apply.
 - i. The member buys a new home at the posting location.
 - ii. The member is to be posted out of the location within three months of buying the home.

Note: The effect of paragraph c is that if the member lived in a service residence or rent allowance residence before buying their new home, the member is eligible to remain in that residence until their removal to the new posting location.

Division 2: Home becomes unsuitable

7.2.10 Purpose

This Division sets out when a member's suitable own home may cease to be suitable. This may create an eligibility for housing assistance under Part 4, 6 or 8 of this Chapter.

7.2.11 Member required to live in tied, appointment or assigned residence

1. This section applies to a member who is required by their Service to occupy a particular Service residence.
2. If the member owns a home at the posting location, it is not a suitable own home. The member may not live in it during the period they are required to occupy the particular Service residence.
3. The CDF may approve a member's request to live in their own home at the posting location.
4. For approval under subsection 3, the CDF must consider the following factors.
 - a. Whether the residence is suitable for the member's representative duties.
 - b. The location of the residence.
 - c. The impact on any other members.
 - d. Any additional cost to the Commonwealth.
5. A home that is approved by the CDF under subsection 3 is taken to be the member's suitable own home.

7.2.12 A member's home is not suitable

A member's home is not a suitable own home in any of the following circumstances.

- a. The home does not have the minimum number of prescribed bedrooms under subsection 7.2.5.1A.
- b. The member or a dependant has medical needs that the home cannot meet and the CDF is satisfied that it is not reasonably practicable to modify the home to meet the medical needs.
- c. The member's marriage or partnership has broken down and all these conditions are met.
 - i. The member's spouse or partner lives in the home.
 - ii. The member is unable to live in the home.
 - iii. The member is not receiving rent for the home from their spouse or partner.
- d. All of the following apply.
 - i. A qualified person has certified the home as uninhabitable, or recommended it not be lived in.

- ii. The member, their dependants, or their adult children are likely to suffer a serious injury or illness if they remain in the home.
 - iii. The member, their dependants, or their adult children will not benefit from an insurance policy or compensation scheme intended to assist the member with replacement housing or remedy a problem.
 - iv. The CDF is satisfied that the reason the home has been certified as uninhabitable, or recommended it should not be lived in, is not due to the failure of the member to take reasonable steps to prevent the home from becoming uninhabitable or a qualified person recommending the home not be lived in.
- e. Seven days before the settlement of the contract for the sale of a suitable own home.
 - f. Both of the following apply.
 - i. The member commenced action to sell the home before the member arrived in the posting location.
 - ii. The CDF is satisfied that the member continues to take reasonable steps to sell the home.

7.2.13 Member's home is outside the posting location

1. Normally, a member's own home is not a suitable own home if it is outside the posting location. However, a member may own a home that is outside the normal posting location.
2. If subsection 1 applies, then the CDF may approve the greater posting location for the member. The CDF must be satisfied that the extra travel time will not affect the member's attendance for duty.

Exception: A home in a greater posting location that has been purchased with Defence assistance is a suitable own home.

3. If the CDF does not approve the greater posting location and the member's own home is outside the usual posting location, then the home will be unsuitable.
4. If a member's home is unsuitable because it is outside the posting location, then these conditions will apply.
 - a. The member is not eligible for housing assistance for a Service residence that is the same or a greater distance from the place of duty as the member's own home.
 - b. The member is not eligible for rent allowance for a property that is the same or a greater distance or travelling time away from the place of duty as the member's own home.

Division 3: Home may be unsuitable if it is rented out

7.2.14 Purpose

This Division sets out how a member's own home may be deemed to be unsuitable because it is rented out and the member cannot get vacant possession. The member may be eligible for housing assistance under Part 4, 6 or 8 of this Chapter.

7.2.15 Member to include release clause in lease

1. A member who rents out their own home must include a release clause in a fixed-term lease if State or Territory legislation permits it.

Note: This includes seeking approval by a Residential Tenancy Tribunal or a similar body, if necessary.

2. A member might lease their own home for longer than 12 months and they could (but do not) include a release clause in the lease. In this case, they are not eligible for housing assistance for a posting at the location of the home.

Exception: The CDF may exercise discretion to grant assistance under section 7.2.17.

3. If a member does not include a release clause in a lease, they must tell the Defence Housing Australia Regional Operations Manager in writing all the following.
 - a. Why a release clause was not in the lease.
 - b. The length of the lease and when the lease was signed.
 - c. What they are doing to be able to live in the home.

7.2.16 Member waiting for a tenant to leave their home

If a member has included a release clause in a lease, their own home is taken to be unsuitable when all these conditions are met.

- a. They rented the house to a tenant before they knew of their posting to the location of the home.
- b. Notice to terminate the tenancy has been given in time to allow the member to occupy the house on posting.
- c. They must wait for a period set out in the lease before they can live in the home.

7.2.17 CDF discretion to grant assistance

A member who is not eligible for housing assistance under section 7.2.15 is eligible for housing assistance if the CDF is satisfied the member has done all of the following.

- a. Notified the tenant in writing at the earliest practicable date that the lease is to be terminated.
- b. Taken any other formal steps under the relevant State or Territory legislation necessary to obtain vacant possession of the home.

- c. Advised the Defence Housing Australia Regional Office in writing of all of the following.
 - i. The earliest date that they are able to live in the home.
 - ii. The reason a release clause was not included in the fixed term lease.
 - iii. The length of the lease and the date it was signed.
 - iv. The actions taken to be able to obtain vacant possession of, and live in, the home.

7.2.18 Home leased for commercial purposes

- 1. A member may have leased their home for commercial purposes. The home will still be considered a suitable own home if it has enough bedrooms for the member's dependants and adult children.
- 2. No housing assistance is available to a member whose suitable own home is unavailable because it is commercially leased.

Part 3: Home sale or purchase

7.3.1 Purpose

1. Two forms of assistance to purchase or sell a home are available to a member or their dependants when they are posted in Australia.
 - a. A one-off payment to assist them to purchase a home. The home must be in their posting location and they must live in it. This payment is made under HPAS. It is payable once only during a member's ADF service.
 - b. Reimbursement to the member of the reasonable costs for selling a home and purchasing another home they will live in on the next posting. This assistance is given under HPSEA.
2. A member who purchases their first home under HPAS then enters into a following sell-purchase-sell home ownership cycle. Each time they purchase or sell another home on a posting, they can be reimbursed the reasonable costs involved. Time limits apply. This does not mean that a home must be sold or purchased following each posting. This is the member's choice. However, continued eligibility depends on a member maintaining the cycle of sell-purchase-sell. Some exceptions apply.

7.3.2 Member this Part applies to

This Part applies to a member on continuous full-time service who meets either of these conditions.

- a. At the time of purchasing a home, it is expected that they will continue to serve in the posting location for a further 12 months.
- b. At the time of purchasing a home, they are a member with dependants (unaccompanied) and it is expected that they will keep that category for a further 12 months.

7.3.3 Member this Part does not apply to

This Part does not apply to a member on either of these kinds of service.

- a. Reserve service.
- b. Continuous full-time service for less than 12 months.

7.3.4 Definitions

In this Part the following apply.

Eligible person means a member or their dependant.

Eligible sale means the sale of a home under Chapter 7 Part 3 Division 2.

Home means a dwelling in Australia.

Posting means a posting that a Service authority expects to last at least 12 months.

An eligible person has **purchased a home** when they do any of the following.

- a. Sign a contract to purchase it.
- b. Sign an agreement for it to be built.
- c. Begin to build it, if they are an owner-builder.

Division 1: Initial home purchase

7.3.8 Purpose

A member may be eligible for assistance for purchase of a home. The home must be in their posting location and they must live in it. This payment is made under HPAS. It is payable once only during a member's ADF service. This Division describes the conditions of eligibility and when the assistance must be repaid.

7.3.10 Conditions of eligibility

1. For a member to qualify for HPAS, all of these criteria must be met.

- b. The home is at their current or new posting location.

Exception 1: A member with dependants (unaccompanied) may be eligible for assistance with purchase of a home where their dependants live. To qualify, their dependants must be expected to stay there for at least 12 months after the member takes up duty in the new posting location. If the family has moved to another location they must be expected to remain in that location for at least 12 months from date of purchase. When the member's dependants join them at the new posting location, HPAS benefit transfers to the new location.

Exception 2: The member may be eligible for HPAS at the location where the member's dependants live, if the member meets all the following conditions.

- i. The member is a member with dependants.
 - ii. The member is posted to a seagoing ship.
 - iii. The member purchases a home at the location where the member's dependants live.
 - iv. The member's dependants are expected to remain at that location for 12 months from the date the contract for purchase is signed.
 - c. On the day the contract for purchase is signed, the member is expected to serve at the posting location where the member purchased the home for 12 months after the date the contract for purchase is signed.
 - d. A member with dependants (unaccompanied) is expected to keep that category for the 12-month period.
 - e. An eligible person will live in the home within the period defined in section 7.3.13, When the home must be occupied.
2. If a member's adult dependant is also a member, only one of them is eligible for HPAS. The other member may be eligible for HPAS in a future posting location.

7.3.11 Member the Division does not apply to

This Division does not apply to a member who has received one of the following.

- a. HPAS on or after 1 July 2000.
- b. HPSEA for a first home on or before 30 June 2000.

7.3.12 Purchase of land

This Division does not apply to the purchase of land that does not have a home on it.

7.3.13 When the home must be occupied

If a situation in an item in Column A of the following table applies — a home must be occupied by an eligible person within the specified time period in Column B of the same item.

Item	Column A Member's situation	Column B Specified time period
1.	They have signed a contract for a home to be built.	Within the earlier of the following two periods. a. One month after the day it is ready for occupation. b. 12 months after the member signs the contract.
2.	They begin to build a home as an owner-builder.	Within the earlier of the following two periods. a. One month after the day it is ready for occupation. b. 12 months after the member begins to build it.
3.	They purchase a home in the new location after official written notice of the posting is issued and before they begin duty there.	Within one month after the earlier of these two dates. a. The day the member begins duty in the new location. b. The date of settlement of the contract to purchase the home.
4.	They purchase a home in any other circumstance.	Within one month after the date of settlement of the contract to purchase the home.

7.3.14 Amount of benefit

1. The amount of the benefit is a one-off payment of \$16,949 (before tax).
2. If an eligible person shares ownership with other persons, the HPAS payment is made according to the share of ownership with those other persons. For this section, the member's family unit is treated as having one share of the home.

7.3.15 When a member must repay HPAS

1. A member must repay the HPAS payment if either of the following happens.
 - a. The purchase of the home does not go ahead for any reason.

Exception: If Service reasons prevent the purchase from going ahead, the CDF may decide that the member should be reimbursed their reasonable and unavoidable costs.
 - b. An eligible person does not occupy the home within the relevant period under section 7.3.13, When the home must be occupied.
- 1A. Despite paragraph 7.3.15.1.b, if Service reasons prevent an eligible person from occupying the home, the member does not have to repay the amount.
2. The CDF may extend the relevant period for occupation for up to 12 months. The CDF must be satisfied that an eligible person cannot occupy the home for a reason beyond their control.
3. A member is still eligible for assistance in future if they meet either of these criteria.
 - a. They repaid an HPAS payment for reasons set out in subsection 1.
 - b. They were reimbursed costs under paragraph 1.a.

Division 2: Sale of home or subsequent purchase – general

7.3.16 Purpose

1. This Division sets out conditions for payment of HPSEA. This allowance is for reimbursement of reasonable costs to a member when they do either of the following.
 - a. They sell a home they or their dependants had been living in, at the time the member is posted to a new location.
 - b. They purchase and occupy a home in a new posting location within four years from the day that they start duty in the new location, and provided that they sell a home described in paragraph a. within two years from the date of issue of the posting order to the new location.
2. If the member has used HPAS to purchase a home, they cannot also claim HPSEA for that purchase.

7.3.17 Basis

1. Eligibility for the reimbursement of costs must begin with the eligible purchase of a home. This may be under HPAS or HPSEA. HPSEA then works as a sell-purchase-sell cycle.
2. To qualify for reimbursement of costs, an eligible member must purchase or sell a home within certain time limits.
 - a. A member who has made an eligible purchase and is then posted to another location has two years to sell the home. The two-year period begins on the date official written notice of the posting is issued.

7.3.19 Conditions of eligibility – sale

A member is eligible for the reimbursement of the costs of selling a home in the losing location when all these conditions are met.

- a. An eligible person lives in the home when official written notice of a posting is issued.
- b. The costs are a result of the member being posted from one location to another.
- c. The member's last reimbursement was for the expenses of purchasing a home.
- d. The home is sold within two years of when official written notice of a posting to the new location is issued.

Note: Section 1.6.1 applies to this section and may affect the assistance provided if a member and their adult dependant are both eligible for HPSEA for the same home sale.

7.3.20 Conditions of eligibility – purchase

A member is eligible for the reimbursement of the costs of purchasing a home in the posting location when all these conditions are met.

- a. An eligible person lives in the home.

- b. The purchase costs are a result of the member being posted from one location to another.
- c. The member's last reimbursement was for the expenses of selling a home.
- d. The member purchases the home in the period between these two dates.
 - i. The date official written notice of the posting is issued.
 - ii. Four years after they begin duty at the posting location.
- e. It is expected that the member will serve for a further 12 months in the location where they have purchased the home. A member has a further 12 months to serve if they have not been issued with a posting from the location to take effect within 12 months.
- f. If the member is a member with dependants (unaccompanied), it is expected that they will keep that category for the 12-month period.

Note: Section 1.6.1 applies to this section and may affect the assistance provided if a member and their adult dependant are both eligible for HPAS for the same home purchase.

7.3.21 Members not eligible

1. If either of these conditions applies to a member at the time they purchase a home, they are not eligible for HPSEA.
 - a. They have received notice that their continuous full-time service will cease within 12 months.
 - b. They have applied to cease continuous full-time service within 12 months.
2. A member posted overseas is not eligible for assistance with purchasing a home overseas. This is whether they are accompanied or not.
3. This subsection applies to a member who is required to live in, or occupy a tied or appointment Service residence. While they occupy that accommodation the member is not eligible for assistance to purchase a home at that posting location. They may be eligible again to purchase a home on their next posting.

7.3.22 Continuity of selling and purchasing

1. After they purchase their first home, an eligible person must maintain continuity of selling and purchasing homes through a series of postings in order to get HPSEA.

7.3.23 Time limit on sale and purchase

1. A member will qualify for reimbursement of the costs of **sale** of a home, if they sign a contract for sale within two years of the date official written notice of a posting to another location is issued.

Exception: A member ceasing continuous full-time service will qualify if they sign a contract for sale within 12 months before or after the date they cease continuous full-time service.

2. The two-year rule does not apply when the posting is to any of the locations in the table below. This is because the member cannot make an eligible purchase there. Those locations are outside the scope of the HPSEA scheme. During a posting period in those locations, the member's HSPEA benefits are in effect suspended and frozen until they are

posted to a location that is not included in this table.

Item	If a member is posted to...	then their two-year period for sale begins on...
1.	an overseas posting location, whether the posting is accompanied or not Exception: An overseas deployment is not a posting for the purposes of this item.	the date official written notice of their next posting is issued. Exception: If the posting is to a specified location in Division 3 section 7.3.28, see item 4 in this table.
2.	a location where the member is required to occupy a Service residence or live in	
3.	an adjacent posting location that includes the member's home	
4.	a specified location. These are locations in Australia where an eligible person could not reasonably be expected to purchase a home	the date official written notice of their next posting is issued. Note: A member may purchase a home at a specified location if they wish. This is outside the HPSEA scheme and the purchase will not qualify for HPSEA. The continuity of the sale-purchase cycle will not be affected.

3. The member can not make an eligible purchase in the locations listed in subsection 2. Therefore there is no requirement to sell a home in their old location while on posting to one of these locations. The two-year period for selling a home starts on the date of issue of their next official written notice of posting to another location. If that is one of the postings listed subsection 2, the time limit extends again.
4. If a member is already some way through a two-year period and they are posted to a location listed in subsection 2, the same applies as in subsection 3 above. The two-year period starts on the date of their next written official posting notice to another location. If that is one of the postings listed in subsection 2, the time limit extends again.
5. To qualify for reimbursement of costs of **purchasing** a home, a member must sign a contract to purchase within the period between these two dates.
 - a. The date official written notice of the posting is issued.
 - b. Four years after beginning duty at the posting location.
6. This subsection applies to a member with dependants (unaccompanied). When dependants join the member at the new posting location, the eligibility for reimbursement of purchase costs transfers to the new location. Both the two-year period for selling a home in the old location and the four-year period for purchasing one in the new location start from the date the family reunites.

7.3.24 Member of Reserves not eligible

A member of the Reserves on continuous full-time service for a period of less than 12 months is not eligible.

7.3.25 CDF discretion in special circumstances

1. The CDF may approve reimbursement of an amount to a member who is not otherwise eligible for reimbursement under this Division or Division 3, for Service reasons. The CDF must be satisfied on all these matters.
 - a. Approval is reasonable in the light of the Service reasons.
 - b. The reimbursement is consistent with the purposes of this Division.
2. Any amount reimbursed must not be more than what would be payable in the circumstances to a member who is eligible for reimbursement.

Division 3: Sale of home or subsequent purchase – particular situations and costs that may be reimbursed

7.3.26 Purpose

This Division sets out eligibility for HPSEA when certain members purchase or sell a home or land in particular situations. It also explains what costs a member may and may not be reimbursed.

7.3.27 Purchasing land

1. A member may be eligible for the reimbursement of the costs of purchasing land to build a home on. Costs may be reimbursed as long as the land is purchased within the time limits in Division 2 section 7.3.23, Time limit on sale or purchase. They need not begin building the home within the four years. Relevant costs for purchasing both land and house may be reimbursed (see section 7.3.31, Amounts and kinds of costs that may be reimbursed). The costs may be reimbursed when a member or eligible person lives in the home.
2. A member will not be reimbursed costs of purchasing land when they do both of the following.
 - a. They purchase land at a posting location before official written notice of posting to that location is issued.
 - b. After they get the notice, they build a home on that land or sign a contract for a home to be built.
3. They will be eligible for reimbursement of costs involved in building the home.

7.3.28 Specified locations

2. A member's purchase or sale benefits when posted to a specified location are the same as if they occupy a Service residence.
3. This table lists the specified locations by State and Territory.

Item	State/Territory	Specified location
1.	New South Wales	Bogan Gate
		Macksville
		Myambat
		Tenterfield
2.	Northern Territory	Katherine
		Nhulunbuy
3.	Queensland	Atherton
		Biloela
		Bowen
		Charters Towers
		Chinchilla
		Ingham
		Macrossan
		Roma
		Stanthorpe
		Thursday Island

		Tully
		Wallangarra
		Wide Bay
4.	South Australia	Clare
		Gladstone
		Port Wakefield
		Woomera
5.	Western Australia	Bindoon
		Derby
		Exmouth (including Learmonth)
		Karratha
		Katanning
		Newman
		Northam
		Rottnest Island
		Spring Hill
		Tom Price

4. The CDF can approve a location as a specified location. The CDF must be satisfied it would be unreasonable to expect an eligible person to purchase a home there. The CDF must consider all these factors.
- a. The remoteness and isolation of the location.
 - b. The quantity and standard of housing available to purchase at the location.
 - c. Any other factor relevant to the location.

7.3.29 Posting back to previous location

1. This section applies if all of these conditions are met.
 - a. A member is eligible for the reimbursement of the costs of purchasing a home at a posting location.
 - b. At their next posting location, an eligible person purchases a home. They intend to sell the home in the first posting location.
 - c. The member is posted back to the first location within the two-year time limit for selling the home in that first location.
2. If subsection 1 applies, the member is to be reimbursed for a cost listed in section 7.3.31 in relation any of the following of the following.
 - a. Selling the home in the second location.
 - b. Subject to subsection 3, selling the home in the first location and purchasing the home in the second location.
3. For the purpose of paragraph 2.b the member is not eligible for the reimbursement if they do any of the following after they receive written notice they are posting back to the first location.
 - a. The member signs the contract for selling or purchasing.
 - b. The member incurs costs as a consequence of signing the contract for selling or purchasing the home.

7.3.30 Reimbursement for sale on ceasing continuous full-time service

1. A member who ceases continuous full-time service may be reimbursed costs of selling the home where they or their dependants live at their final posting location. This can happen if all these conditions are met.
 - a. An eligible person incurs costs for the sale.
 - b. When the member ceases, they move from the final posting location to another location.
 - c. The member's last reimbursement was for the expenses of purchasing a home.
 - d. The contract for the sale of the home was signed by an eligible person between the following days.
 - i. The day that is 12 months before the day the member ceased continuous full-time service.
 - ii. The days that is 24 months after the day the member ceased continuous full-time service.
2. Reimbursement of costs for a sale on ceasing continuous full-time service can only be approved when the member has ceased continuous full-time service and moved to a new location.
3. A member is not eligible for the reimbursement of costs for purchasing a home when they cease continuous full-time service.

Note: Section 1.6.1 applies to this section and may affect the assistance or reimbursement provided if a member and their adult dependant are both eligible for HPSEA for the same home sale.

7.3.31 Amounts and kinds of costs that may be reimbursed

1. A reimbursement for a cost listed in column A of the following table is the actual amount up to the amount set out in Column B of the same item.

Item	Column A Member costs	Column B Reimbursement
1.	Professional fees and disbursements for the purchase or sale.	The amount generally charged by a solicitor or land broker in the State or Territory where the home is located.
2.	Professional fees and disbursements for, or discharge of, a related mortgage, including those incurred by the mortgagee.	The amount generally charged by a solicitor or land broker in the State or Territory where the home is located.
3.	Costs incurred in items 1 or 2 above where a solicitor or land broker was not engaged, but does not include any procurement fee paid to negotiate the mortgage.	Reasonable costs.
4.	Agent's commission for the purchase of the home on behalf of the member or eligible person.	The amount generally charged by an agent in the State or Territory where the home is located.
5.	Agent or auctioneer's commission, fees or advertising expenses for the sale of the home.	The amount generally charged by an agent or auctioneer in the State or Territory where the home is located.

6.	Advertising costs for the sale of the home where an agent or auctioneer was not engaged.	10% of the amount generally charged by an agent or auctioneer in the State or Territory where the home is located.
7.	Amount paid to a mortgagee, in addition to the principal sum and interest due under the mortgage, for early discharge of mortgage on the sale.	The amount equal to 6 months interest at the rate payable on the date of the discharge of mortgage.
8.	Mortgage insurance for the purchase a mortgagee requires the member or eligible person to pay.	Mortgage insurance for a loan amount up to and including the purchase price of the home a mortgagee requires the member or eligible member to pay.
9.	Government duties or fees for the purchase or sale, or related mortgage or discharge of mortgage.	The amount generally charged by a government authority in the State or Territory where the home is located.

2. If Goods and Services Tax is included in a cost in items 1 to 8 of the table in subsection 1, the reimbursement includes the Goods and Services Tax.
3. If a person, who is not a dependant, holds a registered proprietary interest in a home with a member, the member is eligible for a share of the total reimbursement amount proportionate to the interest held by the member.
4. The costs under subsection 1 must be assessed as reasonable by a legal firm contracted by the Commonwealth to provide this advice.
5. In this section, **auctioneer** means a person registered or licensed under relevant State or Territory laws to conduct business as an auctioneer.
6. In this section, **professional fees and disbursements** means fees that meet both of the following.
 - a. They are fees for work performed by a solicitor, land broker or conveyancer connected with a purchase or sale, and related disbursements that include any of the following.
 - i. Fees for a valuation, pest inspection, building inspection, survey or similar.
 - ii. Fees that are incurred by the solicitor, land broker or conveyancer on behalf of a member or eligible person.
 - iii. Mandatory fees imposed by relevant State or Territory local authorities.
 - b. They are not fees for arranging or negotiating a mortgage.

7.3.32 Costs that may not be reimbursed

These kinds of costs may not be reimbursed.

- a. Capital costs. Normally owner-builders have these costs. Sometimes builders constructing a home for the member have them. Goods and Services Tax paid by a member or eligible person on capital purchases may not be reimbursed.
- b. Re-financing costs. These are financial institution and legal costs involved in varying an existing mortgage to raise finance for the new home.
- c. Costs normally associated with home ownership.
- d. Costs that can be put down to reasons of a non-Service nature.

Part 4: Living-in accommodation

7.4.1 Purpose

1. A member may be required to live in at a barracks or similar accommodation provided by the ADF. Some members may choose to live in.
2. This Part details who may live in, their level of accommodation, contribution, responsibilities and rights.
3. This Part also includes rules about the following situations.
 - a. When a member must live in.
 - b. When a member may choose to live in.
 - c. The standard and type of living in accommodation that may be available to a member.
 - d. The contributions a member must make for the living-in accommodation.
 - e. Special rules for members based on the condition and location of their ship or nuship.

7.4.2 Principles for the provision of living-in accommodation

1. Living-in accommodation is provided to meet the operational, training and duty of care responsibilities of the Department of Defence.
2. Members who live in are subject to the responsibilities and conditions that apply under the licence to live in provisions.
3. Members occupying living-in accommodation make a contribution based on rank, number of beds per room and the level of accommodation.

7.4.3 Definitions

In this Part the following apply.

Accommodation manager means a person responsible for managing living-in accommodation on behalf of the Department of Defence.

Common areas means areas inside and outside of the accommodation buildings which can be used or accessed any member occupying the accommodation building.

Fair wear and tear means the normal deterioration of an element of the room or building due to the ageing process and use.

Key includes an access card or a keypad access code.

Non-fair wear and tear means the faster deterioration of an element of the room or building caused by neglect or mistreatment.

Nuship means a Navy ship not yet commissioned into naval service.

On-board member means a member who chooses not to keep on-shore accommodation at the ship's home port or refitting port.

Service property has the meaning given in the *Defence Force Discipline Act 1982*.

Shore member means a member who keeps on-shore accommodation at the ship's home port or refitting port.

Division 1: Licence to live in overview

7.4.5 What is a licence to live in?

1. A member can be permitted to live in. This kind of permission is called a ***licence***.
2. A licence to occupy living-in accommodation can be granted by the Department of Defence, or by Defence Housing Australia.
3. A licence to live in is granted subject to conditions that must be complied with.
4. A member's licence to live in has the following conditions.
 - a. The licence may be terminated by changes in circumstances.
 - b. The licence may be varied.
 - c. The licence may be revoked, terminated or varied by changes to this Part.
5. No compensation is payable if a licence is revoked, terminated or varied under subsection 4.

Division 2: Being required or choosing to live in

7.4.7 Member who can live in

1. A member in one of the following groups can be granted a licence to live in.
 - a. A member who must live in under section 7.4.8.
 - b. A member who chooses to accept an offer of living-in accommodation under section 7.4.9.
 - c. A member who already has suitable accommodation but chooses to live in under section 7.4.10.
2. The member must comply with the conditions listed in Annex 7.4.A.

7.4.8 Member required to live in

1. The CDF may require a member to live in for any of these reasons.
 - a. The member is undertaking a training course.
 - b. An operational reason, including any one or combination of the following.
 - i. The member is performing as duty personnel, such as a watch keeper or sentry.
 - ii. The member is posted to a seagoing billet.
 - iii. The member is part of a deployment or exercise.
 - iv. The member is in an Army unit with a response notice of 28 days or less.
 - v. The member is required to live in for 12 months after initial Army training.
 - c. The member fills a specific position on a base.
 - d. The member is under the age of 18 years and the ADF is responsible for their care while they are away from their parents or guardian.
 - e. The member is the rank of Major or equivalent rank or below and is either in transit or on a short visit to the location.
2. A member is given a licence to live in for the period that they are required to live in under subsection 1.

Exception 1: There is no suitable living-in accommodation available.

Exception 2: The member has not complied with the conditions in the licence to live in, under Annex 7.4.A.

Note: If the member is required to live in to meet an operational requirement inherent in their duties but is not permitted to live in because of their failure to comply with reasonable conditions, then the member may not be able to perform their duties. This may have administrative or disciplinary consequences.

3. A member who is eligible for housing assistance under Part 6 or Part 8 of this Chapter may keep that assistance when they are required to live in temporarily.

7.4.9 Member who may choose to live in

1. The CDF may decide that accommodation not used for members required to live in under section 7.4.8 can be used for a member who chooses to live in.
2. A member may be eligible for a licence to live in the accommodation described in subsection 1 if they belong to any of the following categories.
 - a. A member without dependants who does not have either of the following at the posting location.
 - i. A suitable own home.
 - ii. Suitable accommodation.
 - b. A member with dependants (unaccompanied).
 - c. A member on temporary duty away from their posting location and choosing to live in at the temporary duty location.
 - d. A member with dependants travelling to a new posting before their dependants and before their permanent accommodation is available.
 - e. A member whose on-board accommodation becomes uninhabitable under subsection 7.4.44.4.
3. The CDF can revoke a decision made under subsection 1 at any time, by notifying the member of one of the following decisions.
 - a. That living-in accommodation is needed for a member required to live in under section 7.4.8.
 - b. That a member's licence to live in under this section will end on a date specified in the notice to the member.
 - c. That the accommodation needs repair and is not fit for the member to live in.

7.4.10 Member with suitable accommodation who chooses to live in

1. A member who meets all the following conditions is subject to subsection 2.
 - a. The member is not required to live in.
 - b. The member is not categorised as a member with dependants (unaccompanied).
 - c. The member has suitable accommodation in the posting location.
 - d. The CDF is satisfied that the member is unable to live in their suitable accommodation.
2. A member who meets the conditions in subsection 1 may choose, in writing, to live in accommodation described in subsection 7.4.9.1. They must pay a contribution at the rate for a member on leave without pay.
3. A member with dependants (unaccompanied) may choose to live in under section 7.4.9 regardless of any other accommodation they own in the posting location.

7.4.11 Living-in accommodation not available

If living-in accommodation is not available to a member, the member may be eligible for rent allowance under section 7.8.5.

7.4.12 Responsibility for living-in accommodation

1. When the member takes the key to living-in accommodation from an accommodation manager, the member must acknowledge in writing that they will take strict care of the property they live in under the licence.

Note: If the member fails or refuses to give written acknowledgement that they will take strict care of the living-in accommodation, no licence to live in will be given.

2. To help minimise the cost of damage to living-in accommodation, a member must immediately notify an accommodation manager of any damage affecting a room they live in or use, or the common areas.

Note: If the living-in accommodation is damaged while the member is its custodian, then the member may be required to pay the costs related to the damage as a debt to the Commonwealth, unless the member can demonstrate that reasonable steps were taken to prevent the damage.

7.4.13 Condition reports

1. When a member moves into living-in accommodation, the member must be given a report listing the condition of the accommodation and its contents.
2. A member has 48 hours, or the first working day after the 48 hours, to assess the report, take either of the following actions and return the report to an accommodation manager.
 - a. Sign the condition report to show that they agree with it.
 - b. If member disagrees with all or part of the condition report – write the reason that they disagree on the report and sign it.
3. On receipt of the condition report, if the accommodation manager disagrees with the member's assessment of their allocated room then the following items must be placed on file with the report.
 - a. Photographs of the room.
 - b. A signed document listing the name of the photographer, time, date and location of the photographs.
4. If a member does not return the condition report within the time specified in subsection 2, it is taken that the member agrees with the condition report.
5. The following actions must occur before the member's licence to live in ends.
 - a. A member's living-in accommodation is inspected in the presence of the member or the member's agent.
 - b. The inspection is to be done having regard to the condition report.
6. The accommodation manager may waive a condition report when the member will only be in the accommodation for a short period of time.

Note: If a condition report has been waived it is at the accommodation manager's and the

member's own risk.

7. A member, whose condition report has been waived under subsection 7, may request a condition report from an accommodation manager.

7.4.14 Revoking a licence to live in

1. The CDF may, in writing, revoke a member's licence to live in for a period of no longer than three years, if the member meets any of the following circumstances.
 - a. Deliberately, recklessly or negligently breaches the conditions listed in Annex 7.4.A.
 - b. Fails or refuses to comply with any reasonable request or direction from an accommodation manager relating to their living-in accommodation.
 - c. Fails to give notice that the living-in accommodation will be unoccupied for a period of 28 days or longer. The member may be taken to have abandoned responsibility for the accommodation.

Exception: The member is absent for the period due to an emergency, or other situation beyond the member's control.

Exception: A member under the age of 18.

2. In making the decision in subsection 1, the CDF must have regard to any relevant considerations, including the following.
 - a. The nature and severity of any breach by the member, including any risk assessment of the effect on other members in the living-in accommodation.
 - b. Any pattern of similar behaviour by the member.
 - c. Whether the member is required to live in.
 - d. Whether revocation would affect the member's ability to perform their duties.
 - e. If any hardship is likely to be caused to the member if their licence to live in is revoked, including the availability of reasonable quality off-base accommodation.
3. The CDF must advise the relevant contract service provider and the member's Service when a member's licence to live in has been revoked.
4. A member whose licence has been revoked under this section is not eligible for living-in accommodation, rent allowance or a Service residence while their licence to live in is revoked.
5. The member may seek redress of a decision to revoke a licence to live in made under this section.

Division 3: Suitable living-in accommodation

7.4.15 Suitable living-in accommodation

1. Living-in accommodation is suitable for a member if it is available and meets all of the following conditions.
 - a. It is in the member's posting location or temporary duty location.
 - b. It is fit to live in at the time the member is issued with their room key.
 - c. It is at a level in column B that corresponds with the member's reason for occupying living in accommodation or rank group in column A of the same item in the following table.

Item	Column A Reason for living in or rank group	Column B Level of accommodation
1.	Transit or short visit to the location.	Any available level
2.	Completion of compulsory residency, training or post-graduate work experience by a medical officer, Chaplain or Maritime Spiritual Wellbeing Officer.	Any available level
3.	Exercise or preparation for deployment.	Any available level, including shared rooms, camps and tents
4.	Basic recruit training as a normal entry recruit or Reserve recruit.	Level 1
5.	Navy category school training.	Level 1
6.	Initial employment training in the Infantry Corps of the Army.	Level 1
7.	Initial employment training in the Army or Air Force other than in the Infantry Corps.	Level 3
8.	Career development training for less than 6 months.	Level 3
9.	Initial officer training.	Level 3
10.	Training for a period of 6 months or more for reasons other than those in items 3 to 8.	Level 5
11.	For an operational purpose for a period of 6 months or more.	Level 5
12.	To fill a specific position on a base for a period of 6 months or more.	Level 5
13.	To provide respite for a member posted to a seagoing submarine alongside in port that is not the vessel's home port.	Level 5

2. If suitable living-in accommodation is not available at the level set out for the member under paragraph 1.c table items 1 to 12, the member may occupy living-in accommodation that is available closest to the level listed for them in the table.
3. If suitable living-in accommodation is not available for the member under paragraph 1.c table item 13, suitable living in accommodation is commercial accommodation provided by the contracted service provider under Chapter 9.

7.4.16 Classification of living-in accommodation by rank group and purpose

1. The CDF may classify living-in accommodation into levels. The CDF must consider these aspects of the living-in accommodation.
 - a. The size, standard and number of amenities.
 - b. Its age.
 - c. What it is built from.
 - d. Upgrades to it.
 - e. Any other factor relevant to the accommodation.
2. This table sets out the level of living-in accommodation for each rank by rank group.

Item	If the member is a...	then their rank group is...	and they may occupy living-in accommodation at level...				
1.	Corporal or below	other ranks	1	2	3	4	5
2.	Sergeant to Warrant Officer	senior non-commissioned officer					
3.	Second Lieutenant to Captain	junior officer					
4.	Major and above	senior officer	5				

7.4.17 Change in member's rank group

1. If a member's rank changes, the member's rank group for living-in accommodation may change under section 7.4.16.
2. If the member changes rank group, the CDF may take any of the following actions.
 - a. Offer the member living-in accommodation under section 7.4.9, at a level that corresponds to the new rank group.
 - b. End the member's licence to live in their accommodation in accordance with a notice to the member.
 - c. Allow the member to remain in the accommodation they are currently in and pay the relevant contribution for that accommodation.

Note: This may affect the rate at which the member must contribute to the cost of living-in.

7.4.18 CDF may decide that accommodation is unsuitable

1. The CDF may decide that living-in accommodation is unsuitable for a member. The CDF must consider these factors.
 - a. Anything that prevents accommodation being lived in. It need not relate to the group level of accommodation.
 - b. Anything that makes the member's individual situation exceptional when compared with that of other members.
2. If the CDF decides that the accommodation is unsuitable, the CDF may end a member's licence to live in. The CDF should consider whether other accommodation is available.

3. If a member's licence to live in has been ended under this section the member may still be eligible for living-in accommodation, rent allowance or a Service residence.

7.4.19 Member required to share room

1. Subject to subsection 2, a member living in will have their own room.
2. A member may be required to share when living in, if they are in one of the groups in the following table.

Item	A member in this group...	may be required to share...
1.	normal entry recruit or Reserve recruit during basic recruit training, in item 4 of the table in section 7.4.15	with three or more other members per room.
2.	Navy category school trainee in item 5 of the table in section 7.4.15	with at least one other and up to three other members per room.
3.	initial employment trainee in the Infantry Corps of the Army in item 6 of the table in section 7.4.15	with at least one other and up to nine other members per room.
4.	any member the rank of Major (E) or below	by the CDF, when there are not enough rooms for one each.

7.4.23 Living-in accommodation on deployment – six months or longer

1. This section applies to a member who meets all the following conditions.
 - a. The member is living in.
 - b. The member is a member without dependants or a member with dependants (unaccompanied).
 - c. The member is deployed for six months or longer.

Exception: A member who meets all the following requirements.

 - i. The member is deployed for a period of less than six months.
 - ii. While deployed, the member's deployment is extended.
 - iii. The total period of a member's deployment is six months or longer.
2. A member may make a choice between the following options.
 - a. To keep the living-in accommodation for the period of the member's deployment.
 - b. To leave the living-in accommodation.
3. The choice in subsection 2 must be in writing to the member's Commanding Officer and made before the member is deployed.
4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep the living-in accommodation under paragraph 2.a.
5. A member who has made a choice under paragraph 2.a must vacate the living-in accommodation if the CDF is satisfied of any of the following.
 - a. The living-in accommodation is required for other members.

- b. The living-in accommodation requires maintenance or repair.
- 6. If subsection 5 applies, the member is treated as a member who chose to leave the living-in accommodation under paragraph 2.b.

Division 4: Contribution for living-in accommodation

7.4.24 Contribution for living-in accommodation

1. Subject to this Division and Division 5, a member must pay part of the cost of living in. The payment is called a contribution.
2. The living-in contribution a member must make is calculated as follows.
 - a. The contribution for a member holding a rank listed in items 1 to 4 in column A of the table in Annex 7.4.B occupying a room with the number of beds in column B of the same item is the amount in columns C to G of the same item that applies to the member's accommodation level.
 - b. A member who is paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, *Salaries*, must pay the rate of contribution under item 5 of Annex 7.4.B for the number of beds in the room.
3. A member must pay the contribution for the period of their licence to live in.

Exception 1: When the member lives in for more than one day, they do not need to pay for the last day they live in.

Exception 2: See section 7.4.30, When a licence to live in ends.

4. A member may have a licence to live in for a fixed period under section 7.4.9. They must pay the contribution in section 7.4.27 for the type of living-in accommodation they occupy.
5. A member who meets one of the following and holds a rank in column A of the table in Annex 7.4.B pays the contribution in column E that corresponds with the number of beds in the room that the member occupies in column B of the same item.
 - a. The member is a medical officer living-in during compulsory residency.
 - b. The member is in training as a Chaplain and is living-in at a seminary or theological college.
 - c. The member is a Maritime Spiritual Wellbeing Officer living-in at an educational institution during compulsory post-graduate work experience.
6. If a contribution is not specified for any of the following members, the contribution is the rate payable by a member holding the same rank and occupying a room with 1 bed.
 - a. A member who is a medical officer and is required to occupy living in accommodation during compulsory residency.
 - b. A member who is in training as a Chaplain and is required to occupy living in accommodation at a seminary or theological college
 - c. A member who is a Maritime Spiritual Wellbeing Officer and is required to occupy living in accommodation in at an educational institution during compulsory post-graduate work experience.

7.4.25 Contribution if accommodation is not at level for a member's rank group

This table shows what contribution a member must pay if their accommodation is not at the level that corresponds to their rank in section 7.4.16.

Item	If the member lives in accommodation that is...	then their contribution is the one in the table that applies for...
1.	below the level for their rank group	the lower rank group.
2.	above the level for their rank group	their rank group.

7.4.27 Member on leave without pay

1. This section applies to a member who is granted leave without pay.
2. The member must pay to live in. They must pay the rate in the table below.

Item	If the member's accommodation is a...	then their fortnightly contribution is (\$)...
1.	single room with private facilities	339.91
2.	single room with shared facilities	292.22
3.	room with two or three beds	243.01
4.	room with four or more beds	123.39

3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, the member must pay the same contribution they were paying before they went on leave without pay.

7.4.27A Member on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is on a flexible service determination.
 - b. The member is not a member with dependants (unaccompanied).
 - c. The member lives in living-in accommodation at the gaining location.
2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.4.B for living-in accommodation.
3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.
 - a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

Note: This applies to each nonworking period.
 - b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination is either of the following.
 - i. If a period in the flexible service determination is one year — less than 130 days.
 - ii. If a period in the flexible service determination is part of a year — less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, either of the following applies.
 - a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
 - a. The contribution that the member has paid during the period of the variation.
 - b. The contribution that the member would have paid during the period of the variation.

7.4.27B Member with dependants (unaccompanied) on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is a member with dependants (unaccompanied).
 - b. The member is on a flexible service determination.
 - c. The member lives in living-in accommodation at the gaining location.
2. A member may be required to pay a contribution if they meet one of the following conditions.
 - a. The member has a continuous nonworking period that exceeds 28 days.
 - b. The total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
 - i. If a period in the flexible service determination is one year — less than 130 days.
 - ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{\text{FSD}}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

3. If subsection 2 applies, the member must make a contribution towards their living in accommodation for each weekday in the member's nonworking period. The member's contribution is calculated as follows.

$$\text{member's contribution} = NWP \times \left(\frac{C}{10}\right)$$

Where:

NWP is the number of weekdays during the member's nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.4.B that would apply to the member if they were categorised as a member without dependants and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, either of the following applies.
 - a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

7.4.27C If a flexible determination ends early

1. This section applies to a member who meets both of the following criteria.
 - a. The member pays a contribution for living-in under either of the following sections.
 - i. Section 7.4.27A, for a member on a flexible service determination.
 - ii. Section 7.4.27B, for a member with dependants (unaccompanied) on a flexible service determination.
 - b. The member's flexible service determination ends before the end date specified in the flexible service determination.
2. If the member has an incomplete cycle, the following table applies.

Item	If the contribution the member would have paid for the incomplete cycle is...	and the flexible service determination was ended...	then...

1.	higher than what the member has paid for the member's cycle	on request from the member	the member must pay the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
2.	less than what the member has paid for the member's cycle	on request from the member	the member must be reimbursed the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
3.	less than what the member has paid for the member's cycle	for Service reasons or a reason set out in the flexible service determination	a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
4.	higher than what the member has paid for the member's cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount.

7.4.28 Contribution on change of rank

1. A member who is promoted or reduced in rank may move into a different rank group for living-in accommodation contributions. If their rank group changes, then their contribution will change.
2. The member must pay a contribution at the rate that applies to their new rank in the table in Annex 7.4.B.
3. The new rate will apply from the later of these dates.
 - a. The day the rank changes.
 - b. The day the member moves into accommodation that corresponds to their new rank group under section 7.4.16.

7.4.29 Higher contribution for single bedroom apartments – Homebush and North Strathfield

1. This section applies to a member who occupies a single bedroom apartment at one of the following Navy accommodation complexes.
 - a. Homebush, New South Wales.
 - b. North Strathfield, New South Wales.
2. A member must make a fortnightly contribution of \$274.99 towards the cost of the accommodation.

7.4.30 When a licence to live in ends

1. A member must leave their living-in accommodation neat and tidy and in essentially the same condition as it was when they commenced living in it.

Exception: Fair wear and tear.

2. The member must vacate the rooms they live in and use, including common areas, and remove all their possessions by the end of the day the licence to live in ends.

Exception: If the member gets a new licence to live in the room for a period following the end of the earlier licence, then the member does not need to move out until the end of the new licence.

3. A member who is in any of the following circumstances on the day they must vacate the room, must pay the charges shown in the following table.

Item	If the member...	then the member must pay...
1.	does not vacate the room	a contribution to cover the cost of the room until they vacate the room.
2.	does not remove rubbish, items or possessions when they vacate the room, and common areas	for removal and cleaning required to return the room to its standard at the start of the licence period.
3.	does not leave the room in its former state Exception: Fair wear and tear.	both the following. 1. The costs of repairing non-fair wear and tear. 2. Any additional cleaning costs (other than fair wear and tear) required to return the room to its former standard.
4.	does not return their key, and the room can be reallocated	for securing the room and controlling access.
5.	does not return their key, and the room is not able to be reallocated	both the following. 1. The contribution charge for the room until the earlier of the following dates. a. The date the member returns the key. b. The date the room is secured and is available to be reallocated. 2. The cost of replacing the key if the key is not returned by the member.

4. If the member fails to make any contribution required under this section, the amount is considered as an overpayment. The amount may be recovered from any amount of salary and allowances payable to the member.

7.4.31 Failure to make contributions

1. Failure to pay a contribution required under this Part may result in a notice revoking the member's licence to live in.
2. The following arrangements apply to unpaid contributions required under this Part.
 - a. The member must pay the amount within a reasonable time of a request.
 - b. If the member fails to make the payment of contribution for living in accommodation under paragraph a, then the amount may be recovered from any amount of salary and allowances payable to the member.
 - c. If the amount cannot be recovered under paragraph b, it is to be treated as a debt under the *Public Governance, Performance and Accountability Act 2013*.

Division 5: Exemptions from contribution

7.4.32 Members who do not pay to live in

1. For a period a member is in any of the following groups, they do not have to pay a contribution to live in.
 - a. A member with dependants who lives in temporarily for Service reasons.
 - b. A member with dependants (unaccompanied) who is not on a flexible service determination.
 - c. A normal entry recruit during basic recruit training.
 - d. A Reserve recruit during basic recruit training.
 - e. A member in a room with four or more beds.
 - f. A member who is in hospital.
 - g. A member who is eligible for Antarctic allowance.
 - h. A member in custody, in prison or on detention under the *Defence Force Discipline Act 1982*.
 - i. A member who performs the role of a Residential Support Officer at the Australian Defence Force Academy.
2. For a period a member is in any of the following groups, they do not have to pay to live in. They must meet the conditions for their group.
 - a. A member temporarily living in accommodation that is below Level 1 but suitable for a short stay.
 - b. A member on Reserve service who meets all these conditions.
 - i. They are required to live in temporarily for Service reasons.
 - ii. The period of living-in is less than six months.
 - iii. They are undertaking a training commitment.
 - c. A member on Reserve service who meets all these conditions.
 - i. They are performing consecutive days of duty.
 - ii. They cannot return home overnight.
 - iii. Living-in accommodation has been made available to the member.

7.4.33 Member without dependants living under field conditions, on a seagoing ship, a submarine or deployed

A member's contribution towards living-in accommodation ceases and recommences as per the following table.

Exception: This section deals with living-in accommodation on land. Section 7.4.38 sets out an exemption for contributions towards living-in accommodation on ships.

Item	If the member is...	the contribution ceases on...	and the contribution recommences...
1.	living under field conditions	the twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by either or both of the following events. a. The member returns to their accommodation for up to seven days. b. The member takes up to seven days of leave.	after the period in which the member was living under those conditions is broken by more than seven days. The member must contribute for those seven days.
2.	living on a seagoing ship		
3.	posted to a seagoing submarine	the day the posting period starts	the day the posting period ends.
4.	on deployment	the day they board a ship or aircraft for the journey from Australia to the operational area	when they disembark in Australia at the cessation of their deployment. Note: Contributions do not recommence for a member who returns part-way through their deployment, for example, while on leave. They only recommence at the cessation of their deployment.

7.4.34 Member without dependants required to live in temporarily

A member without dependants who meets all of the following conditions does not have to pay a contribution to live in.

- a. They normally live out.
- b. They must live in temporarily for Service reasons.
- c. They keep their living-out accommodation while they are living-in.

7.4.35 Member without dependants on temporary duty in another location

A member without dependants does not have to pay to live in when they are on temporary duty and they meet all these conditions.

- a. They normally live in.
- b. They must perform temporary duty at another location.
- c. They keep paying for their living-in accommodation at their normal place of duty while they are at the other location.

7.4.36 Member on leave

1. This section applies to a member who lives in and is away from their accommodation on leave.
2. During the period the member is on leave they do not have to make a contribution to keep their living-in accommodation if both these conditions are met.
 - a. They and any other members living in with them are directed to take leave.
 - b. Their living-in accommodation is closed to them during the period of leave.
3. A member without dependants does not have to contribute to live in when they meet all these conditions.
 - a. They are absent on leave for more than 72 hours.
 - b. They choose to vacate their living-in accommodation.
 - c. Their accommodation is available to be reallocated to other members.
4. A member who subsection 3 applies to is subject to these conditions on housing and removal assistance.
 - a. They must arrange and pay for the removal and storage of their personal effects and furniture.
 - b. Their accommodation may be given to another member while they are away.
 - c. Living-in accommodation may not be available on their return, unless they are required to live in.

Division 6: Members posted to seagoing ships and nuships

7.4.37 Purpose

This Division sets out when a member must pay for meals and accommodation while posted to a seagoing vessel or a nuship.

7.4.38 Basis

This Division applies these principles to living-in benefits for members posted to seagoing vessels and Nuships.

- a. Members who have chosen to live on board their ship do not pay for accommodation or meals taken on board.
- b. Members who choose not to live on board their ship are only eligible for meals on board when they are on duty there over a meal period.
- c. Members eligible for free meals on board while on duty may be eligible to take those meals in a mess ashore when the ship's or submarine's galley is not operating.

7.4.40 Member this Division applies to

This Division applies to a member posted to a seagoing ship or a nuship. It sets out their accommodation and meal benefits.

7.4.42 Licence to live on a ship

1. Members who may live on board a seagoing ship are taken to have a licence to live on the ship.
2. The conditions that apply to a licence to live on a ship are those that relate to normal shipboard discipline.
3. The following arrangements do not apply to a licence to live on a ship.

Item	Condition	Reference
1.	Condition reports	Section 7.4.13
2.	Suitable living-in accommodation	Division 3
3.	Licence to live in Exception: Conditions that are in accordance with subsection 2.	Annex 7.4.A

7.4.43 Accommodation on board for seagoing member

1. These members may live on board when posted to a seagoing ship, and the ship is in port.
 - a. A member without dependants.
Exception: A member who has a suitable own home in the ship's home port.
 - b. A member with dependants (unaccompanied).

2. Subsection 1 does not apply if the CDF decides the ship is uninhabitable.

7.4.44 Accommodation ashore for seagoing member

1. If they are posted to a seagoing ship, the following members may apply to be granted a licence to live in at the ship's home port.
 - a. A member without dependants.

Exception: A member who has a suitable own home in the ship's home port.
 - b. A member with dependants (unaccompanied).
2. Subject to subsection 4, if the member is not required to live in, then they may choose to live out.
3. Subject to subsection 4, if no living-in accommodation is available under section 7.4.11 the member is eligible for rent allowance.
4. A member whose on-board accommodation becomes uninhabitable may be eligible for temporary shore-based accommodation in this order for up to six months. This depends on availability of the accommodation.
 - a. Meals and licence to live in ashore, if granted under paragraph 7.4.9.2.e.
 - b. A commercial accommodation and meals package paid for by Navy.
 - c. Commercial accommodation paid for by Navy, with use of the travel card or travelling allowance to assist with meal costs.
 - d. Accommodation for which rent allowance is payable.

Exception: A shore member who is on duty away from their home port for six months or more may not be eligible to keep living-in accommodation at the home port. The member is eligible for a removal.

7.4.45 Contributions for accommodation ashore – member without dependants

A member without dependants with a licence to live in ashore must pay the contribution set out in section 7.4.33.

7.4.46 Contributions for accommodation ashore – ship uninhabitable

1. This section applies to a member posted to a seagoing vessel or Nuship when they are required to live ashore because their ship is uninhabitable.
2. This table shows how on-board and shore members must contribute to the cost of living-in accommodation, meals and utilities when the ship is uninhabitable.

Exception: For a member with dependants (unaccompanied), the contribution is \$0.

On-board member contributions – ship uninhabitable			
Item	If the ship is...	for a period of...	then if they live in, the member must contribute...
1.	at the home port	less than six months	\$0.

2.	at the home port	six months or more	the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
3.	away from the home port	less than six months	\$0.
4.	away from the home port	six months or more	the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
Shore member contributions – ship uninhabitable			
Item	If the ship is...	for a period of...	then if they live in, the member must contribute...
5.	at the home port	less than six months	the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
6.	at the home port	six months or more	the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements.
7.	away from the home port	less than six months	\$0, while they contribute for living-in accommodation in their home port. Otherwise, the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements. See: Division 4 section 7.4.24, Contribution for living-in accommodation
8.	away from the home port	six months or more	the amount for accommodation, utilities and meals that applies for their rank, level of accommodation and mess arrangements. Note: The member is not eligible to keep their living-in accommodation in the ship's home port.

7.4.47 Accommodation and contributions for seagoing member on temporary duty

1. A ship may sail from its home port and loan a crew member to another unit for temporary duty. This section applies to those members.
2. This table shows the following.
 - a. The member's eligibility to live in.
 - b. The type of accommodation the member will be eligible for.
 - c. Whether the member must contribute to the cost of their accommodation, meals and utilities.

Item	A member who is...	and who is on temporary duty...	has this accommodation benefit...	and their contribution for the accommodation is...
1.	a shore member	in the ship's home port	their existing eligibility for accommodation ashore	the contribution that applies to the member under Part 6 or 8 or Annex 7.4.B.

2.	a shore member	away from the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.7 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	\$0 while they contribute for living-in accommodation in their home port.
3.	an on-board member	in the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.9 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	\$0.
4.	an on-board member	away from the ship's home port	whichever of these applies to the member. a. They may apply for a licence to live in and eat in the mess under section 7.4.9 and Part 9. b. If living-in accommodation is not available, they are eligible to use the Defence travel card or travelling allowance.	\$0.

7.4.48 Food allowance for seagoing member in temporary accommodation ashore

1. A member is eligible for food allowance for each day they meet all of the following.
 - a. They are posted to a seagoing ship or a nuship.
 - b. The CDF is satisfied the ship or nuship is temporarily unfit for a member to live in after considering the following.
 - i. Environment.
 - ii. Maintenance.
 - iii. Crew comfort.
 - iv. If there are galley facilities for catering on the ship or nuship.
 - c. They are required to occupy temporary commercial accommodation ashore.
 - d. The accommodation has cooking facilities.
2. The daily rate of food allowance is one of the following.
 - a. If the member is provided with lunch at Commonwealth expense — \$14.00.
 - b. If the member is not provided with lunch at Commonwealth expense — \$17.00.

Annex 7.4.A: Licence to live in

Part 1: Quick guide

Note: The quick guide in this Part must be read in conjunction with the information provided in Part 2 of this Annex, Conditions of licence to live in.

7.4.A.1 What is a licence to live in?

1. Living in accommodation is made available for members of the ADF.
2. You might be required to live in, or you might choose to.
3. When a room becomes available for you, and you are permitted to live in it, you hold a licence to live in.

7.4.A.2 What you get

When you have a licence to live in, you get the following things.

- a. A lockable room in living-in accommodation that is suitable for your rank and situation.
Exception: Barracks or shared accommodation may not be lockable.
- b. Access to common areas and facilities at the living-in accommodation.
- c. Privacy to use the assigned room and facilities, without unreasonable interference by Defence.
Exception: Barracks or shared accommodation will not be private.
- d. Maintenance and repair of the living-in accommodation provided in a timely manner by Defence.

7.4.A.3 What you must do and not do

1. Your licence to live in is conditional on you complying with rules set out in this Annex.
2. The main conditions that you must comply with are as follows.
 - a. When you take the key to your living-in accommodation from the accommodation manager, you must acknowledge in writing that you will take strict care of the property that you are to live in under the licence.
 - b. You must not let another person live in your room without Defence permission.
 - c. Ensure that your room remains in the same condition as on the day you first live in it, other than fair wear and tear.
 - d. You must not intentionally, recklessly or negligently cause damage to any part of the accommodation or common areas.
 - e. You must avoid any disturbance, nuisance or annoyance to other members.

- f. You must tell Defence if you notice a hazard in your room or other part of the accommodation or common areas.
- g. You must not make any alterations to your room without written consent from Defence.

7.4.A.4 What happens if you don't comply with the conditions of the licence

These circumstances may apply if you fail to comply with the conditions in this Annex.

- a. Defence may revoke your licence and you will have to move out. You will not be eligible for rent allowance or a Service residence while the licence to live in is revoked.
- b. You might have to pay for cleaning or repairs to damage that you caused.
- c. You might have to keep contributing to the cost of the accommodation for a period, even though you have moved out.
- d. You might face disciplinary action.

Part 2: Conditions of licence to live in

7.4.A.5 Member must comply with the conditions in this form

- 1. A member who is required to live in, or who chooses to, may be permitted to live in accommodation made available by Defence. That permission is the member's licence to live in.
- 2. A member of the ADF has a licence to live in when they are permitted to occupy living-in accommodation by Defence.
- 3. Living-in accommodation is a benefit made available to members under section 58B of the *Defence Act 1903*. A licence to live in is not an agreement, tenancy or contract between a member and the Commonwealth.
- 4. This Annex sets out the conditions upon which a member is permitted to occupy and use living-in accommodation. These are conditions on the licence to live in.
- 5. The conditions in Chapter 7 Part 4 do not limit the legal authority of ADF commanders to issue commands or general orders associated with the use of living-in accommodation by ADF members.

7.4.A.6 Start of a licence to live in

- 1. When the member takes the key to their living-in accommodation from an accommodation manager, the member must acknowledge in writing that they will take strict care of the property they live in under the licence.
- 2. The member's licence to live in commences from the day they are given the key to the room that they are permitted to live in under subsection 1.
- 3. Defence may provide the member with a list of the room's contents, listing the condition of the contents and the condition of the room, fixtures and fittings. This is called a condition report.

4. The member must return the condition report to an accommodation manager within 48 hours of receiving it, or the first working day after the 48 hours, after doing either of the following actions.
 - a. Sign the condition report to show that they agree with it.
 - b. If the member disagrees with all or part of the condition report – write the reason that they disagree with the contents of the report, sign it.
5. Failure to return the condition report within the required period will be taken to be an implied agreement by the member of the contents of the report.
6. Defence may decide not to provide a condition report if it is reasonable to expect that the member will only be in the accommodation for a short period of time.
7. The member may request a condition report if Defence does not provide one.

7.4.A.7 Permitted use

1. The licence to live in is for the member only. Only the member may use the assigned room as a private residence.
2. Another member can only live in the room if that member is permitted by Defence to access and use it too.
3. The member must not allow any other person to live in the room.

Exception 1: The member is in a shared room and there is a requirement for members to share the room.

Exception 2: An accommodation manager or a contracted service provider may permit the other person to stay in the room for a very short period of time because of exceptional circumstances.

4. The member may use the common areas and shared amenities allocated to their rank group in the complex in which their assigned room is located.

Exception: An accommodation manager may allow the use of other common areas and shared amenities if the ones in the complex the member has an assigned room in become unusable.

7.4.A.8 Care of the living-in accommodation

1. The member must ensure that their assigned room remains in essentially the same condition as at the starting date, other than fair wear and tear.

Exception: Events outside a member's control, like a flood, earthquake or cyclone.

2. The member must comply with the following specific conditions drawn from the condition in subsection 1.
 - a. The member must not make any alterations to a room they live in or use without written consent from an accommodation manager.
 - b. The member must not alter, remove or add any lock or security device to or in their assigned room.
 - c. The member must not mark, deface or paint a room they live in or use, common areas in the building, or the areas surrounding the building.

3. The member must take care of the room they live in and any common areas they are permitted to use. The member must keep them in a clean and tidy condition.
4. The member must inform an accommodation manager immediately whenever maintenance or repairs are needed. This means that if the member becomes aware of any defect in the water, gas, drainage, sewerage or electrical installations, appliances, furniture, or fittings, they must inform an accommodation manager.
5. The member must not engage a repair person or make repairs without an accommodation manager's permission.
6. Defence will undertake any repairs and maintenance that the member is not required to under the conditions in this section, in a reasonable time.

7.4.A.9 Conduct and values

1. A member must comply with the conditions of conduct specified in this Annex while they live in.
2. The member must also comply with conditions of conduct set out in any instructions made under section 10 of the *Defence Act 1903* which are relevant to conduct and behaviour.
3. Additional conditions for use of the accommodation may be set from time to time by the accommodation manager, Senior Australian Defence Force Officer or the Commanding Officer/Officer Commanding. A copy must be given to the member. The member must comply with the conditions, as long as they are lawful.
4. If the member does not comply with the conditions of conduct, the CDF may revoke the licence to live in.

7.4.A.10 Conduct – animals

The member must not keep animals in the living in accommodation.

7.4.A.11 Conduct – damage

1. The member must not intentionally, recklessly or negligently cause damage to any part of the living-in accommodation, furniture, fixtures or fittings, or common areas.
2. The member must immediately notify the accommodation manager of any damage affecting the living-in accommodation or common areas.

7.4.A.12 Conduct – disturbance

A member must not do any of the following

- a. Cause undue disturbance, nuisance or annoyance to other members.
- b. Throw anything out of windows or off balconies, or place anything on outside window sills.
- c. Hang clothes, washing, equipment or other similar articles in any place not specifically provided for the purpose.
- d. Obstruct or impair access to accommodation or common areas.

7.4.A.13 Conduct – lighting, heating and cooking

1. The member must not use any means of lighting, heating, or cooking in a room they live in or use, or common areas of the building, except in the place and the manner provided for by Defence in the room or building.

Exception: The member may use appliances for additional lighting, heating and cooling and cooking if permitted by an accommodation manager.

2. If a member triggers a false fire alarm, the member may have to pay Defence for the cost of any emergency services called out if Defence has been charged for the call out. The member's action may have caused a debt under the *Public Governance, Performance and Accountability Act 2013*.

7.4.A.14 Conduct – security

1. The member must notify an accommodation manager as soon as possible after they become aware that an accommodation key they have been issued is lost.
2. The member must pay Defence for the cost of replacing the key or lock, or resetting the access code.

7.4.A.15 Conduct – smoking

1. The member must not smoke in any room they live in or use, or common areas of the building.
2. If a member triggers a false fire alarm, the member may have to pay Defence for the cost of any emergency services called out if Defence has been charged for the call out. The member's action may have caused a debt under the *Public Governance, Performance and Accountability Act 2013*.

7.4.A.16 Conduct – vehicles

1. Members must not keep a vehicle at the living-in accommodation if it is unroadworthy or unregistered.

Exception: If a member's car registration expires while a member is on an overseas deployment, the car may remain at the living-in accommodation until the member registers the vehicle as soon as practicable on their return to their accommodation.

2. Members may conduct the following activities only in areas designated by Defence for that purpose.
 - a. Park vehicles.
 - b. Wash vehicles.
 - c. Maintain vehicles.

3. Members must not use the living-in accommodation for vehicle storage or maintenance.

Exception: A member may be given permission from the accommodation manager to store bicycles in their accommodation when no lockable storage is provided. Permission may only be granted if it is safe to store the bicycle in the member's accommodation.

4. A member must observe the following rules relating to neatness.

- a. The member must clean up any spills caused by the vehicle at once.
- b. The car park or parking spot must be kept in a tidy condition.
- c. Vehicle parts and engines may not be stored in a car park or parking spot.

7.4.A.17 Conduct – visitors

Visitors are not permitted to stay overnight in the living-in accommodation.

Exception 1: The Commanding Officer or accommodation manager may grant permission for a visitor to stay overnight.

Exception 2: A member may, in exceptional circumstances, be granted permission for a dependant to live with them in the living-in accommodation. The dependant becomes a member of the member's household and they must comply with the conditions set out in this Annex.

7.4.A.18 Access to a member's room

1. The member is entitled to privacy to use the assigned room and facilities, without unreasonable interference by Defence. However, the member does not have exclusive possession of their assigned room.
2. The Commanding Officer or a person they authorise may enter a member's assigned room for reasons of command or discipline, or in an emergency.
3. The following arrangements apply in regard to access to a member's room.
 - a. Defence or its contractors may enter the room to undertake cleaning, maintenance or repairs.
 - b. Prior notice must be given to the member.

Exceptions:

1. In an emergency.
2. If it is not possible to give prior notice.
- c. If Defence enters a room without a member's permission and not in the presence of the member, a notice advising that the room has been entered and the purpose of the entry must be affixed to the member's door (or other highly visible spot).
4. Room inventory and condition inspections may occur at least every six months during a member's stay in living-in accommodation. An individual's room may be inspected more frequently as required by the Commanding Officer/Officer Commanding at the living-in accommodation.

7.4.A.19 Swapping rooms

1. A member may apply to the accommodation manager for approval to swap their assigned room. If the approval is granted, the member is given a new licence to live in for the new room. The licence to live in for the old room ends.
2. The member must not transfer the licence to live in to another person.

7.4.A.20 Moving furniture and fittings

1. The member must get written permission from the accommodation manager before they remove any property, furniture or fittings (with the exception of property owned by the member) from their room to another location.

Exception: Furniture moved from the member's room to another room on a short-term, temporary basis.

2. The member must not remove any of the property, furniture or fittings provided for use in other rooms or common areas, such as the dining room, common room, or another living-in room to their assigned room.

Exception: Short-term use of equipment provided for use in the member's room.

7.4.A.21 Absence from the accommodation

1. The member must inform the accommodation manager in writing of any period for which it is likely that the assigned room will be unoccupied for a period of 21 days or longer.

Exception: The member is absent for the period due to an emergency, or other situation beyond the member's control.

2. If the member fails to give that notice, then the CDF may revoke the licence to live in under paragraph 7.4.14.1.c because the member has abandoned their responsibilities under the licence.

7.4.A.22 When a licence to live in ends

1. A licence to live in ends on whichever of the following dates happens first.
 - a. The day set out in a notice given to the member by Defence.
 - b. The last day of the fixed period of the licence.
 - c. The day set out in a notice that the member gives to Defence under subsection 2.
2. The following table shows a member's obligations to give notice of the day that they will move out, and their contribution period.

Item	If the member...	then the notice must be given...	and the member's contributions end...
1.	has control over the removal date	at least 21 days before the end of the licence to live in	on the later of the following dates. <ol style="list-style-type: none">a. The date the member is removed.b. 21 days after the member gives notice.
2.	must give notice due to Service reasons beyond the member's control	as soon as possible	when the member is removed.
3.	is deployed at short notice		

3. After the member gives notice, Defence will arrange with the member for an inspection of the member's room before the licence ends.

Exception: The member may nominate an agent to represent them at the inspection if they
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are unable to attend the inspection for Service reasons.

7.4.A.23 Vacating the accommodation

1. The member must leave their assigned room neat and tidy and in essentially the same condition as at the starting date other than fair wear and tear.
2. The member must return their key to Defence when vacating their assigned room. Failure to return the key may result in the member continuing to pay a contribution charge for the room until the key is returned.

Note: If the member does not return the key, the member must pay for the cost of replacing the key.

3. The member must vacate the accommodation and remove all their possessions by the end of the day the licence to live in ends.

7.4.A.24 What happens if a member fails to comply with this Annex

It is a condition of a member's licence to live in that the member complies with the conditions set out in this Annex. Failure to comply with the conditions could have any of the following results.

- a. Revocation of the licence to live in.
- b. Recovery of money from the member.
- c. Administrative sanction or censure.
- d. Disciplinary action under the *Defence Force Discipline Act 1982*.
- e. Civil legal action or criminal penalties, if the member's conduct also breaches legal or criminal standards of behaviour.

7.4.A.25 Disputes

1. If the member and accommodation manager disagree with the condition of the accommodation, then the accommodation manager must place the following items on file with the condition report.
 - a. Photos of the room.
 - b. A signed document listing the name of the photographer, time, date and location of the photos.
2. If the member has a concern or complaint they should first contact an accommodation manager, to see if the matter can be resolved informally.
3. A member who is dissatisfied with the outcome from the accommodation manager may use normal Defence complaint procedures, including redress of grievance.

Annex 7.4.B: Rates of contribution for living-in accommodation

Item	Column A Member's rank	Column B Number of beds in room	Column C	Column D	Column E	Column F	Column G
			Contribution per fortnight (\$)				
			Level 1	Level 2	Level 3	Level 4	Level 5
1.	Major or higher	1	121.66	136.60	190.36	209.54	274.47
2.	Captain, Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet other than a member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, <i>Salaries</i>	1	121.66	136.60	190.36	209.54	228.73
		2	60.82	68.30	95.19	104.77	114.36
		3	40.55	45.53	63.46	69.84	76.24
		4 or more	Nil				
3.	Regimental Sergeant Major of the Army, Warrant Officer Class 1, Warrant Officer Class 2, Staff Sergeant or Sergeant	1	108.24	122.23	172.14	200.43	228.73
		2	54.13	61.12	86.07	100.22	114.36
		3	36.08	40.74	57.39	66.80	76.24
		4 or more	Nil				
4.	Corporal or lower	1	95.65	102.53	156.08	187.03	218.00
		2	47.82	51.26	78.04	94.13	108.99
		3	31.88	34.19	52.02	62.35	72.80
		4 or more	Nil				
5.	A member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, <i>Salaries</i> other than a normal entry recruit during basic recruit training	1	95.65				
		2	47.82				
		3	31.88				
		4 or more	Nil				
6.	Normal entry recruit during basic recruit training	1 or more	Nil				

Part 5: Temporary accommodation allowance

Division 1: General provisions

7.5.1 Purpose

Temporary accommodation allowance assists a member or a person in their household who must live in temporary accommodation by assisting with accommodation and certain other costs.

7.5.2 Definitions

In this Part the following apply.

Accommodation means any of the following.

- a. A Service residence.
- b. A suitable own home.
- c. A home for which rent allowance is payable.
- d. Accommodation provided under Part 7.

Suitable accommodation means accommodation that has enough furniture and effects for a member and any dependants to live in it on a normal domestic basis.

7.5.3 Definitions – SAFE scheme

The following definitions apply in this Part.

Term	Definition in this Part
Member	For the purpose of this Part, the term member includes any person eligible for a benefit under subsection 7.5.6.3. This has the effect of extending the benefits in this Part to a person granted accommodation under the SAFE scheme.

7.5.6 Members eligible

1. A member and any dependants may be eligible for temporary accommodation allowance if they meet any of these conditions.
 - a. They are eligible for a removal.

- b. They are eligible for housing assistance under this Chapter. They are temporarily unable to live in suitable accommodation.
 - c. They notify the Defence Housing Australia Regional Operations Manager that they intend to buy a suitable own home at their posting location.
 - d. Their furniture and effects are in transit to their posting location.
 - e. They are required to isolate in a place specified by State or Territory authorities that is not the member's or their dependant's usual place of residence.
2. A deceased member's dependants may be eligible for the allowance under section 7.5.10 if they are granted a removal.
 3. Any of the following persons may be granted emergency assistance under this Part under the SAFE scheme.
 - a. A member.
 - b. A person in the member's household.
 - c. A dependant of the member.

7.5.7 Approval under the SAFE scheme

The CDF may approve emergency assistance for a person who meets both of the following conditions.

- a. They are a person eligible for a benefit under subsection 7.5.6.3.
- b. They are under threat of a domestic crisis, or in a domestic crisis.

7.5.8 Member not eligible

The CDF may decide that a member is not eligible for temporary accommodation allowance. The CDF must first be satisfied that the member or their dependant caused one of these events to happen.

- a. The furniture and effects do not arrive at the location until one or more days after the member and any dependants got there.
- b. The member and dependants have no suitable accommodation.

7.5.9 Member ceases continuous full-time service

1. This section applies to a member or former member who is granted a removal within Australia when they cease continuous full-time service.
2. The member and any dependants may need to move into temporary accommodation for the period of the removal. They are eligible for temporary accommodation allowance for the period. The amount of allowance is worked out under Division 4 section 7.5.21 or 7.5.25.
3. This table shows the limits to the period of eligibility.

Item	The period of benefit at the...	must be no more than...
1.	losing location	three nights.

2.	gaining location	the period it takes to deliver the member's furniture and effects to a dwelling or storage at the location.
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7.5.10 Eligibility of dependants on death of member

1. This section applies to a member's dependants who are granted a removal within Australia after the member's death.
2. If the dependants must move into temporary accommodation because of the removal, they are eligible for temporary accommodation allowance. These conditions apply.
 - a. The amount of allowance is worked out under Division 4 section 7.5.21 or 7.5.25.
 - b. The contribution the dependants must pay is what would have applied to the member under section 7.5.29 immediately before their death.
 - c. The periods of eligibility are limited to the periods set out in this table.

Item	The period of eligibility at the location...	must be no more than...
1.	from which the dependants are being removed	three nights.
2.	to which the dependants are being removed	two weeks.

7.5.11 Conditions on eligibility

1. A member eligible for temporary accommodation allowance must pay a contribution under section 7.5.29 for the accommodation unless one of the following applies.
 - a. A person is occupying the accommodation under subsection 7.5.7 (the SAFE scheme).
 - b. The member and their dependant are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.
2. A member must notify the Defence Housing Australia Regional Operations Manager of any change in the number of dependants living in the temporary accommodation. A change may mean that their eligibility for the allowance is reassessed.

Division 2: Types of accommodation

7.5.12 CDF direction to stay in a specified place

1. The CDF may direct a member to stay in a hotel or serviced apartment in order to be eligible for temporary accommodation allowance.
2. For this Part, the meaning of 'hotel' includes 'motel'.
3. For directions under this section, the CDF must consider all these facts.
 - a. The cost, standard and availability of temporary accommodation at the location.
 - b. The location of the hotel or serviced apartment.
 - c. The number, age, gender and needs of any dependants.
 - d. The period the member and any dependants are required to stay in the accommodation.
 - e. Any other factor relevant to the accommodation.

7.5.13 Serviced apartment preferred

1. A member must occupy a serviced apartment when they arrive at a gaining location unless one of these conditions applies.
 - a. The member is required to live in.
 - b. A serviced apartment of sufficient standard is not available. The member may live in a hotel.
 - c. The member and the member's dependant are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.
2. A member who is living in a hotel may need to have their period of temporary accommodation extended. A new decision will then be made about whether a serviced apartment is available. If one is, the member must move into it.
3. This section does not apply to a person given assistance under section 7.5.7 (the SAFE scheme).

7.5.13A Required to isolate – Temporary accommodation

Despite section 7.5.12 and section 7.5.13, a member or a dependant who is eligible for temporary accommodation allowance under paragraph 7.5.6.1.e is eligible to occupy one of the following types of temporary accommodation.

- a. If available — a quarantine residence.
- b. A type of temporary accommodation provided under this Division.

7.5.14 Member required to live in

1. This section applies instead of section 7.5.13 to any of these members if they are required to occupy temporary accommodation.

- a. A member without dependants.
 - b. A member with dependants (unaccompanied).
 - c. A member with dependants who is not accompanied by their dependants.
2. This section does not apply to a person who is granted accommodation under section 7.5.7 (the SAFE scheme).
 3. This table sets out the type of temporary accommodation the member is required to use, depending on their rank.

Item	If the member's rank is...	then they...
1.	Major or lower	must use any living-in accommodation that is available regardless of its level. Note: If living-in accommodation is not available the member may use other forms of temporary accommodation.
2.	Lieutenant Colonel or higher	may choose to live out. The member will be paid temporary accommodation allowance instead of living in.

7.5.15 Number of rooms in temporary accommodation

1. This section does not apply to a person eligible for temporary accommodation allowance under any of the following.
 - a. Subsection 7.5.6.3 (the SAFE scheme).
 - b. Paragraph 7.5.6.1.e (Required to isolate).
2. The following table sets out how to calculate the number of rooms a member and their dependants are eligible to occupy in a hotel or serviced apartment.

Item	If the temporary accommodation allowance is paid for...	and the family has...	who are...	then the children...
1.	three nights or less	one child only	any age	is not eligible for a separate room.
		children of the same gender	any age	may share a room.
		children of different genders	under 8 years old	may share a room.
		children of different genders	8 years old or older	may have their own room if possible.
2.	more than three nights	one child only	any age	may have a separate room, if possible.
		children of different genders	under 8 years old	may share a room.
		children of different genders	between 8 and 13 years old	may have a separate room, if possible.

		children of the same gender	under 13 years old	may share a room.
		children of any gender	13 years old or older	may have their own room if possible.

3. Despite subsection 2, the member is eligible for a greater number of rooms if the CDF is satisfied they are needed.

Division 3: Period of eligibility

7.5.16 Start date of period of eligibility

1. A member's period of eligibility for temporary accommodation allowance begins on the day Division 1 section 7.5.6 applies to them.
2. A person's period of eligibility for temporary accommodation allowance under the SAFE scheme starts on the day the CDF makes a decision under section 7.5.7.
3. A member's eligibility at a posting location begins on the first day of the posting period at the location. This is unless subsection 4 applies.
4. This subsection applies if a member and dependants travel to the gaining location separately and arrive on different days. In this case, the period of eligibility includes both these periods.
 - a. A period at the losing location that lets the dependants start the journey to the posting location and arrive on the same day as the member.
 - b. A period at the gaining location that lets the member complete the journey and reunite with the dependants.

7.5.17 Length of period of eligibility

This table shows the maximum period of eligibility for temporary accommodation allowance.

Item	If the member is...	then the allowance can be paid for up to...
1.	leaving a location to go to another location (with any dependants)	three nights at the losing location.
2.	arriving at the gaining location (with any dependants)	six weeks at the gaining location.
3.	being removed within the same posting location (with any dependants)	three nights.
4.	granted assistance under section 7.5.7 (the SAFE scheme)	five nights.
5.	a. in transit from a long-term posting overseas to a new posting location in Australia , and b. on temporary duty at a location in Australia	the period of temporary duty.
6.	going overseas on long-term duty or deployment	two weeks. The period can be spent at either: a. the losing location, or b. a combination of the losing location and the place of embarkation.
7.	made a reasonable offer of a Service residence at the posting location, which they reject	the day that the CDF is satisfied that they could have completed their removal to the Service residence, if they had accepted the offer.
8.	vacating a Service residence	two nights.

9.	a. granted a removal on a posting of more than six months, and b. rejected or did not apply for suitable accommodation that was available at the new posting location.	the first day they could have occupied suitable accommodation if they had applied for it.
10.	a. required to isolate in a place specified by State or Territory authorities that is not the member's usual residence, and b. the member is not eligible for a greater period of temporary accommodation allowance	the last day the member is required to isolate.

Exception: A suitable Service residence or other long-term accommodation might not be available. In this case, temporary accommodation allowance continues only while the member is taking all reasonable steps to find suitable accommodation.

7.5.18 Member buying a home

1. This section applies to an eligible member who is posted to a new location where they seek to buy a home. The member is eligible for temporary accommodation allowance for up to six weeks.
2. The six-week period includes time the member spends as follows.
 - a. Waiting to be given a Service residence.
 - b. Searching for a home that they will get rent allowance for.
3. The CDF may extend temporary accommodation allowance beyond six weeks if all these conditions are met.
 - a. The member arranged to occupy their home within the six-week period.
 - b. They could not occupy the home for reasons beyond their control.
 - c. They provide written evidence of the original date they intended to occupy the home and of the reasons for delay.
4. The allowance may not be extended beyond a total of three months.

7.5.19 Member temporarily out of a residence

1. This section applies if both these conditions are met.
 - a. The member lives in a Service residence or a home for which rent allowance is payable.
 - b. The member must move out while it is being refurbished or renovated. The move must be temporary.
2. This section does not apply to a person who is granted assistance under section 7.5.7 (the SAFE scheme).
3. The CDF may grant temporary accommodation allowance to the member for a maximum of six weeks.
4. The member must seek alternative suitable accommodation for periods longer than six weeks. These are the alternatives.

- a. Removal to another Service residence at the member's rank group benefit.
- b. Removal to a home for which rent allowance is payable.

7.5.20 Extension of period of eligibility

The CDF may extend a member's period of eligibility for temporary accommodation allowance. The CDF must consider all these criteria.

- a. The member's and dependants' circumstances.
- b. The member's and dependants' reasonable accommodation needs.
- c. Whether or not there is suitable accommodation available at the location.
- d. Action taken by the member and the Commonwealth to accommodate the member and any dependants.
- e. The efficient operation of the ADF.
- f. The cost of extending the period.
- g. Any other factor relevant to the member and dependants.

Division 4: Rates of allowance and advance payment

7.5.21 Rate of allowance – hotel or serviced apartment

1. This section applies to a member in temporary accommodation that is a hotel or serviced apartment other than any of the following.
 - a. The member is occupying the accommodation under section 7.5.7.
 - b. The member and their dependant are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.
2. The rate of temporary accommodation allowance is worked out using the following formula.

$$\textit{temporary accommodation allowance} = A + B + C - D$$

A is accommodation cost.

B is meals amount.

C is laundry costs.

D is the member's rate of contribution payable under section 7.5.29.

3. In this section the following apply.

Accommodation cost means the cost of temporary accommodation for the member and any dependants.

Laundry costs means following costs of the member and any dependants.

- a. If the member's accommodation has no free laundry facilities — laundromat costs.
- b. If a laundromat is not reasonably available — commercial dry cleaning costs.

Meals amount means the amount set out in 7.5.24 for a member occupying a hotel or serviced apartment.

7.5.21A Rate of allowance – Quarantine residence

1. This section applies to a member whose temporary accommodation is a quarantine residence.
2. The member's rate of temporary accommodation allowance is worked out using the following formula.

$$\textit{allowance} = A + B$$

Where:

A is the meals amount in sections 7.5.24 or 7.5.26.

B is one of the following laundry costs for the member and their dependant, other than dry cleaning costs.

- i. If there are free laundry facilities in the quarantine residence — \$0.
- ii. If there is no laundromat reasonably available — commercial laundry costs.

- iii. The costs of using laundry facilities, including the costs of using a laundromat.

7.5.22 Amount of assistance – SAFE scheme

1. This section applies to a person who is given assistance under section 7.5.7 (the SAFE scheme).
2. A person is eligible for accommodation assistance under section 7.5.7 at a hotel or serviced apartment subject to the following.
 - a. The type of accommodation provided must be suited to the needs of any eligible persons.
 - b. The cost of the accommodation for all persons must not be more than the total of the rate in Annex 9.5.A Part 1 Column C for the location.
- 2A. Despite subsection 1, a person is eligible for a higher rate of accommodation cost if the CDF approves it, having regard to the following.
 - a. The number of persons who need accommodation.
 - b. The availability of accommodation at short notice.
- 2B. A person is eligible to be reimbursed for meal costs if the CDF is satisfied the person does not have money for food.
- 2C. A benefit under subsection 2B does not include the costs of alcohol or items from a minbar.

Note: The rates under section 7.5.24 are the maximum that may be paid for each meal.
3. The CDF may approve payment of other reasonable expenses related to the emergency accommodation. The CDF must consider both the following criteria.
 - a. The person's circumstances.
 - b. Alternatives available to the person when the expense was incurred.

7.5.23 Standard of accommodation

1. The accommodation is an appropriate standard if it costs no more than the accommodation rate listed in Annex 9.5.A for the location and member's rank.
- 1A. This section does not apply to a person eligible for temporary accommodation allowance under paragraph 7.5.6.1.e.
2. If the member's accommodation costs more than the appropriate standard, the cost for subsection 1 is the amount that the CDF considers reasonable. The CDF must consider all these criteria.
 - a. The member's rank.
 - b. The number, age, gender and needs of any dependants.
 - c. If accommodation is available at the suitable standard.
 - d. Any other factor relevant to the member's accommodation needs.

7.5.24 Meals – hotel or serviced apartment

1. A member is eligible for an amount for meals for the following kinds of accommodation and periods.
 - a. A hotel – for the total period the member occupies it.
 - b. A serviced apartment – for less than seven days.
- 1A. Subsection 1 does not apply to a member if all of the following apply.
 - a. The member and their dependant are required to isolate in a place specified by State or Territory authorities that is not the member’s usual residence.
 - b. The member is provided a meal for themselves and their dependant at no charge to the member or the dependant.
2. The amount a member is paid for themselves and for each dependant who is 10 years old or older for a meal period in column A is either of the following.
 - a. If the member is in a Capital city or high-cost country centre, the rate in column B.
 - b. If the member is in a location other than a Capital city or high-cost country centre, the rate in column C.

Item	Column A Meal period	Column B Capital cities and high-cost country centres (\$)	Column C Other locations (\$)
1.	breakfast	29.90	26.80
2.	lunch	33.65	30.60
3.	dinner	57.30	52.75

3. The amount a member is paid for each dependant who is less than 10 years old for a meal period in column A is either of the following.
 - a. If the member is in a Capital city or high-cost country centre, the rate in column B.
 - b. If the member is in a location other than a Capital city or high-cost country centre, the rate in column C.

Item	Column A Meal period	Column B Capital cities and high-cost country centres (\$)	Column C Other locations (\$)
1.	breakfast	14.95	13.40
2.	lunch	16.85	15.30
3.	dinner	28.65	26.40

4. The CDF may be satisfied that the member and any dependants needed to spend more on meals than the amount set out in the tables in subsections 2 and 3. In this case, the CDF may approve a greater amount that the CDF considers reasonable.
5. For subsection 4, the CDF must consider all these criteria.

- a. The nature and amount of expenses.
 - b. The general cost of meals at the location.
 - c. Any other factor relevant to the amount spent.
6. This subsection applies if the member and any dependants occupy a serviced apartment for seven days or more, as follows.
- a. The member is eligible for a larder allowance worked out under paragraph b. This is a once-only lump-sum payment to allow a member to stock their kitchen.
 - b. The larder allowance is 75% of the total meal amount for five breakfasts, five lunches and five dinners, for the member and each dependant. Amounts are worked out using the tables in subsections 2 and 3.
 - c. The member is not required to pay any contribution for meals in the period for which larder allowance is paid. They must still pay rent and utilities contributions for this period.
7. Subsection 6 does not include a period the member and their dependant are required to isolate in a place specified by State or Territory authorities that is not the member's usual residence.

7.5.25 Rate of allowance – other temporary accommodation

1. This section applies if temporary accommodation for a member is not a hotel or serviced apartment.
2. The rate of temporary accommodation allowance is the rate the CDF considers reasonable. This is subject to subsection 3.
3. The rate of allowance must not be more than the difference between these two amounts.
 - a. The member's costs for accommodation, meals and utilities, including for any dependants.
 - b. The contribution the member would make to their total accommodation costs under section 7.5.29.
4. For subsection 2, the CDF must consider all these criteria.
 - a. The amount the member spends.
 - b. The number, age, gender and needs of the member's dependants.
 - c. The kind of temporary accommodation available.
 - d. The cost of the appropriate standard of accommodation for the member.
 - e. Any other factor relevant to the member's temporary accommodation.

7.5.26 Meals – other temporary accommodation

1. For subsection 7.5.25.3, the meal cost part of the allowance is limited.

- a. If a member paid more for meals than the rates in the table in subsection 7.5.24.3, those costs cannot be paid.

Exception: Meals taken at the place of accommodation.

- b. If the member and dependants take more than half their meals outside the place of accommodation, they are not eligible for temporary accommodation allowance for those meals. This is unless the CDF considers it reasonable that the costs be paid.
2. For paragraph 1.b, the CDF must consider all the criteria listed in subsection 7.5.25.4.

7.5.27 Advance payment of allowance

1. The CDF may advance up to 21 days' temporary accommodation allowance to a member at one time. This table sets out what may be advanced.

Item	If the temporary accommodation is a...	then the member may be advanced...
1.	hotel or motel	accommodation and meal costs as assessed for the approved period, less the contribution they must pay.
2.	serviced apartment for less than seven days	
3.	serviced apartment for seven days or more	accommodation costs only, less the contribution they must pay. The larger allowance under paragraph 7.5.24.6.b may be paid along with the advance.

Exception: This section does not apply to a person who is granted accommodation under section 7.5.7 (the SAFE scheme).

2. The member must give the CDF written evidence that the previous advance has been used. The CDF may then decide to provide another advance.

Division 5: Rate of contribution

7.5.28 Purpose

This Division sets out the contribution that a member who receives temporary accommodation allowance must pay for occupying the temporary accommodation.

7.5.28A Persons this Division does not apply to

This Division does not apply to the following persons.

- a. A person eligible for temporary accommodation under subsection 7.5.6.3 (the SAFE scheme).
- b. A member with dependants (unaccompanied).
- c. A person eligible for temporary accommodation under subsection 7.5.6 and occupies a quarantine residence.

Note: If this Division does not apply to a person, they are not required to pay a contribution.

7.5.29 Rate of contribution

The contribution for accommodation, meals and utilities for a member in a situation in an item in column A of the following table is the rate in the following columns for the same item.

- a. Accommodation — column B.
- b. Meals — column C.
- c. Utilities — column D.

Item	Column A Member situation	Column B Accommodation contribution	Column C Meals contribution	Column D Utilities contribution
1.	A member with dependants.	The contribution that would apply to them under Annex 7.D Part 1 column C if they were eligible for rent allowance and their applicable rent ceiling was Annex 7.E Part 1.2.	<p>a. For a hotel or serviced apartment for less than seven days – the amount set out for their salary in column A of Annex 7.F that corresponds with their number of dependants in columns B to D.</p> <p>b. For a serviced apartment for seven days or more — nil.</p>	\$110.99 a fortnight.
4.	Any other member.	the contribution that would apply to them for level 3 living-in accommodation with 1-bed in the room.	a. for a hotel or serviced apartment for less than seven days – what they would contribute for meals under Part 9 Division 1 section 7.9.6 (Fortnightly meal charges) as if they	the contribution for utilities they would pay under Part 10 of this Chapter if the hotel or serviced apartment were level 3 living-

			were living in. b. for a serviced apartment for seven days or more — nil.	in accommodation.
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7.5.30 Allowance and contribution for member couple

This table sets out who gets temporary accommodation allowance and pays the contribution, if a member's adult dependant is also a member and both would be eligible for the allowance.

Item	If the members have...	the allowance and contribution apply only to the member with the...
1.	different ranks	higher rank.
2.	the same rank	greater seniority.

Part 6: Service residences

Division 1: General provisions

7.6.1 Purpose

This Part sets out the following.

- a. The different levels of Service residences available.
- b. How a member can become eligible to live in a Service residence.
- c. The amount the member has to contribute toward the cost of the residence.

7.6.3 Definitions

In this Part the following apply.

Allocate means a home that is allocated under this Part is a home which Defence Housing Australia makes available as a reasonable offer of a Service residence.

Defence establishment means a Commonwealth site managed by the Department of Defence.

Market rent means rent based on the assessed value of the Service residence.

Market-rent-based classification means the system for classifying a Service residence based on a combination of the minimum housing standard and market rent.

Suitable Service residence has the same meaning given in section 7.6.4.

Surplus Service residence means those Service residences that are surplus to Defence Housing Australia's needs and meet both the following.

- a. No member with dependants or member without dependants who has an adult child needs the residence.
- b. There is no plan for a member with dependants or member without dependants who has an adult child to use the residence in the next 12 months.

Division 2: Suitable Service residence

7.6.4 Suitable Service residence

1. A home is a suitable Service residence for a member if the CDF considers that it meets all these conditions.
 - a. It is available to the member within either of these periods.
 - i. Six weeks after they arrive at the posting location.
 - ii. A longer period that the CDF considers reasonable.

Note: Members are required to occupy a suitable Service residence as soon as possible after arrival in their posting location.

 - b. It meets all of the following.
 - i. It is at the member's posting location.
 - ii. It has the classification listed for the member's rank group in the table at section 7.6.13. or it is a rent band choice home that the member has accepted under Division 5.
 - iii. It has the number of bedrooms a member and their dependants need to live in.
2. In assessing whether a Service residence is suitable for a member, the CDF must take account of any other factor relevant to the member's accommodation requirements.
3. The CDF may decide that a smaller home is suitable in these cases.
 - a. There are exceptional reasons.
 - b. The member has chosen the smaller home.

7.6.6 Members with special needs dependants

1. A member who has a dependant with special needs may need a Service residence to be modified.
2. The CDF may decide that a Service residence is not suitable and cannot be modified to meet the special needs of a member's dependants. The CDF must consider these criteria.
 - a. The nature of the special needs.
 - b. The availability of suitable alternative accommodation.
 - c. The cost of modifications to the Service residence.
 - d. The cost to restore the Service residence to its original condition when the member vacates.
 - e. Whether the modifications are permitted by the property owner and any relevant body corporate.

7.6.7 Members with large number of dependants

1. This section applies to a member who cannot accommodate all of their dependants and adult children, if any, in one Service residence.
2. The member may be given two Service residences to house all their dependants and adult children.
3. The homes may be next door to each other or joined together.
4. The member still only has to make their normal contribution.

7.6.8 Resident child carer

If a member has a resident child carer, the member must inform their unit administrator in writing of all of the following.

- a. The day when the resident child carer moves in to the home.
- b. The day when the resident child carer moves out of the home.

Division 3: Market-rent-based classification of a Service residence

7.6.10 Market-rent-based classification

1. A Service residence is given a classification by Defence Housing Australia if it meets the minimum housing standard in section 7.6.12.
2. The CDF may give a Service residence a temporary classification for a fixed period if it has not been classified by Defence Housing Australia.

7.6.12 Minimum standard for a market-rent-based classification

A Service residence is only to be given a market-rent-based classification if meets at least the minimum housing standard, which includes all of the following amenities.

- a. Three bedrooms.
- b. Lounge.
- c. Dining area.
- d. Kitchen.
- e. Laundry.
- f. Bathroom.
- g. Toilet.
- h. Ensuite bathroom.
- i. Single lock-up garage.

Exception: For Service residences in Darwin the minimum standard is a carport.

- j. Storage.
- k. Security features.

Exception: Back-to-base security system.

Example: Deadlocks on external doors.

- l. Covered outdoor entertaining area.

Exception: Residences acquired by Defence Housing Australia before 1 July 2007 are exempt.

- m. A yard, that has a minimum size in accordance with the following table.

Exception: Residences acquired by Defence Housing Australia before 1 July 2007 are exempt.

Item	Location	Minimum yard size
1.	Greater Sydney area	25 square metres
2.	All other locations	35 square metres

7.6.13 Rent band for a member's rank group

1. A member who holds a rank in a group listed in the following table may be allocated a Service residence in the rent band that is listed for their rank group.

Item	If a member has a rank in this group...	then the member may be allocated a home in this rent band...
1.	Corporal or lower Sergeant Staff Sergeant Second Lieutenant Lieutenant	1
2.	Warrant Officer Class 2 Warrant Officer Class 1 Captain	2
3.	Major Lieutenant Colonel	3
4.	Colonel Brigadier	4
5.	Major General or above	5

2. An offer of a Service residence in the rent band listed for the member's rank group is taken to be a reasonable offer of a suitable Service residence, provided that it meets the other conditions for suitability set out in section 7.6.4.
3. Despite subsection 1, if a Service residence is not available in the rent band listed for the member's rank group, the member may be allocated a Service residence in a rent band that is one rent band above or below the rent band listed for the member's rank group in the table in subsection 1.

Note: An offer made in accordance with this subsection is usually a reasonable offer for the purposes of section 7.6.33, Acceptance or rejection of reasonable offer..

4. The CDF may allocate a member a Service residence that is more than one level above the rent band for the member's rank group, if accommodation is not available at a lower rent band. The member's contribution is dealt with in the same way as other members allocated a Service residence above their rank group eligibility.

Note: A member would not be allocated a Service residence two groups below their rank group eligibility. Rent band choice or housing with rent allowance give alternatives to allocation.

Division 5: Rent band choice homes

7.6.18 Purpose

1. The purpose of this Division is to provide housing assistance that makes a wider range of housing choice available for members.
2. Rent band choice allows a member to choose a residence in a better location to suit their lifestyle. The member chooses to occupy a rent band choice home that does not meet the minimum standard for a Service residence, but is in an attractive location.

Examples: Rent band choice accommodation includes homes such as inner urban apartments, townhouses and flats.

7.6.19 Rent band choice

1. Rent band choice is off-base accommodation made available by Defence Housing Australia that falls outside the minimum standard of a Service residence.
2. A rent band choice home is classified under the rent band that the home's rent falls into.
3. A member may be offered an available rent band choice home that corresponds to their rank group and a rent band in the table.

Item	If a member has a rank in this group...	then their rent band is...
1.	Corporal or lower Sergeant Staff Sergeant Second Lieutenant Lieutenant	1
2.	Warrant Officer Class 2 Warrant Officer Class 1 Captain	2
3.	Major Lieutenant Colonel	3
4.	Colonel Brigadier	4

4. If a member accepts the offer of a rent band choice home, then that offer is taken to be a reasonable offer of a suitable Service residence, regardless of the rent band that the home is in.
5. A member who refuses a rent band choice home offered to them is taken not to have rejected a reasonable offer.

7.6.20 Member living in a rent band choice home above their rank group

1. The CDF may offer a member a rent band choice home that is in a rent band above the one specified for the member's rank group in the table in section 7.6.19.
2. If the member accepts the offer of a home under this section, they must pay their contribution under the choice contribution scheme listed for their rank group and the rent

band that the rent band choice home is in, under Part 2 of Annex 7.A.

See: Part 2 of Annex 7.A, Contribution for Service residence or rent band choice accommodation

Exception: The member is on a flexible service determination (weeks per month pattern of service). The member's rate of contribution is set out in the following table.

Item	If the member's pattern of service over each four week period is...	the member's contribution is...
1.	one week working, three weeks not working,	150% of the rate that applies to them under Annex 7.A.
2.	two weeks working, two weeks not working,	100% of the rate that applies to them under Annex 7.A.
3.	three weeks working, one week not working,	

7.6.21 Member living in rent band choice home below their rank group

1. The CDF may offer a member a rent band choice home that is below the rank group specified for the member in the table in section 7.6.19.
2. If the member accepts the offer of a home under this section, they must pay the contribution for the rent band that the rent band choice home is in, under Part 1 of Annex 7.A.

Note: This contribution is listed under a lower rank group.

Exception: The member is on a flexible service determination (weeks per month pattern of service). The member's rate of contribution is set out in the following table.

Item	If the member's pattern of service over each four week period is...	the member's contribution is...
1.	one week working, three weeks not working,	150% of the rate that applies to them under Annex 7.4.B.
2.	two weeks working, two weeks not working,	100% of the rate that applies to them under Annex 7.4.B.
3.	three weeks working, one week not working,	

Division 6: Appointment, tied and assigned residences

7.6.23 Appointment residences

1. The CDF has nominated a member in each capital city to be the ADF representative for their State or Territory.

Exceptions: Canberra, Sydney.

2. The representative must live in a Service residence at a specific address. Sometimes this home is called an appointment residence.

Related Information:

1. Part 2 section 7.2.11, Member required to live in tied or appointment residence, describes the circumstances in which a member may live in their own home instead of an appointment residence.
2. Section 7.6.26, Service residence alternative to tied or appointment residence, describes the circumstances in which a member may live in an equivalent Service residence instead of an appointment residence.
3. This table sets out the representatives and their appointment residences.

Item	City	Appointment	Appointment residence
1.	Brisbane	General Officer Commanding 1 st Division (GOC 1 DIV)	18 O'Connell Place, Ashgrove
2.	Adelaide	Commander Aerospace Operational Support Group (CDRAOSG)	26 May Terrace, Kensington Park
3.	Perth	Commander Fleet Base (COMFB)	Gun House, Fremantle
4.	Darwin	Commander Northern Command (COMNORCOM)	2 Elliot Point, Larrakeyah
5.	Hobart	Regional Manager, Corporate Support and Infrastructure, Tasmania (CSI-TAS)	Commandant's Residence, Anglesea Barracks

7.6.24 Tied residences

A member with an appointment listed in this table must live in the Service residence listed for them.

Item	Appointment	Tied residence
1.	Chief of the Defence Force	Bridges House, Duntroon, Canberra
2.	Vice Chief of the Defence Force	1 Parnell Road, Duntroon, Canberra
3.	Chief of Navy	2 Parnell Road, Duntroon, Canberra
4.	Chief of Army	3 Parnell Road, Duntroon, Canberra
5.	Chief of Air Force	4 Parnell Road, Duntroon, Canberra
6.	Land Commander	The Bungalow, Victoria Barracks, Sydney
7.	Air Commander	Briarcliffe, Sydney
8.	Commander Australian Fleet	Cliff House, Sydney
9.	Chief Joint Operations	3 Rosenthal Street, Campbell, Canberra

Related Information:

1. Part 2 section 7.2.11, Member required to live in tied or appointment residence, describes the circumstances in which a member may live in their own home instead of a tied residence.
2. Section 7.6.26, Service residence alternative to tied or appointment residence, describes the circumstances in which a member may live in an equivalent Service residence instead of a tied residence.

7.6.25 Assignment of other specific residences

The CDF may require a member to occupy a specific Service residence on or near a Defence establishment. One of these conditions must apply to the member.

- a. They attend outside normal hours to perform duty essential to the working of the establishment. The extra duty happens often and without notice. The member's duty roster is so frequent that it often disrupts their domestic life.
- b. The member is responsible for the safety of lives or property at the establishment.
- c. The member is responsible for important health or welfare matters at the establishment.
- d. The location is remote and a Service residence is provided for a member posted there.

7.6.26 Service residence alternative to tied or appointment residence

1. This section applies to a member who is required to occupy an appointment or tied residence.
2. The CDF may decide that a member assigned to a specific Service residence may occupy an equivalent Service residence instead. The CDF must consider all of the following factors.
 - a. Whether the residence is suitable for the member's representative duties.
 - b. The location of the residence.
 - c. The impact on any other members.
 - d. Any additional cost to the Commonwealth.

7.6.27 Furniture rental for appointment, tied and assigned residences

1. This section applies to a member in either of the following categories.
 - a. A member with dependants (unaccompanied).
 - b. A member without dependants who has no adult children.
2. The CDF may approve payment of the reasonable costs of furniture hire for a member who is required to live in a Service residence under this Division.
3. For subsection 2, the CDF must have regard to the costs that could be paid if the member required the furniture for a rented home under the table in subsection 7.8.25.2, and must not approve a payment for either of the following.
 - a. An item that is already in the Service residence and available for the member's use.

- b. An item that the member already owns and that it is reasonable for them to use in the Service residence.

Division 7: When a member is eligible to live in a Service residence

7.6.28 Member eligible for a Service residence

1. A member is eligible for a Service residence at their posting location if they meet all of the following.
 - a. They meet one of the following.
 - i. They are a member with dependants.
 - ii. They are a member without dependants who has an adult child.
 - b. They do not own a suitable home in their posting location.
2. The Service residence provided under subsection 1 is a three-bedroom Service residence unless one of these situations applies to them.
 - a. They require a larger Service residence to house their dependants and adult children, if any.
 - b. They accept the offer of rent band choice accommodation.
3. A member who is not eligible under subsection 1 because they have no dependants or adult children is taken to be eligible if they meet either of these conditions.
 - a. They plan to marry within a month.

Note: The member must provide written evidence of the planned marriage.
 - b. They expect to give birth to a child within three months.
4. A member who needs a Service residence in their posting location must apply by completing the relevant section of the Commonwealth removalist's application for relocation form.

7.6.29 Member with dependants (unaccompanied) eligibility in two locations

1. A member with dependants (unaccompanied) is eligible for a Service residence for their dependants to occupy if they do not own a suitable home at their dependants' location, unless one of the following applies.
 - a. The member was not granted a removal for their dependants to a personal location under this Determination.
 - b. All of the following apply.
 - i. A deployed member's dependants are granted a removal to a personal location for family support.
 - ii. On the member's return from the deployment dependants elect to remain in the personal location.
 - iii. The member has six months or more to serve in their current posting location after their return from the deployment.
 - c. All of the following apply.

- i. A deployed member's dependants are granted a removal to a personal location for family support.
 - ii. The member had less than six months to serve in their posting location on their return from the deployment.
 - iii. The member is posted to a new location.
 - iv. On the member's posting to the new location the dependants elect to remain in the personal location.
 - d. All of the following apply.
 - i. A deployed member's dependants are granted a removal to a personal location for family support.
 - ii. The member keeps their Service residence in their pre-deployment location.
 - e. All of the following apply.
 - i. The member's dependant was recognised by the CDF as a dependant under subsection 1.3.85.5A.
 - ii. The member and the dependant have not normally lived together since the dependant was recognised under subsection 1.3.85.5A.
2. A member with dependants (unaccompanied) who is eligible for rent allowance under Part 8 may choose to occupy a surplus Service residence in the posting location where the member is serving.
 3. Members who occupy a surplus Service residence can only share the residence with other members who are eligible under this section or section 7.6.30.

Exception: A member who has a recognised live-in carer may occupy a surplus service residence under this section.
 4. A member with dependants (unaccompanied) may be eligible to live in an appointment, tied or assigned Service residence under Division 2, Appointment, tied and assigned residences.

7.6.30 Member without dependants eligible for a Service residence

1. A member who is eligible for rent allowance under Part 8 can choose to live in a surplus Service residence if they meet all of the following.
 - a. They are a member without dependants.
 - b. They have no adult children.
2. Members who occupy a surplus Service residence can only share the residence with other members who are eligible under this section or section 7.6.29.
3. A member without dependants may be eligible to live in an appointment, tied or assigned Service residence under Division 2, Appointment, tied and assigned residences.

7.6.32 Members with part-time contact with children

1. A member might have a child from a previous relationship. The member might have contact with their child, but the child might not live with the member full-time.

2. The following principles may assist in working out whether the member is eligible for housing assistance for the child.
 - a. If the child comes to live with the member regularly, the member may seek approval for the child as a dependant under Chapter 1 Part 3 Division 2. If approved, they are eligible for housing assistance for the child.
 - b. If the child comes to visit the member regularly but is not approved as a dependant under Chapter 1 Part 3 Division 2, the member is not eligible for housing assistance for the child.
3. A member without dependants may have only limited contact with their child. They may then be in any of these situations.
 - a. They are not categorised as a member with dependants.
 - b. They have no eligibility for extra housing assistance for times when they have contact with their child.
 - c. The member may still get housing assistance as a member without dependants. This could include rent allowance or a surplus Service residence.

7.6.33 Acceptance or rejection of reasonable offer

1. An offer of a Service residence by Defence Housing Australia is reasonable if the home meets one of the following.
 - a. It is a suitable Service residence under section 7.6.4.
 - b. It is at the rent band listed for the member's rank group in section 7.6.13.

Note: This includes on-base Service residences which are taken to hold a market-rent-based classification.
 - c. If no Service residence is available in the rent band for the member's rank group under section 7.6.13, it is a Service residence in the rent band above or below the member's rent band.
 - d. It is rent band choice accommodation which the member accepts.
3. If a home at a lower rent band does not have enough rooms for the family's children to occupy using the table in section 7.6.4, it would not be considered a reasonable offer for the purpose of paragraph 1.b.
4. To continue to be eligible for housing assistance, the member must either accept a reasonable offer or reject it in writing for a reason in section 7.6.34. The process in section 7.6.57 will apply to a rejection.

Example: The member accepts a Service residence by signing a tenancy agreement.

See: Division 9, End of eligibility to live in a Service residence

5. A member might reject a reasonable offer for reasons not in section 7.6.34. If the CDF does not consider the reasons to be sufficient grounds to reject the Service residence, and Defence Housing Australia cannot offer the Service residence to another member within one month, the member's name will be removed from the Service residence waiting list. They will not be eligible for temporary accommodation allowance, rent allowance or storage during the remainder of their posting.

Exception: If an offer is not reasonable because the home offered does not meet the conditions in subsection 1, the member can reject it in writing. There is no effect on any

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benefits. The member would be eligible for another Service residence or rent allowance.

6. In this section, **waiting list** means a list of members who meet all the following.
 - a. They are eligible for a Service residence.
 - b. They have been identified as needing a Service residence.
 - c. They do not have a Service residence.

7.6.34 Reasons for rejecting a reasonable offer

1. This section applies to a member who rejects a reasonable offer of a Service residence.
2. An offer is not reasonable if the member rejects it for any of these reasons. This means that the member is still eligible for a Service residence.
 - a. The home is at the classification that applies two or more groups below the member's rank group.
 - b. The home has a swimming pool.
 - c. The home and grounds are unsuitable for the member's pet and all the following apply.
 - i. The member's pet is domestic and not owned for business or commercial purposes.
 - ii. The member's pet is able to be kept at the location without breaking any relevant laws or body corporate rules.
 - d. The home has two bedrooms.
 - e. The home is a rent band choice home and the member does not accept the offer.
 - f. The member is one of the following and the home is not suitable for the purpose for which their posting location was extended under section 7.1.15 or section 7.1.17.
 - i. A flexible housing trial member under section 7.1.15.
 - ii. A Puckapunyal housing trial member under section 7.1.17.

7.6.35 Changing Service residences

1. The CDF may approve a member changing their Service residence for another Service residence in any of these cases.
 - a. The member's dependants have increased in number and they need more bedrooms. These conditions apply.
 - i. If the member is expecting a child, the change can be approved up to three months before the birth.
 - ii. The change can only be approved if the member has at least six months more in their current posting.
 - b. The long-term lease on the Service residence is ending and will not be renewed.

- c. The Service residence will no longer be available to the member due to sale or major renovation.
 - d. There are serious health, safety or security concerns if the member stays at the Service residence.
 - e. The member has a recognised live-in carer and they need an additional bedroom.
- 1A. A member whose change is approved under subsection 1 is eligible for a removal.
2. The CDF may approve the change of Service residence at the member's own expense. The CDF must consider all these circumstances.
- a. The reasons outlined in the application.
 - b. Whether other Service residences are available.
 - c. The effect on any other member.

7.6.36 Pet ownership

1. A member must seek the consent of Defence Housing Australia before they buy a pet while occupying a Service residence.

7.6.37 Ineligible member can apply for surplus Service residence

1. This section does not apply to a member without dependants who has chosen to live in a Service residence under section 7.6.30.
2. A member who is not eligible for a Service residence may apply to Defence Housing Australia to live in a surplus Service residence.
3. The concept of suitability outlined in section 7.6.4 does not apply to this arrangement.
4. The member must pay Defence Housing Australia rent for the residence. This rent is set in either of these ways.
 - a. If the Service residence is leased on a yield basis, then the amount of rent payable is decided by the CDF based on Defence Housing Australia information on market rents at the location.
 - b. If paragraph (a) does not apply, then the amount of rent payable is determined by Defence Housing Australia under section 59 of the *Defence Housing Australia Act 1987*.

7.6.38 Service residence for member on deployment

1. This section applies to a member who meets all the following conditions.
 - a. The member is occupying a surplus Service residence.
 - b. The member is a member without dependants or a member with dependants (unaccompanied).
 - c. The member is deployed for six months or longer.

Exception: A member who meets all the following requirements.

- i. The member is deployed for a period of less than six months.
 - ii. While deployed, the member's deployment is extended.
 - iii. The total period of a member's deployment is six months or longer.
2. A member may choose between the following options.
 - a. To keep the Service residence for the period of the member's deployment.
 - b. To leave the Service residence.
3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.
4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their Service residence accommodation.

7.6.39 Service residence in personal location for member on deployment

1. This section applies to a member who meets both the following conditions.
 - a. The member is deployed.
 - b. The member's dependants are approved to move to a personal location before the member's deployment for family support.
2. The member is eligible for a Service residence for their dependants and adult children in the personal location.

Division 8: Contributions

7.6.40 Overview

2. The contribution includes these costs as well as the cost of the Service residence.
 - a. Sewerage or septic system charges.
 - b. Body corporate maintenance charges for units and townhouses.
Examples: Stairwell cleaning, high-rise window cleaning.
 - c. Car parking charges.
 - d. Rubbish collection.

7.6.41 Contribution for Service residence or rent band choice home

1. A member who holds a Service residence or rent band choice home must make a contribution toward the cost of the rent of that accommodation.
Exception: A member with dependants (unaccompanied) only has to pay a contribution if their dependants live in a Service residence. The member does not have to pay a contribution for a surplus Service residence the member lives in at the gaining location.
2. The fortnightly rate of the contribution for a member whose circumstance is set out in column A of the following table whose living arrangement is set out in column B is the amount set out in column C of the same item.

Item	Column A Member's circumstance	Column B Living arrangement	Column C Fortnightly contribution
1.	They are a member with dependants or a member without dependants who has an adult child.	They are living in a Service residence.	The rate set out in Annex 7.A, Part 1 column C for their rank group and the rent band the Service residence is classified in.
		They are living in a Service residence or rent band choice home above the rent band for their rank, by choice, not allocation.	The rate set out in Annex 7.A, Part 2 for their rank group and the rent band of the home.
2.	They are a member without dependants who is approved to occupy a surplus Service residence and has no adult children.	They are living in a Service residence, but not sharing.	The rate set out in Annex 7.A, Part 3, Column 4 for the rent band the Service residence is classified in.
		They are sharing with one other person.	The rate set out in Annex 7.A, Part 4 Column 3, for their rank group and living arrangement.
		They are sharing with two or more people.	The rate set out in Annex 7.A, Part 4 Column 4, for their rank group and living arrangement.
3.	They are a member without dependants in an appointment, tied or	They are not sharing.	The rate set out in Annex 7.A Part 3 Column 3 for the rent band the Service residence is classified in.

	assigned residence who has no adult children.	They are sharing with one other member.	The rate set out in Annex 7.A Part 4 Column 3 for their rank group.
		They are sharing with two or more members.	The rate set out in Annex 7.A Part 4 Column 4 for their rank group.
4.	They are living at Woomera and are not a member with dependants (unaccompanied).	They are in any living arrangement.	\$200 each fortnight.
5.	They are a member with dependants (unaccompanied).	Their dependants are living in a Service residence or a rent band choice home.	The rate that would apply under Item 1 of this table for the Service residence or a rent band choice home occupied by the member's dependants.
6.	They are a member with dependants (unaccompanied) on a flexible service determination.	They are living in the gaining location and their dependants are living in a Service residence or a rent band choice home.	The rate that would apply under Item 1 of this table for the Service residence or a rent band choice home occupied by the member's dependants as adjusted by section 7.6.55B. Note: Section 7.6.55B provides formula for calculating the contribution for a Member with dependants (unaccompanied) on a flexible service determination.

- 2A. Despite subsection 2, the following apply.
- a. The contribution for a member who chooses to occupy a Service residence or rent band choice home above the classification for their rank group is set out in Part 2 of Annex 7.A.
 - b. If the member has chosen a home at a lower rank group's rent band — section 7.6.44 applies.
 - c. If the member allocated a Service residence above their rank group — section 7.6.45 applies.
3. The CDF may waive or reduce the member's contribution for a fixed period, if satisfied that both these conditions are met.
- a. There is a significant loss of amenity or function in the Service residence.
 - b. The member did not cause the loss of amenity.
- Example:** A member's contribution is reduced by CDF by one rank group because the garage of their apartment complex is flooded and cannot be used for two months.
- Non-example:** The member's yard floods because they have failed to replace a leaky tap washer. The CDF does not grant a reduction in contribution, as the member's neglect caused the loss.
4. A member who has a recognised live-in carer only has to pay the member without dependants rent allowance contribution relevant for their rank in Annex 7.D Part 2 column B, if they meet all of the following conditions.
- See:** Annex 7.D Part 2, Contributions for rent allowance

- a. The member has a live-in carer who has been recognised as a dependant under subsection 1.3.85.3.
- b. The member would be classified as a member without dependants if they did not have a dependant recognised under subsection 1.3.85.3.
- c. The member has been allocated a Service residence.

See: Chapter 1 Part 3 Division 2 section 1.3.85, Dependants recognised by CDF

- 5. If a member has a resident child carer the contribution the member pays for the Service residence is not affected.

See:

Part 1 Division 3 section 7.1.14, for the definition of resident child carer
Division 2 section 7.6.8, Resident child carer

- 6. A member whose eligibility at a rank group applicable to a previous non-commissioned rank is preserved under subsection 7.6.48.6 must contribute at the level that applies to their preserved rank group eligibility (if applicable).

See: Section 7.6.48, Member promoted or commissioned

7.6.42 Suspended contributions for a member without dependants

A member without dependants who does not have an adult child and is occupying a surplus Service residence in a situation set out in an item in Column A of the following table is not required to make a contribution towards the cost of the home from the day set out in Column B of the same item until the day set out in Column C of the same item.

Item	Column A Member situation	Column B Day contributions ceases	Column C Day contribution recommences
1.	The member is living under field conditions.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by either or both of the following events. a. The member returns to their accommodation for up to seven days. b. The member takes up to seven days of leave.	The day after the period in which the member was living under those conditions is broken by more than seven days, provided the member contributes for those seven days.

2.	The member is living on a seagoing ship.	The twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by either or both of the following events. a. The member returns to their accommodation for up to seven days. b. The member takes up to seven days of leave.	The day after the period in which the member was living under those conditions is broken by more than seven days, provided the member contributes for those seven days.
3.	The member is posted to a seagoing submarine.	The day the posting period starts.	The day the posting period ends.
4.	The member is on deployment.	The day they board a ship or aircraft for the journey from Australia to the operational area.	The day they disembark in Australia at the cessation of their deployment. Contributions do not recommence for a member who returns part-way through their deployment, for example, while on leave. They only recommence at the cessation of their deployment.

7.6.43 Higher contribution scheme, above rank group

If the member chooses to accept a Service residence or rent band choice home with a rent band higher than the one specified for the member's rank group eligibility under section 7.6.13, the member must pay the contribution listed for their rank and the higher rent band under Part 2 of Annex 7.A for the period that they hold the home.

Note: This is called a 'higher contribution scheme' contribution.

See:

Annex 7.A, Contributions for Service residence or rent band choice accommodation
Division 3 section 7.6.13, Rent band for a member's rank group

7.6.44 Contribution for a home chosen at a lower rank group's rent band

1. This section applies to a member who chooses a Service residence or rent band choice home with a lower rent band than the member is eligible for at their rank group.
2. The member must pay the contribution for the lower rank group listed against the rent band of the home under section 7.6.41 and Annex 7.A.

7.6.45 Member allocated a Service residence above their rank group

1. This section applies to a member who is allocated a Service residence in a rent band that is

higher than the one specified for the member's rank group in whichever is relevant of section 7.6.13.1 or 7.6.16.1.

2. The member must pay the contribution that applies under section 7.6.41 and Annex 7.A.

7.6.46 Member allocated a Service residence below their rank group

1. This section applies to a member who is allocated a Service residence with a lower rent band than the member is eligible for at their rank group under 7.6.13.
2. The member must pay the contribution for the lower rank group listed against the rent band of the home in Annex 7.A.

7.6.48 Member promoted or commissioned

1. This section applies to a member who meets both of these conditions.
 - a. They live in a Service residence that is above their rank group eligibility.
 - b. They are promoted to a rank in the next higher rank group.
2. A member who has been promoted must notify Defence Housing Australia in writing. This allows Defence Housing Australia to assess whether the promotion has any effect on the member's contribution.
3. On the date of their promotion, the member's contribution for the Service residence is increased to the rate for their new rank group (relevant to the classification of the Service residence).
4. If a member's new rank group is the one specified for the classification of their Service residence or rent band choice home under subsection 7.6.13.1, both the following arrangements apply.
 - a. Any requirement for the member to pay a higher contribution scheme amount under Part 2 of Annex 7.A ceases.
 - b. The member must pay the contribution worked out under Part 1 of Annex 7.A.
5. A member who is notified of a promotion to a higher rank group is able to be allocated a Service residence at the higher rank group before the posting commences. The member may continue to pay the contribution for their substantive rank group until the date the promotion commences. From the date of promotion the member must pay the contribution for their new rank.
6. If a member is appointed as a commissioned officer, and this results in a reduction in the member's rank group under the table in section 7.6.13.1, the member is taken to continue to be eligible in the rank group they held as a non-commissioned officer, until they reach a higher rank.

Example: A Flight Sergeant commissions as a Flying Officer and their rank group eligibility would normally change from rent band 2 (or B2) to rent band 1 (or B1). Instead, the member keeps their eligibility for a rent band 2 Service residence and stays in their home, making the same contribution.

7.6.49 Member reduced in rank

1. This section applies to a member who meets all these conditions.
 - a. They live in a Service residence that is at or above their rank group eligibility.
 - b. They are reduced to a rank in a lower rank group.
2. On the date their rank is reduced, the member's contribution for an allocated Service residence is reduced to the rate for their new rank group (relevant to the classification of the Service residence).
3. If the member paid a contribution for their home under section 7.6.43 (the higher contribution scheme) immediately before they were reduced in rank, they must continue to pay the contribution that applies for their home and previous rank under Part 2 of Annex 7.A.
4. A member who has been reduced in rank must notify Defence Housing Australia in writing. This allows Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.
5. On reduction of rank, a member who is paying a contribution under the higher contribution scheme may elect to move out of the home. The removal does not attract any assistance and is at the member's own expense.

7.6.50 Member on leave without pay

1. A member is not eligible to live in a Service residence while they are on leave without pay under Chapter 5 Part 10, Leave without pay.

See: Chapter 5 Part 10, Leave without pay
2. This section does not apply to a member on the following types of leave.
 - a. Maternity leave.
 - b. Parental leave.
3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, they may be eligible for a Service residence in the normal way. They pay their usual contribution.
4. A member who is not eligible for a Service residence under this section may apply to live in a Service residence under Division 7 section 7.6.37. They must pay the Defence Housing Australia rent under section 7.6.37.

See: Division 7, When a member is eligible to live in a service residence

7.6.52 Member undergoing training

A member with dependants' contribution for their Service residence is not reduced for any period that the member is a member undergoing training.

7.6.53 Service residence reclassified

A change in the rent band of a Service residence under Division 3 or 5 does not apply until the end of any current occupancy agreement.

Note 1: This means that a change will not affect a member during the life of their tenancy.

Note 2: Subsection 7.6.41.3 allows CDF to reduce a contribution in some circumstances, without changing the classification of a Service residence.

7.6.54 Contribution for member dependants

1. This table sets out who pays the contribution, if a member's adult dependant is also a member and both occupy a Service residence.

Item	If the members have...	the contribution is payable only by the member with the...
1.	different rank group eligibility	higher rank group eligibility.
2.	the same rank group eligibility	higher rank, increment or pay grade.

2. Only one contribution is payable by a member and their adult dependant jointly under subsection 1, if they meet all these conditions.
 - a. They are both members.
 - b. One of them is a member with dependants (unaccompanied) under subsection 8.3.6.4.
 - c. The other is a member with dependants.
3. Despite subsection 2, no contribution is payable by either member if one of the members occupies a suitable own home.
4. If the senior member is on leave without pay, the member's contribution is taken to remain at the same rate as before period of the leave began.

7.6.55A Contribution for member on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is on a flexible service determination.

Exception: A member on a flexible service determination who has an adult dependant who is also a member and that dependant is not on a flexible service determination. The contribution rate that the member must pay remains unchanged.
 - b. Either of the following applies.
 - i. The member lives in a Service residence or a rent band choice home.
 - ii. The member is a member with dependants (unaccompanied) and the member's dependants live in a Service residence or a rent band choice home.
 - c. The member is required to make a contribution for a Service residence or rent band choice home under this Division.
2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.A for a Service residence or rent band choice home.
3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.

- a. Unless paragraph b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.
Note: This applies to each nonworking period.
- b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
 - i. If a period in the flexible service determination is one year — less than 130 days.
 - ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

4. For subsection 2, if the member is living in a Service residence or a rent band choice home that is above or below their rank group, the contribution rate in Annex 7.A is the relevant of the following.
 - a. The Service residence or rent band choice home is above the member's rank group by choice — the contribution is under Annex 7.A Part 2.
 - b. The Service residence or rent band choice home is below the member's rank group — the contribution rate is under Annex 7.A Part 1 and is the one listed for the lower rank group.
5. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, either of the following applies.
 - a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
6. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
 - a. The contribution that the member has paid during the period of the variation.
 - b. The contribution that the member would have paid during the period of the variation.

7.6.55B Member with dependants (unaccompanied) on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is a member with dependants (unaccompanied).

- b. The member is on a flexible service determination.
 - c. The member lives in a surplus Service residence at the gaining location.
2. A member's may be required to pay a contribution if they meet one of the following conditions.
- a. The member has a nonworking period that exceeds 28 continuous days.
 - b. The total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
 - i. If a period in the flexible service determination is one year — less than 130 days.
 - ii. If the period in the flexible service determination is part of a year – less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

3. If subsection 2 applies, the member must make a contribution towards surplus Service residence at the gaining location for each weekday in the member's nonworking period. The member's contribution is calculated as follows.

$$\text{member's contribution} = NEF \times \left(\frac{C}{10}\right)$$

Where:

NEF is the number of weekdays during the members nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.A that would apply to the member if they were categorised as a member without dependants and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, the following applies.
- a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
- a. The contribution amount that the member has paid during the period of the variation.

- b. The contribution rate that the member would have paid under Annex 7.A during the period of the variation.

7.6.55C If a flexible service determination ends early

1. This section applies to a member who meets both of the following criteria.
 - a. The member pays a contribution for a Service residence under either of the following sections.
 - i. Section 7.6.55A, for a member on a flexible service determination.
 - ii. Section 7.6.55B, for a member with dependants (unaccompanied) on a flexible service determination.
 - b. The member's flexible service determination ends before the end date specified in the flexible service determination.
2. If the member has an incomplete cycle, the following table applies.

Item	If the contribution the member would have paid for the incomplete cycle is...	and the flexible service determination was ended...	then...
1.	higher than what the member has paid for the member's cycle	on request from the member	the member must pay the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
2.	less than what the member has paid for the member's cycle	on request from the member	the member must be reimbursed the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
3.	less than what the member has paid for the member's cycle	for Service reasons or a reason set out in the flexible service determination	a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
4.	higher than what the member has paid for the member's cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount.

Division 9: End of eligibility to live in a Service residence

7.6.56 No Service residence available

A member may be eligible for rent allowance under Part 8 if there is no suitable Service residence available.

7.6.58 Member buys a suitable own home

1. This section applies to a member who does both the following.
 - a. They live in a Service residence.
 - b. They purchase a suitable own home.
2. A member who purchases a suitable own home ceases to be eligible to live in their Service residence from the earliest of these dates.
 - a. Three months after the day they enter a contract to purchase the house.
 - b. One week after settlement.
3. The CDF may approve a longer period for the purposes of subsection 2, if satisfied that the member is unable to be removed to the home within the time limits in paragraph 2.b, for reasons that are beyond the member's control.

7.6.59 Dependants or adult children not at the Service residence

1. This section applies if a member's dependants and adult children will no longer live with the member in a Service residence.
2. The member's eligibility to live in the Service residence ends on the earlier of these dates.
 - a. The day the member, their dependants and adult children move out of the residence.
 - b. Twenty eight days after the day the dependants and adult children stop living at the residence.
3. If a member's dependant or adult child dies, and the member ceases to be eligible for a Service residence as a result, the member's eligibility for a Service residence continues until the earlier of the following dates.
 - a. The day the member moves out of the home.
 - b. Three months after the day the requirement to house a dependant or adult child ends.
4. The CDF may approve a request from the member to remain in the Service residence, if the member becomes a member without dependants. The CDF must consider both these factors.
 - a. Any compassionate or medical issues.
 - b. Whether the Service residence is needed for a member with dependants.
5. The member's marriage or partnership may break down. If this occurs, the CDF may approve the member, their dependants or adult children, if any, to remain in the Service residence for a fixed period beyond that specified in subsection 2, taking into account both

these factors.

- a. The time needed for the member and their spouse or partner to find new homes.
 - b. The availability of other homes for the member and their spouse or partner.
6. The contribution for a member who is approved to live in a service residence without any dependants or adult children under this section is one of the following.
- a. If the member is approved under subsection 2 or 3 — their normal contribution for the Service residence.
 - b. If the member is approved under subsection 4 — the contribution for the member's rank group and the rent band of the Service residence.
 - c. If the member is approved under subsection 5 — the Defence Housing Australia rent.

7.6.60 Member dies

1. This section applies if a member dies while they, or their dependants occupy a Service residence.
2. The member's dependants or adult children may continue to live in the Service residence and pay the fortnightly contribution that applied to the member until the later of the following dates.
 - a. If they continue to live in the home — six months after the day the member died.
 - b. A day that the CDF determines is reasonable after considering all of the following.
 - i. The personal circumstances of the dependants or adult children.
 - ii. The accommodation needs of the dependants or adult children.
 - iii. The availability of other homes in the location.
 - iv. Any other factor relevant to the dependants or adult children's continued stay in the home.

7.6.61 Member keeps a Service residence at losing location

1. This section applies to a member who is posted away from a location where they live in a Service residence.
2. This table sets out the conditions on which a member can keep their Service residence in the losing location.

Item	If the member is...	and they are...	then they can keep the Service residence at the losing location...
1.	any member	a. delaying removal to the new posting location for Service reasons	until the Service reason ends.
		b. delaying removal until they can get a door-to-door removal	until uplift and final inspection.

2.	a member with dependants (unaccompanied)	–	for the posting period, or until the member's dependants live with the member at the gaining location.
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7.6.62 Rejecting a Service residence – effect on temporary accommodation allowance

1. This section applies to a member if all these conditions are met.
 - a. They are eligible for temporary accommodation allowance.
 - b. They are made a reasonable offer of a Service residence.
 - c. They reject the offer of the Service residence.
 - d. Defence Housing Australia cannot offer the Service residence to another member as a suitable home within one month of the offer to the member.
2. The member's temporary accommodation allowance may be stopped. It will stop from the day that the CDF decides that they could have completed their removal to the residence, if they had accepted the offer.

7.6.63 Special conditions on separation – statutory appointees

1. This section applies to a member who meets all of the following conditions.
 - a. They hold one of the following appointments.
 - i. Chief of the Defence Force.
 - ii. Vice Chief of the Defence Force.
 - iii. Chief of Navy.
 - iv. Chief of Army.
 - v. Chief of Air Force.
 - b. The member occupies a tied residence.
 - c. The member's statutory appointment ends on their ceasing to be a member of the Permanent Forces.
2. The member may continue to live in the Service residence and pay the rate of contribution that applied before the end of their appointment. They may do so until the latest of these dates.
 - a. Seven days after the appointment ends.
 - b. A day up to 28 days after the end of their appointment that the CDF determines is reasonable. The CDF must consider the following criteria.
 - i. The former member's personal circumstances.
 - ii. The period between the announcement of statutory appointments and the member's day of separation.
 - iii. Any effect on the new statutory appointee.

- iv. Any other factor relevant to the members' continued stay in the home.
- 3. For the purposes of subsection 2, decisions about the CDF may be made by the Minister.

7.6.64 Dependants at a personal location for a member on a seagoing posting

- 1. This section applies to a member if all the following apply.
 - a. The member was granted a removal for their dependants to a personal location under section 6.5.21.
 - b. The member's posting to a seagoing ship, seagoing submarine or seagoing flight has ended.
 - c. The member has received a new posting that is not to a seagoing ship, seagoing submarine or seagoing flight.
 - d. The new posting is for six months or more.
- 2. The member's eligibility for a Service residence at the personal location ceases on the day the member's new posting begins.
- 3. Despite subsection 2, a member's eligibility for a Service residence at the personal location may be extended if all the following apply.
 - a. The member's dependants or adult children, if any, have not vacated the Service residence.
 - b. CDF is satisfied that reasonable steps have been taken to vacate the property before the member's new posting begins.

Part 7: Member choice accommodation

7.7.1 Overview

1. This Part provides Defence Housing Australia accommodation for members without dependants and members with dependants (unaccompanied) who are eligible for rent allowance.
2. A member without dependants or a member with dependants (unaccompanied) may choose to apply for accommodation under this Part as an alternative benefit to living-in accommodation or rent allowance.

7.7.3 Definitions

In this Part, the following apply.

Defence Housing Australia decision-maker means any of the following Defence Housing Australia employees who are able to act as decision-makers under this Part.

- a. Regional Operations Manager.
- b. Assistant Regional Operations Manager.
- c. Director of Service Operations.
- d. Contact Centre Operations Manager.
- e. Defence Housing Australia Contact Centre Consultant.

Rent ceiling has the same meaning given in section 7.8.10.

Division 1: Accommodation

7.7.4 Member who is eligible

A Defence Housing Australia decision-maker may offer a member accommodation under this Part if the member meets both these conditions.

- a. They are a member without dependants or a member with dependants (unaccompanied).
- b. They are eligible for rent allowance under Part 8 Division 1.

Note: The member does not receive rent allowance while they occupy accommodation provided under this Part.

7.7.5 Member not eligible

1. A member is not eligible to be offered accommodation under this Part if they meet either of the following conditions.
 - a. They are not eligible for rent allowance.
 - b. They are a member with dependants.

Exception: They are a member with dependants (unaccompanied).

2. A member is not eligible for accommodation under this Part if it is reasonable to expect that the member intends to share the home with either of the following people when they are offered the accommodation.
 - a. A person who is not a member of the ADF.
 - b. A member who is not eligible for rent allowance.

7.7.6 Member ceases to be eligible

A member ceases to be eligible for accommodation under this Part in any of the following situations.

- a. They cease to be eligible for rent allowance under section 7.8.30.
- b. A person listed in subsection 7.7.5.2 moves in with the member.

Exceptions:

Section 7.7.8, Member becomes a member with dependants
Division 3 section 7.7.21, How visiting members affect contributions

- c. The member ceases continuous full-time service.

7.7.7 Members sharing accommodation

1. A member who is eligible for accommodation under this Part may share the accommodation with a maximum of one additional member if approved by the CDF.
2. No more than two eligible members may share accommodation provided under this Part.

7.7.8 Member becomes a member with dependants

1. If a member who lives in accommodation provided under this Part chooses to have a partner live with them for the purpose of the recognition of a partnership, the member must take any of the following actions.
 - a. Apply to the CDF to allow the partner to live in the accommodation.
 - b. Relocate to a Service residence or rent allowance property at the member's own expense.
 - c. Apply to the Director Relocations and Housing to exchange the accommodation if the property is no longer suitable.
2. If a member without dependants or a member with dependants (unaccompanied) becomes a member with dependants at the posting location, the member must take either of the following courses of action.
 - a. If the accommodation is suitable for the member and their dependants the member must do either of the following.
 - i. Obtain CDF approval for the dependants to live in the accommodation.
 - ii. Relocate to a Service residence or rent allowance property at the member's own expense.
 - b. If the accommodation is not suitable for the member and their dependants, or if the application under subparagraph a.i is refused, relocate to suitable housing in the posting location.
3. If the member remains in the property with a partner or dependants the member must pay the contribution required under subsection 7.7.14.2 table item 3.
4. If a member is required to relocate to new accommodation under this section, the member has 28 days after the partner or dependants commence living in the accommodation to relocate.
5. The CDF may approve a request from the member to remain in the accommodation past the 28 days in subsection 4 if the member is having difficulty in finding a suitable Service residence or rent allowance property.

7.7.9 Storage of furniture and effects

1. A member who lives in accommodation provided under this Part is eligible for the storage of furniture and effects that cannot be housed in the accommodation.
2. The storage provisions which apply to the member are provided in Chapter 6 Part 5 Division 7 section 6.5.53 or subsection 6.5.54.1.

7.7.10 Advances and repayments

A member who accepts an offer for accommodation under this Part is not eligible to be paid the benefits provided under Part 8 Division 6.

Exception: The member may be eligible for the benefits under section 7.8.47, Rent paid before member moves in.

7.7.11 Effect on accommodation when a member is deployed

1. This section applies to a member who is deployed for six months or longer.
2. The member may choose between the following options.
 - a. To keep the accommodation provided under this Part for the period of the deployment.
 - b. To leave the accommodation provided under this Part.
3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.
4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their accommodation provided under this Part.

Division 2: Offer of accommodation and rent ceilings

7.7.12 Accommodation offer

1. A Defence Housing Australia decision-maker may offer a member accommodation that has a rent ceiling which corresponds to their rank group and location row in Annex 7.E Part 2.1.
2. If there is no accommodation available at the rent ceiling in subsection 1, a Defence Housing Australia decision-maker may offer a member available accommodation that has a rent ceiling above or below the member's rank group and location row in Annex 7.E Part 2.1.

7.7.13 Rent ceilings

1. A member who occupies accommodation under this Part has the rent ceiling specified in column B that corresponds with their circumstances in column A of the following table.

Item	Column A If the member is...	Column B their fortnightly rent ceiling is...
1.	living alone	the amount for the member's rank and location in Annex 7.E Part 2.1.
2.	sharing the accommodation with another member	the amount for the member's rank and location in Annex 7.E Part 2.2.
3.	sharing accommodation with a partner or other dependant under section 7.7.8.	the amount for their rank and location in either of the following references a. Annex 7.E Part 1.2 if they live in 2 bedroom accommodation. b. Annex 7.E Part 1.1 if they live in 3 bedroom or more accommodation.
4.	in the Navy and meets all the criteria in subsection 7.7.13.1A	the rent ceiling that applied immediately before they were posted to 2 Commando Regiment.

- 1A. For the purpose of item 4 of the table in subsection 1, the following criteria apply.
 - a. The member is posted to 2 Commando Regiment.
 - b. Immediately before being posted to 2 Commando Regiment, both of the following applied.
 - i. The member was posted to a location in Sydney.
 - ii. The member occupied accommodation provided under this Part.
 - c. The member is granted an extension of their posting location under paragraph 1.3.55.1.b. to include the location where the member lived immediately before being posted to 2 Commando Regiment.
 - d. The member continues to live in the accommodation they occupied immediately before being posted to 2 Commando Regiment.
2. Conditions for rent ceilings set out under Part 8 Division 2, apply to members in accommodation under this Part.

Division 3: Contributions

7.7.14 Contributions for accommodation

1. A member living in accommodation under this Part must make a rent contribution based on relevant rank group, living arrangement and rent allowance eligibility.
2. The rent contribution for a member who accepts an offer of accommodation which is below, or corresponds with their rent ceiling under subsection 7.7.12.1 is worked out using the following table.

Item	If the member is...	their fortnightly rent contribution is...
1.	living alone	the amount that applies for their rank group in Annex 7.D Part 2 column 2.
2.	sharing the accommodation with another member	the amount that applies for their rank group in Annex 7.D Part 2 column 3.
3.	sharing accommodation with a partner or other dependant under section 7.7.8.	the amount that applies for their rank group in either of the following references <ol style="list-style-type: none"> a. Annex 7.D Part 1 column 3, if they live in two bedroom accommodation. b. Annex 7.D Part 1 column 4, if they live in three or more bedroom accommodation.
4.	a member with dependants (unaccompanied) not on a flexible service determination	for the accommodation they occupy in the gaining location, either of the following: <ol style="list-style-type: none"> a. if the member accepts an offer of accommodation above their rent ceiling, under subsection 7.7.12.1, the difference between the contribution for their rank group under Annex 7.D Part 2 and the rent ceiling that applies to the member's circumstances. b. if the member accepts an offer of accommodation at or below their rent ceiling, under subsection 7.7.12.1, no contribution.
5.	a member with dependants (unaccompanied) on a flexible service determination	for the accommodation they occupy in the gaining location, the amount required under 7.7.14B.

3. The fortnightly rent contribution for a member who accepts an offer of accommodation above their rent ceiling, under subsection 7.7.12.1, is the sum of the following amounts.
 - a. The contribution for their rank group under Annex 7.D Part 2.
 - b. The difference between the applicable rent ceiling, under subsection 7.7.13.1 and the rent of the home.

7.7.14A Contribution for member on a flexible service determination

1. This section applies to a member who meets all of the following conditions.

- a. The member is on a flexible service determination.
 - b. The member is required to make a contribution for rent under section 7.7.14.
 - c. The member is not a member with dependants (unaccompanied).
2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.D for rented accommodation.
3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.
- a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.
- Note:** This applies to each nonworking period.
- b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
- i. If a period in the flexible service determination is one year — less than 130 days.
 - ii. If a period in the flexible service determination is part of a year — less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, either of the following applies.
- a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
- a. The contribution amount that the member has paid during the period of the variation.
 - b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.7.14B Member with dependants (unaccompanied) on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is a member with dependants (unaccompanied).
 - b. The member is on a flexible service determination.
2. A member's may be required to pay a contribution if they meet one of the following conditions.
 - a. The member has a nonworking period that exceeds 28 continuous days.
 - b. The total number of days that are the member's pattern of service in the member's flexible service determination is either of the following.
 - i. If a period in a flexible service determination is one year — less than 130 days.
 - ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

3. If subsection 2 applies, the member must make a contribution towards accommodation for each weekday in the member's nonworking period. The member's contribution is calculated as follows.

$$\text{member's contribution} = NWP \times \left(\frac{C}{10}\right)$$

Where:

NWP is the number of weekdays during the members nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.D that would apply to the member if they were categorised as a member without dependants and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination, and the member has an incomplete cycle, either of the following applies.
 - a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.

5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
 - a. The contribution amount that the member has paid during the period of the variation.
 - b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.7.14C When a flexible service determination ends early

1. This section applies to a member who meets both of the following criteria.
 - a. The member pays a contribution for accommodation under either of the following sections.
 - i. Section 7.7.14A, for a member on a flexible service determination.
 - ii. Section 7.7.14B, for a member with dependants (unaccompanied) on a flexible service determination.
 - b. The member's flexible service determination ends before the end date specified in the flexible service determination.
2. If the member has an incomplete cycle, the following table applies.

Item	If the contribution the member would have paid for the incomplete cycle is...	and the flexible service determination was ended...	then...
1.	higher than what the member has paid for the incomplete cycle	on request from the member	the member must pay the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
2.	less than what the member has paid for the incomplete cycle	on request from the member	the member must be reimbursed the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
3.	less than what the member has paid for the incomplete cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount.
4.	higher than what the member has paid for the incomplete cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount.

7.7.15 Change in classification of accommodation under this Part

1. Rent ceilings and member contributions for accommodation are generally reviewed annually.
2. If the CDF changes the member contribution rate, then the new rate of contribution the member must pay takes effect on the relevant date in the following table.

Item	If a contribution rate changes...	the contribution rate change will take effect...
1.	during the first 12 months of the member's lease for the accommodation	on the first day after the first 12 months of occupation.
2.	after the first 12 months the member occupies the accommodation under this Part	on the date it is changed.

7.7.16 Member promoted

1. This section applies to a member who lives in accommodation provided under this Part and is promoted.
2. If the member stays in the same rank group, their contribution rate will not change.
3. If the member moves to a higher rank group, their contribution may increase.
4. The member may apply in writing to the CDF to have their contribution reviewed. The review must be based on whether the member's rent ceiling is affected by their change in rank group. The member can ask for the review either before or after they are promoted. The CDF must notify the member of their decision in writing.
5. If the CDF determines that the amount of contribution should change, the new rates are payable from the later of these dates.
 - a. The day the member is promoted.
 - b. A day chosen by the member.
6. After the member moves out of the accommodation, the benefits for the member's next accommodation will be based on the member's new rank.

7.7.17 Member reduced in rank

1. This section applies to a member who lives in accommodation provided under this Part and is reduced in rank.
2. If the member stays in the same rank group, their contribution rate will not change.
3. If the member moves to a lower rank group, the contribution rate the member pays is reduced. The new contribution rate takes effect on the day the member's demotion takes effect.
4. Despite subsection 3, the member's rent ceiling is preserved until the member moves out of the accommodation.
5. After the member moves out of the accommodation, the rent ceiling for the member's next accommodation is the amount that applies to their new rank group. The reduced rent ceiling applies from the day after the member moves out of the accommodation provided under this

Part.

6. A member who has been reduced in rank must notify the Defence Housing Australia Regional Operations Manager in writing. This allows Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.

7.7.18 Exemptions from contributions

A member without dependants is not required to make a contribution towards their rent for a period the member satisfies any the criteria of the table at section 7.8.18.

7.7.19 Contribution for member on leave without pay

1. A member is not eligible for accommodation under this Part while they are on leave without pay under Chapter 5 Part 10, Leave without pay.
2. This section does not apply to a member on the following types of leave.
 - a. Maternity leave.
 - b. Parental leave.
3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, the member may apply to keep their accommodation provided under this Part. They must pay Defence Housing Australia the full market rent for the accommodation.

Exception: Members under section 7.7.18, Exemptions from contributions.

7.7.21 How visiting members affect contributions

1. A member who is a visitor to the household may be required to contribute to the cost of the accommodation provided under this Part. The contribution for the visitor is worked out as follows.
 - a. If the visit is for less than four weeks the visiting member is not required to pay a contribution towards the accommodation.
 - b. If the visit is for four weeks or more then the visiting member's required contribution is shown in the following table.

Item	If the visitor has...	the visitor is...
1.	a permanent home at another location	not taken to be a resident. The visiting member is not required to pay a contribution towards the accommodation.
2.	no permanent home	taken to be a resident member. The visiting member is required to pay a contribution under the rate for shared accommodation in Annex 7.D Part 2 that applies for their rank group and accommodation.

2. If the visiting member is required to pay a contribution under subsection 1 the resident member pays a contribution rate for the shared accommodation in Annex 7.D Part 2 that

applies for their rank group and accommodation.

3. After the day that the visiting member leaves the accommodation the resident member's contribution payment returns to the normal contribution worked out for the member under this Part.
4. The member must apply in writing to the Defence Housing Australia Regional Operations Manager to obtain approval if the person will be living in their home for longer than four weeks.

7.7.22 Contribution when one member leaves a shared home

1. This section applies to a member who remains in shared accommodation provided under this Part after a housemate has left the accommodation for Service reasons.
2. The remaining member continues to contribute at the shared rate they paid, in accordance with subsection 7.7.14.2 table item 2, for up to four weeks after their housemate has left the home.
3. If the housemate is not replaced within the four week period, then at the end of that period the member must take either of the following actions.
 - a. Contribute at the relevant rate in column 2 of Annex 7.D Part 2, for a member who lives alone.
 - b. Vacate the choice accommodation at their own expense.

Part 8: Rent allowance

Division 1A: General provisions

7.8.2 Purpose

Rent allowance is a form of housing assistance paid to a member who rents a home to live in. It supports a member who is eligible for housing assistance to occupy a suitable home in the private rental sector.

7.8.3 Definition – sharing a home

1. In this Part, a member is not **sharing a home** with a person they live with if the person meets one of the following and the person is not a subtenant.
 - a. The person is a dependant or an adult child.
 - b. A resident child carer.
Note: A resident child carer is defined in section 7.1.14.
 - c. The person is less than 18 years old.
 - d. The person was living with the member before they turned 18 years old and any of the following apply.
 - i. They are not a lessee of the property.
 - ii. The member's lease on the property has not ended since the person turned 18 years old.
 - iii. The member has not had a removal under section 6.5.26 or section 6.5.27 since the person turned 18 years old.

Note: This definition does not affect the calculation of rent allowance for a member categorised as a member with dependants.

2. Paragraphs 1.c and 1.d only apply from one of the following days.
 - a. The day the member notifies Defence Housing Australia that the person meets the criteria of the relevant paragraph.
 - b. The day the person starts to live in the member's home if all of the following apply.
 - i. The member is deployed, on a seagoing ship, submarine or flight, or receiving field allowance at the time the person starts to live in the member's home.
 - ii. The member notifies Defence Housing Australia that the person meets the criteria of the relevant paragraph.
 - iii. The notification under subparagraph ii occurs within 30 days of the member ceasing to be deployed, on a seagoing ship, submarine or flight, or receiving field allowance, but not earlier than 5 August 2021.

Note: This section may apply to person visiting the member who is considered a resident under subsection 7.8.20.3.

Division 1: Member eligible for rent allowance

7.8.5 Member eligible and period of eligibility

1. A member is eligible for rent allowance if they or their dependants (if any) cannot find suitable accommodation during the period set out in this table.

Exception: This section does not apply to a member who has a suitable own home in the location.

Item	If the member...	they can get rent allowance from...	until...
<i>Member with dependants or a member without dependants who has an adult child</i>			
1.	has an own home at their posting location which is only unsuitable under Part 2 Division 3 because it is rented out	the first day of their posting	the day they get vacant possession of their home.
2.	does not have a suitable own home in the posting location	the day they, their dependants or adult children, if any, cannot get suitable accommodation at the location	the earliest of these dates. a. The end of their posting. b. The day they move into other suitable accommodation.
<i>Member without dependants or member with dependants (unaccompanied)</i>			
3.	has an own home at their posting location which is only unsuitable under Part 2 Division 3 because it is rented out	the first day of their posting	the day they get vacant possession of their home. Exception: A member with dependants (unaccompanied) does not have to occupy a suitable own home.
4.	does not have a suitable own home in the posting location	the first day in their posting location if they are not required to live-in	the earliest of these dates. a. The end of their posting. b. The day they move into other suitable accommodation. Exception: This item does not apply to a member with dependants (unaccompanied).
5.	is a member with dependants (unaccompanied) to whom an exception in item 3 or 4 applies	the day they cannot get suitable accommodation at the location where they are serving	the earliest of these dates. a. The end of their posting. b. The day they move into other suitable accommodation.
<i>Member with dependants (unaccompanied)</i>			
6.	is a member with dependants (unaccompanied) to whom an exception in item 3 or 4 applies	the day their dependants cannot get suitable accommodation at the location where they are serving	the earliest of these dates. a. The end of their posting. b. The day they move into other suitable accommodation.
7.	meets both the following conditions a. The member is deployed.	as described in whichever of items 3, 4 or 6 applies to the member.	

	b. The member's dependants are approved to move to a personal location before the member's deployment for family support.	Rent allowance is provided for accommodation at the personal location for the member's dependants.	
8.	meets all the following conditions a. The member was deployed for six months or more. b. The member's dependants were approved to move to a personal location before the member's deployment for family support. c. The member returns from deployment. d. The member has less than six months to serve in their posting location after their return from the deployment.	as described in whichever of items 3, 4 or 6 applies to the member. Rent allowance is provided for accommodation at the personal location for the member's dependants.	
9.	meets all the following. a. They are posted to a seagoing ship, seagoing submarine or seagoing flight. b. They have been granted a removal for their dependants to a personal location under section 6.5.21.	the day the member's dependants cannot get suitable accommodation at the personal location	the earlier of the following days. a. The day the dependants move into other suitable accommodation. b. The day the member begins a new posting that meets all the following. i. It is more than six months. ii. It is not to a seagoing ship, seagoing submarine or seagoing flight.

2. A member with dependants may continue to get rent allowance if both these conditions are met.
 - a. They or their dependants (if any) reject an offer of a Service residence that is a suitable home from the Defence Housing Australia.
 - b. Within one month of that offer, the rejected Service residence can be allocated to another member as a suitable home.
3. A member's suitable accommodation might become unsuitable during their posting. Eligibility for rent allowance begins on the day it becomes unsuitable.

7.8.6 Member not eligible

1. A member is not eligible for rent allowance if they cannot find suitable accommodation because of their own action or failure to act.

2. A member is not eligible for rent allowance at their posting location if both these conditions apply.
 - a. Defence Housing Australia offers them a suitable Service residence. They reject it. The CDF does not consider the reasons to be acceptable under Part 6 Division 7 section 7.6.33 or 7.6.34.
 - b. Defence Housing Australia cannot offer the Service residence to another member as a suitable home within one month of the offer to the member.
3. A member covered by subsection 2 cannot get rent allowance while they stay in the same posting location. This does not change even if they have repeat postings within the location.
4. A member is not eligible for rent allowance if they, their dependants and adult children, if any, must live in a rental property for either of these reasons.
 - a. They have voluntarily moved out of a Service residence.
 - b. They must move out of a Service residence as a direct result of their own actions.
5. A member is not eligible for rent allowance for accommodation for dependants in any of the following situations.
 - a. Both the following conditions are met.
 - i. The member and dependants lived together.
 - ii. The dependants move to a personal location for which removal benefits are not provided.
 - b. All the following apply.
 - i. A deployed member's dependants are granted a removal to a personal location for family support.
 - ii. On the member's return from the deployment dependants elect to remain in the personal location.
 - iii. The member has six months or more to serve in their current posting location after their return from the deployment.
 - c. All the following apply.
 - i. A deployed member's dependants are granted a removal to a personal location for family support.
 - ii. The member had less than six months to serve in their posting location after their return from the deployment.
 - iii. The member is posted to a new location.
 - iv. On the member's posting to the new location the dependants elect to remain in the personal location.
 - d. Both the following apply.
 - i. A deployed member's dependants are granted a removal to a personal location for family support.

- ii. The member keeps their rent allowance residence in their pre-deployment location.
- e. All of the following apply.
 - i. The member's dependant was recognised by the CDF as a dependant under subsection 1.3.85.5A.
 - ii. The member and the dependant have not normally lived together since the dependant was recognised under subsection 1.3.85.5A.

7.8.7 How to apply for rent allowance

A member must apply in writing for rent allowance to the Defence Housing Australia.

Division 2: Rent ceilings

7.8.8 Purpose

The rent ceiling is an amount that will allow a member to rent a suitable home in their posting location. This Division sets out how rent ceilings are worked out, and how they affect rent allowance.

7.8.9 Rent ceilings – living in rental accommodation

1. This section applies to a member if one of the following applies.
 - a. The member is a member with dependants occupying accommodation for which rent allowance is payable.
 - b. The member is a member with dependants (unaccompanied) whose dependants are occupying accommodation for which rent allowance is payable.
 - c. The member is a member without dependants who has an adult child and is occupying accommodation for which rent allowance is payable.
2. For the purpose of this section, the number of bedrooms a member is eligible for is equal to the number of bedrooms they would be eligible for in a Service residence if Part 6 applied.
3. Subject to subsection 5, the member's rent ceiling is one of the following.
 - a. If the member is eligible for three bedrooms their rent ceiling is the rate for their location in column A that corresponds with their rank in columns B to F of Annex 7.E Part 1.1.
 - b. If the member is eligible for more than three bedrooms their rent ceiling is the rate under paragraph 3.a increased by 10 per cent for each additional bedroom after the third bedroom.
- 3A. For the purpose of subsection 3, location means one of the following.
 - a. The location in column A of the table in Annex 7.E in which the establishment they are posted to is located.

Note: A member's rent ceiling may be affected by section 7.8.10A if they are posted to an overlapping posting location.
 - b. If the member is a flexible housing trial member — the location in column A of the table in Annex 7.E in which they live.
 - c. If the member is a member with dependants (unaccompanied) — the location in column A of the table in Annex 7.E in which the member's dependant lives.
 - d. If the member is a Puckapunyal housing trial member — the location is one of the following which has the higher rent ceiling.
 - i. Seymour.
 - ii. The location in column A of the table in Annex 7.E in which they live.
4. A member may choose in writing to have a reduced rent ceiling.
5. If a member has chosen a reduced rent ceiling under subsection 4 their rent ceiling is the rate for their location in column A that corresponds with their rank in columns B to F of

7.8.10 Rent ceiling – member living in rental accommodation without dependants

1. This section applies to a member who meets any of the following.
 - a. They are a member without dependants who has no adult children.
 - b. They are a member with dependants (unaccompanied).
2. The rent ceiling for a member whose living arrangement is in an item in column A of the following table is provided in the annex in column B for the same item.

Item	Column A Member's living arrangement	Column B Rent ceiling Annex
1.	The member lives alone.	Annex 7.E Part 2.1.
2.	The member shares a home with one other person.	Annex 7.E Part 2.2.
3.	The member shares a home with two other people.	Annex 7.E Part 2.3.
4.	The member shares a home with three other people.	Annex 7.E Part 2.4.

Note: The rent ceiling for a member sharing applies to the member even if the other residents of the home do not pay a share of the rent.

3. The location in which the member's rent ceiling is based is the location in column A of the table in Annex 7.E in which the establishment they are posted to is located.

Note: A member's rent ceiling may be affected by section 7.8.10A if they are posted to an overlapping posting location.

7.8.10A Rent ceiling for overlapping posting locations

1. This section applies to a member if all the following apply.
 - a. The member's posting location overlaps with their previous posting location.
 - b. The member continues to occupy the same rental accommodation they occupied in the previous posting location.
 - c. The rental accommodation is in the overlapping area of the two posting locations.
 - d. The member's posting location has a lower rent ceiling than the previous posting location.
2. The member's rent ceiling is the rent ceiling of their previous posting location.
3. For the purpose of this section, posting location means the posting location under paragraph 1.3.55.1.a.

7.8.11 No rent ceiling set for location

1. This section applies to a member who lives in a location where a rent ceiling has not been determined.
- 1A. The member's rent ceiling is the same amount as their rent contribution.
2. The CDF may approve a higher rent ceiling for the member's posting location. The CDF must be satisfied that the member cannot rent a home at a posting location for less than the rent ceiling set under subsection 1. The CDF must consider all these criteria
 - a. Market rents at the location.
 - b. Whether there are suitable homes to rent in the location.
 - c. The number, age, gender and circumstances of the member's dependants and adult children.

7.8.11A Rent ceiling for certain members of the Navy

A member's rent ceiling is the rent ceiling that applied immediately before they were posted to 2 Commando Regiment if the member meets all of the following.

- a. They are a member of the Navy.
- b. They are posted to 2 Commando Regiment.
- c. Immediately before being posted to 2 Commando Regiment, both of the following applied.
 - i. They were posted to a location in Sydney.
 - ii. They occupied accommodation for which rent allowance was provided under this Part.
- d. They are granted an extension of their posting location under paragraph 1.3.55.1.b. to include the location where the member lived immediately before being posted to 2 Commando Regiment.
- e. They continue to live in the accommodation they occupied immediately before being posted to 2 Commando Regiment.

7.8.12 CDF may increase rent ceiling

1. Rent ceilings are based on the rents in the member's posting location. They are reviewed from time to time to keep pace with changes in the market.
2. The CDF may approve an increase in a member's rent ceiling. The CDF must be satisfied that the member cannot rent a home at their posting location for less than their rent ceiling for one of these reasons.
 - a. Market rent at the location has increased unusually or suddenly.
 - b. The member's dependants or adult children, if any, have particular housing needs. The member cannot find a suitable rental home that meets those needs within their rent ceiling.
 - c. The member is a member with dependants (unaccompanied) and cannot rent a home and sufficient furniture for it within the rent ceiling.

- d. The member has specific housing needs during rehabilitation or as a result of an acquired disability. These needs can include, but are not limited to, any of the following.
 - i. Location of the rental home in relation to rehabilitation facilities.
 - ii. Additional room for a live-in carer.
 - iii. Accessibility of the accommodation.
- 3. For paragraph 2.b, the CDF must consider all these criteria.
 - a. The number, age, and gender of the member's dependants and adult children, if any.
 - b. Any disability of the member's dependants.
 - c. Any other factor relevant to the dependant's housing needs.

7.8.13 Applications for a rent allowance ceiling increase

A member may apply in writing for an increased rent ceiling, but only for the reasons given in subsection 7.8.12.2.

7.8.14 Member who cannot apply for increased rent ceiling

- 1. These members cannot apply for an increase in their rent ceiling.
 - a. A member who chooses a reduced rent ceiling under subsection 7.8.9.4.
 - b. A member who holds the rank of Lieutenant General or higher.
 - c. A member who holds the rank of Major General and chooses a rent ceiling under column F of Part 1 or Part 2.1 of Annex 7.E.
- 2. A member cannot apply for a rent ceiling increase to house a resident child carer or a pet.
- 3. A member without dependants cannot apply for a rent ceiling increase to hire items in the table in subsection 7.8.25.2.

7.8.15 Increased rent ceiling – effect on rent allowance

- 1. A member's rent ceiling may be increased under this Part or by a change to Annex 7.E.
- 2. The increased rent ceiling applies to the member from whichever of these dates applies.
 - a. The day the decision to increase it was made.
 - b. The day a change to Annex 7.E takes effect.
- 3. A higher rent ceiling may have been approved for a member than the one published in Annex 7.E. There may also be increases in the rent ceiling determined for the member's posting location. These three examples illustrate how the member's rent allowance might need to be reassessed if this happens.

7.8.16 Reduction in rent ceiling – effect on rent allowance

1. If the rent ceiling for a member's posting location is reduced while the member is renting a home the change will not apply to the member until the earlier of the following dates.
 - a. The day the lease ends.
 - b. The day the member, dependants and adult children, if any, move out of the home.
2. Despite subsection 1, a reduction in rent ceiling that occurs during a member's lease applies from the day specified for a member in one of the following circumstances.
 - a. For a member who meets all of the following — the day the member becomes a member without dependants.
 - i. Their categorisation changes to member without dependants.
 - ii. They have no adult children.
 - b. For a member who is posted to a posting location adjacent to the one where the member's rented home is located and remains in the home — the day the member's posting in the adjacent location commences.

Division 3: Contributions

7.8.17 Contribution for rented home

1. Subject to subsection 1A and section 7.8.18, a member who gets rent allowance must pay a contribution toward the cost of the rent.
- 1A. A member with dependants (unaccompanied) must pay a contribution towards the cost of their rent for the following.
 - a. A home for which rent allowance is payable that the member's dependants live in.
 - b. If the member is on a flexible service determination, for the rented home that the member lives in at the gaining location.
2. The contribution for a member whose categorisation is in an item in column A of the following table and the circumstance in column B of the same item is provided in the annex in column C for the same item.

Item	Column A Member categorisation	Column B Member circumstance	Column C Contribution
1.	One of the following. 1. Member with dependants 2. Member with dependants (unaccompanied) 3. Member without dependants who has an adult child.	The member has chosen a reduced rent ceiling under subsection 7.8.9.4.	Annex 7.D Part 1 column B.
		Subsection 7.8.9.4 does not apply.	Annex 7.D Part 1 column C.
2.	Member without dependants	Member is not sharing a home.	Annex 7.D Part 2 column B.
		Member is sharing a home with one person.	Annex 7.D Part 2 column C.
		Member is sharing a home with two or more people	Annex 7.D Part 2 column D.
3.	Member without dependants	Member is boarding in a commercial establishment.	Annex 7.D Part 2 column C.
		Member is boarding in a private home with one other person.	Annex 7.D Part 2 column B.
		Member is boarding in a private home with two or more people.	Annex 7.D Part 2 column C.

7.8.18 When rent contribution ceases for a member without dependants

A member without dependants who has no adult children is exempted from the requirement to contribute to their rent during periods set out in the following table.

Item	If the member is...	the contribution ceases on...	and the contribution recommences...
1.	living under field conditions	the twenty-second day of a continuous period in which the member was living under those conditions. This applies even if the period after that day is broken by either or both of the following events. a. The member returns to their accommodation for up to seven days. b. The member takes up to seven days of leave.	after the period in which the member was living under those conditions is broken by more than seven days. The member must contribute for those seven days.
2.	living on a seagoing ship		
3.	posted to a seagoing submarine	the day the posting period starts	the day the posting period ends.
4.	on deployment	the day they board a ship or aircraft for the journey from Australia to the operational area	when they disembark in Australia at the cessation of their deployment. Note: Contributions do not recommence for a member who returns part-way through their deployment, for example, while on leave. They only recommence at the cessation of their deployment.

7.8.18A Rent contribution for member on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is on a flexible service determination.

Exception: A member on a flexible service determination who has an adult dependant who is also a member and that dependant is not on a flexible service determination. The contribution rate that the member must pay remains unchanged
 - b. The member is required to make a contribution for rent under section 7.8.17.
2. Subject to subsection 3, a member pays the rate of contribution that applies to the member's circumstances under Annex 7.D for rented accommodation.
3. The rate of contribution is 150% of the rate that would have been payable by the member under subsection 2 for the following periods.
 - a. Unless subsection b applies, the period commencing on the 29th day of a continuous nonworking period and ending on the last day of the same nonworking period.

Note: This applies to each nonworking period.

- b. The whole period of the member's flexible service determination if the total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
 - i. If a period in a flexible service determination is one year — less than 130 days.
 - ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

- 4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, either of the following applies.
 - a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
 - i. The contribution that the member has paid for the member's cycle.
 - ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
 - b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
- 5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
 - a. The contribution amount that the member has paid during the period of the variation.
 - b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.8.18B Rent contribution for member with dependants (unaccompanied) on a flexible service determination

- 1. This section applies to a member who meets all of the following conditions.
 - a. The member is a member with dependants (unaccompanied).
 - b. The member is on a flexible service determination.
 - c. The member lives in a rented home at the gaining location.
- 2. A member's may be required to pay a contribution if they meet one of the following conditions.
 - a. The member has a nonworking period that exceeds 28 continuous days.
 - b. The total number of days that are the member's pattern of service in the member's flexible service determination are either of the following.
 - i. If a period in a flexible service determination is one year — less than 130 days.

- ii. If a period in a flexible service determination is part of a year — less than the number of days calculated using the following formula.

$$\text{number of days} = 130 \times \frac{FSD}{365}$$

Where:

FSD is the number days in the period of the member's flexible service determination that is less than one year.

3. If subsection 2 applies, the member must make a contribution towards their living in accommodation for each weekday in the member's nonworking period. The member's contribution is calculated as follows.

$$\text{member's contribution} = NWP \times \left(\frac{C}{10}\right)$$

Where:

NWP is the number of weekdays during the members nonworking period in the pay fortnight.

C is 50% of the fortnightly contribution rate set for the member's rank and circumstances in Annex 7.D that would apply to the member if they were categorised as a member without dependants and not on a flexible service determination.

4. If the member's pattern of service changes for a reason specified in the flexible service determination and the member has an incomplete cycle, either of the following applies.
- a. If the member's contribution decreases, the member must be reimbursed the difference between the following two amounts.
- i. The contribution that the member has paid for the member's cycle.
- ii. The contribution that the member would have paid for the member's incomplete cycle under the changed pattern of service.
- b. If the member's contribution increases, the member is not required to repay any amount for the incomplete cycle.
5. If the member's flexible service determination is varied for Service reasons, the member will be reimbursed the difference between the following two amounts.
- a. The contribution amount that the member has paid during the period of the variation.
- b. The contribution rate that the member would have paid under Annex 7.D during the period of the variation.

7.8.18C If a flexible service determination ends early

1. This section applies to a member who meets both of the following criteria.
- a. The member pays a contribution for rented accommodation under either of the following sections.
- i. Section 7.8.18A, for a member on a flexible service determination.

- ii. Section 7.8.18B, for a member with dependants (unaccompanied) on a flexible service determination.
 - b. The member's flexible service determination ends before the end date specified in the flexible service determination.
2. If the member has an incomplete cycle, the following table applies.

Item	If the contribution the member would have paid for the incomplete cycle is...	and the flexible service determination was ended...	then...
1.	higher than what the member has paid for the incomplete cycle	on request from the member	the member must pay the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle. b. The contribution that the member should have paid for the member's incomplete cycle.
2.	less than what the member has paid for the incomplete cycle	on request from the member	the member must be reimbursed the difference between the following two amounts. a. The contribution that the member has paid for the member's cycle.
3.	less than what the member has paid for the incomplete cycle	for Service reasons or a reason set out in the flexible service determination	b. The contribution that the member should have paid for the member's incomplete cycle.
4.	higher than what the member has paid for the incomplete cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount.

Division 4: How rent allowance is worked out

7.8.19 Rent allowance – General

1. In this section, rent is taken to be the lower of these amounts.
 - a. The fortnightly rent paid by the member for a property.
 - b. The approved rent ceiling for the property.
2. The rate of rent allowance is worked out using this formula.

$$\text{rent} + \text{contribution provided for the member under Division 3 and Annex 7.D}$$

7.8.20 Rent allowance – sharing a home

1. This section applies to a member who meets both these conditions.
 - a. They are a member without dependants or a member with dependants (unaccompanied).
 - b. They share a house that they get rent allowance for.
- 1A. This section does not apply to a member without dependants who has an adult child.
2. The fortnightly rate of rent allowance is calculated using the following formula.

$$\text{fortnightly rate of rent allowance} = \left(\frac{A}{B}\right) - C$$

Where:

- A** is the fortnightly rate of rent.
- B** is the member plus the number of people the member is sharing the home with.

Note: Sharing a home is defined term in section 7.8.3.

- C** is the fortnightly rent contribution made by the member.

3. A visitor to the house who is 18 years or older may affect the amount of rent allowance a member is eligible for. If the visit is for less than four weeks, rent allowance will not be affected. If the visit is for four weeks or more, this table shows the effect on the member's rent allowance.

Item	If the visitor has...	then they are...
1.	a permanent home at another location.	Not taken to be a resident. The visit will not affect the member's rent allowance.
2.	no permanent home.	Taken to be a resident. The visit will reduce the member's rent allowance from the first day of their stay.

4. The member must inform the Defence Housing Australia Regional Operations Manager in writing if a person will be living in their home for longer than four weeks. The CDF will then decide if the member is subletting their home. The CDF must consider all the circumstances

in which the person is living in the home.

7.8.21 House-sitter for absent member

1. This section applies to a member who meets all the following conditions.
 - a. The member is a member without dependants or a member with dependants (unaccompanied).
 - b. The member is absent from rental accommodation on deployment or temporary duty.
 - c. The member has arranged for a house-sitter to occupy their rent allowance accommodation.
2. If all the following conditions are met, the house-sitter will not affect the amount of a member's rent allowance.
 - a. The house-sitter pays no rent to the member for the rent allowance accommodation.
 - b. The house-sitter leaves when the member returns from the deployment or temporary duty.
 - c. The house-sitter does not normally share with the member.
3. The member must inform the Defence Housing Australia Regional Operations Manager in writing if a person will be living in their home.
4. If a house-sitter pays rent to the member for the rent allowance accommodation the member is taken to have sublet the property.

7.8.22 Resident child carer

1. A member may have a resident child carer living with the family.
2. The member must inform their unit administrator in writing when either of the following occurs.
 - a. A resident child carer moves into their rented home. The member is to provide a date when the arrangement is expected to end, if known.
 - b. A resident child carer moves out of their home.
3. The member's unit administrator must forward the information provided by the member under subsection 2 to the Defence Housing Australia Regional Operations Manager.

Note: The disclosure in this section is necessary to ensure that a member's housing benefits are not reduced. It also helps to clarify that the person living in the house is not intended by the member to become a dependant.
4. The resident child carer will not affect the amount of the member's rent allowance.

7.8.23 Rent allowance – sublet home

1. This section applies to a member in either of the following situations.
 - a. They are subletting part of a home that they get rent allowance for and meet one of the following.

- i. They are a member with dependants.
 - ii. They are a member without dependants who has an adult child.
 - b. The member meets all of the following conditions.
 - i. The member is a member without dependants who has no adult children or a member with dependants (unaccompanied).
 - ii. The member is on deployment for more than six months.
 - iii. The member has sublet a home, or part of a home, that they get rent allowance for.
2. The rate of rent allowance is a fortnightly rate worked out using this formula.

$$\text{rent} = (\text{contribution} + \text{fortnightly rate of sublease rent})$$

3. The member must inform the Defence Housing Australia Regional Operations Manager in writing if a person will be living in their home for longer than four weeks. The CDF will then decide if the member is subletting their home. The CDF must consider all the circumstances in which the person is living in the home.

7.8.24 Allowance and contribution for dependant who is also a member

1. This table sets out who gets rent allowance and pays the contribution, if a member's adult dependant is also a member and both occupy a rented home for which the allowance is payable.

Item	If the members have...	the allowance and contribution apply only to the member with the...
1.	different ranks	higher rank.
2.	the same rank	greater seniority.

2. Only one contribution is payable by a member and their adult dependant jointly under subsection 1, if they meet all these conditions.
- a. They are both members.
 - b. One of them is a member with dependants (unaccompanied) under subsection 8.3.6.4.
 - c. The other is a member with dependants.
3. Despite subsection 2, no contribution is payable by either member if one of the members occupies a suitable own home.

7.8.25 Furniture rental

1. This section applies to a member who meets one of the following.
- a. They are a member without dependants who does not have an adult child.
 - b. They are a member with dependants (unaccompanied).

2. The member may include the cost of hiring some items in the cost of rent. The total cost must not be more than their rent ceiling. This table sets out what costs may or may not be included.

Item	A member may include in the cost of rent the hire cost of a...	but not the hire cost of a...
1.	dining table and 4 chairs	television.
2.	lounge suite or chairs	DVD, bluray or video player.
3.	bed and bedside table	stereo.
4.	refrigerator	piece of office furniture.
5.	microwave	computer.
6.	washing machine	video game console.
7.	vacuum cleaner	kitchen and linen pack.
8.	clothes dryer	bedside or desk lamp.
9.	coffee table	
10.	outdoor setting	
		Exception for all the items above: A member with dependants (unaccompanied) who owns similar items used in their dependants' home.

3. A member must not be paid an amount for any of the following costs under this section.
 - a. Hire costs that assist the member to buy furniture.
 - b. The cost of an item that is already in the home and available for the member's use.
 - c. The cost of an item that the member already owns and that it is reasonable for them to use in the rented home.
4. The rules about rent ceiling increases apply to a member this section applies to.

7.8.26 Major General – reduced rent allowance

1. This section applies to a member who meets both of these conditions.
 - a. They hold the rank of Major General.
 - b. They rent a home of the same standard as a class D Service residence.
2. The member's rent allowance is worked out as if the member was a Brigadier.

7.8.27 Member promoted

1. This section applies to a member who is eligible for rent allowance and is promoted.
2. If the member stays in the same rank group, their eligibility for rent allowance will not change.
3. If the member does not stay in the same rank group, their benefit may change. The amount they must contribute toward rent costs may also increase.
4. The member may apply in writing to the CDF to have their benefit reviewed. The review must be based on whether the member's rent ceiling is affected by their change in rank group. The member can ask for the review either before or after they are promoted. The

CDF must notify the member of their decision in writing.

5. If the CDF determines that the amounts of rent allowance and contribution should change, the new rates are payable from the latest of these dates.
 - a. The day the member is promoted.
 - b. A day chosen by the member.
6. When the member moves out of the home, all later benefits will be assessed at the higher rank.

7.8.28 Member reduced in rank

1. This section applies to a member who is eligible for rent allowance and is reduced in rank.
2. If the member's rank group changes, their eligibility for rent allowance would normally change. This is because the contribution rates that apply to the member would be the ones for the lower rank group. However, the rent ceiling would remain at the higher rank group rate.
3. The contribution the member must make toward the cost of rent is reduced if they belong to a lower rank group after demotion.
4. The reduced contribution under subsection 3 starts on the day the member's demotion takes effect.
5. Despite subsection 2, the member does not get a lower rent ceiling from the day that their rank is reduced.
6. The member may move into another home that they get rent allowance for. In this case, the rent ceiling for the member is reduced to the amount that applies to their new rank group. The reduced rent ceiling applies from the day the member moves out of the home they were living in at the time they were demoted.
7. A member who has been reduced in rank must notify the Defence Housing Australia in writing. This allows the Defence Housing Australia to assess whether the reduction in rank has any effect on the member's contribution.

7.8.29 Changing homes at the posting location

1. A member must re-apply for rent allowance if they move to another rented home at their posting location.
2. A rent ceiling increase approved for a previous home cannot be kept for the new home.
3. The member can seek a rent ceiling increase for the new home under section 7.8.12. They must include any evidence that section requires.

Division 5: Events that will end or limit eligibility

7.8.30 Member moves to other suitable accommodation

- This table shows when a member's eligibility for rent allowance ends.

Item	If the member is...	and they get...	then their rent allowance ends on the earliest of these dates...
1.	a member with dependants or a member without dependants who has an adult child	a. a suitable own home	i. Three months after the date they buy the house. ii. One week after settlement. iii. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within the time limits in table item 1.a.ii., for reasons that are beyond the member's control.
		b. a suitable Service residence	i. One month after the day the member accepted the Service residence. ii. The day the member moves into the Service residence. iii. A later date that the CDF considers reasonable after considering the facts in subsection 2 below.
2.	a member with dependants (unaccompanied) at the gaining location	a. a suitable own home in the gaining location	i. Three months after the date they buy the house. ii. One week after settlement. iii. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within the time limits in table item 2.a.ii., for reasons that are beyond the member's control.
		b. a surplus Service residence	i. One month after the day the member accepted the Service residence. ii. The day the member moves into the Service residence. iii. A later date that the CDF considers reasonable after considering the facts in subsection 2 below. Note: Rent allowance continues for the member's dependants in their location.
		c. suitable living-in accommodation	i. One month after the day the member accepted the living-in accommodation. ii. The day the member moves into the living-in accommodation. iii. A later date that the CDF considers reasonable after considering the facts in subsection 2 below. Note: Rent allowance continues for the member's dependants in their location.
Item	If the member is...	and they get...	then their rent allowance ends on the earliest of these dates...
3.	a member with dependants (unaccompanied)	a. a suitable own home in their dependants' location	i. Three months after the date they buy the house. ii. One week after settlement. iii. A later date that the CDF considers reasonable, if satisfied that the dependants are unable to be removed to the home within the time limits in table item 3.a.ii., for reasons that are beyond the member's control.

		b. a Service residence for their dependants	<ul style="list-style-type: none"> i. One month after the day the member accepted the Service residence. ii. The day the dependants move into the Service residence. iii. A later date that the CDF considers reasonable after considering the facts in subsection 2 below.
4.	a member without dependants who has no adult children	a. a suitable own home	<ul style="list-style-type: none"> i. Three months after the date they buy the house. ii. One week after settlement. iii. A later date that the CDF considers reasonable, if satisfied that the member is unable to be removed to the home within the time limits in table item 4.a.ii., for reasons that are beyond the member's control.
		b. a surplus Service residence	<ul style="list-style-type: none"> i. One month after the day the member accepted the Service residence. ii. The day the member moves into the Service residence. iii. A later date that the CDF considers reasonable after considering the facts in subsection 2 below.
		c. suitable living-in accommodation	<ul style="list-style-type: none"> i. One month after the day the member accepted the living in accommodation. ii. The day the member moves into the living in accommodation.

2. Before making a decision referred to in the table, the CDF must consider all these facts.
 - a. How much time is left in the member's posting to that location.
 - b. The cost of a removal to the new accommodation.
 - c. How long the member will need to move out of the rented home. This includes any notice period needed under their lease.
 - d. Whether the member has included a release section in the lease that allows them to end it with one month's notice.
 - e. Any other fact relevant to the member's accommodation.

7.8.31 Rent allowance on deployment

1. This section applies to a member who meets all the following conditions.
 - a. The member is receiving rent allowance.
 - b. The member is a member without dependants who has no adult children or a member with dependants (unaccompanied).
 - c. The member is deployed for six months or longer.

Exception: A member who meets all the following requirements.

 - i. The member is deployed for a period of less than six months.
 - ii. While deployed, the member's deployment is extended.
 - iii. The total period of a member's deployment is six months or longer.
2. A member may choose between the following options.

- a. To keep the rental accommodation for the period of the member's deployment.
 - b. To leave the rental accommodation.
3. The choice in subsection 2 must be in writing to the member's Defence Housing Australia Regional Operations Manager and made before the member is deployed.
4. A member who fails to make a choice under subsection 2 is taken to have chosen to keep their rental accommodation.
5. A member who chooses to leave rental accommodation is eligible for the reimbursement of reasonable costs associated with breaking the lease.

7.8.32 Member with less than 12 months until ceasing continuous full-time service

1. This section applies to a member with dependants who meets all these conditions.
 - a. They are eligible for rent allowance.
 - b. They are posted to a new location when there is less than 12 months until they cease continuous full-time service.
 - c. Either of the following happens.
 - i. They are granted a removal of their dependants to the new location.
 - ii. They choose to leave their dependants at the losing location.
2. The member is eligible for rent allowance for the home their dependants and adult children, if any, live in. The benefit ends on the earlier of these dates.
 - a. The day the dependants move out of the rented home.
 - b. The day the member ceases continuous full-time service.

7.8.33 Dependants removed before member ceases full-time service

1. This section applies to a member with dependants who meets both these conditions.
 - a. They will cease continuous full-time service within the next 12 months.
 - b. They are given a removal for their dependants before they cease continuous full-time service. The removal is to the location where they and their dependants will live after ceasing continuous full-time service.
2. The member is eligible for rent allowance for the home their dependants live in. The benefit ends on the earliest of these dates.
 - a. The day the member buys a home at the location.
 - b. The day the dependants move out of the rented home.
 - c. The day the member ceases continuous full-time service.

7.8.34 Member on leave without pay

1. A member is not eligible for rent allowance while they are on leave granted under Chapter 5 Part 10, Leave without pay.

2. This section does not apply to a member on one of the following types of leave.
 - a. Maternity leave.
 - b. Parental leave.
3. The CDF may decide that the member was granted the leave without pay for exceptional reasons. In this case, they may be eligible for rent allowance in the normal way.

7.8.35A Contribution for member on a flexible service determination

1. This section applies to a member who meets both the following conditions.
 - a. The member is on a flexible service determination (weeks per month pattern of service).
 - b. The member is required to make a contribution for rent allowance under section 7.8.17.
2. The member's rate of contribution is set out in the following table.

Item	If the member's pattern of service over each four week period is...	the member's contribution is...
1.	one week working, three weeks not working,	150% of the rate that applies to them under Annex 7.D.
2.	two weeks working, two weeks not working,	100% of the rate that applies to them under Annex 7.D.
3.	three weeks working, one week not working,	

Note: Each working day in the week is based on a normal full-time work day.

7.8.36 Dependants not at a rented home

1. This section applies if a member's dependants and adult children, if any, will no longer live with the member in a rented home.
2. The member's eligibility for rent allowance as a member with dependants for that home ends on the earlier of these dates.
 - a. The day the member and dependants move out of the home.
 - b. One month after the day the dependants stop living at the home.
3. If a member's dependant dies and they become a member without dependants, the member's eligibility for rent allowance as a member with dependants for that home continues until the earlier of these dates.
 - a. The day the member moves out of the home.
 - b. Three months after the day the requirement to house dependants ends.
4. The member may become eligible for rent allowance for that rented home (or another one) as a member without dependants.

7.8.37 Member dies

1. This section applies if a member dies while they are eligible for rent allowance for the home they or their dependants, or adult children, live in.
2. If the member's dependant or adult child are living in the home, the dependant or adult child continues to get rent allowance until the later of the following dates.
 - a. The day they move out of the home.
 - b. If they continue to live in the home — six months after the day the member died.
 - c. A day more than six months after the member's death that the CDF determines is reasonable. The CDF must consider all these criteria.
 - i. The personal circumstances of the dependants or adult children.
 - ii. Their accommodation needs.
 - iii. Availability of other rental homes in the location.
 - iv. Any other factor relevant to the dependant's accommodation.
3. If the member was living at the posting location without dependants or adult children, rent allowance will be paid to the person who is to pay the member's rent until the earliest of these dates.
 - a. 28 days following the member's death.
 - b. The date the lease ends.
4. If the CDF determines it is reasonable, the CDF may approve a date beyond the earlier of the two dates in subsection 3.
5. The rent allowance is at the rate and contribution that applied to the member.

7.8.38 Rent allowance audit

1. Each member's rent allowance may be audited one or more times in each posting cycle.
2. The purpose of the audit is to check that the member is getting the amount of rent allowance they are eligible for. It checks facts including the address in the posting location and the number of dependants or other residents.
3. To start an audit, the Defence Housing Australia Regional Operations Manager must take both these steps.
 - a. Write to the member to seek confirmation of information the Manager needs to make the checks.
 - b. If the member does not respond, give written notice to the member's unit that the member is to be audited.
4. The member must respond within 14 days of receiving the Defence Housing Australia Regional Operations Manager's letter. The response must be in writing.
5. The member may be absent from the location at the time of the audit. The audit must then be suspended until the member returns.
6. This suspension lasts until the Defence Housing Australia Regional Operations Manager gets written notice that the member is in the posting location.

7.8.39 Member who fails to respond to audit

1. The member's eligibility for rent allowance will cease if they fail to comply with all of the requirements under subsection 7.8.38.2, unless subsection 7.8.38.4 applies.
2. If the member's eligibility for rent allowance has ceased under subsection 1, the member's eligibility for rent allowance recommences when all of the following have been met.
 - a. The member complies with the request under paragraph 7.8.38.2.a.
 - b. The Defence Housing Australia Regional Operations Manager is satisfied that the member has reasonable grounds for not responding within the time provided under paragraph 7.8.38.2.b.

Division 6: Advances and repayments

7.8.40 Purpose

A member might be unable to pay the bond or other fees for securing a rental property. The member may be eligible for an advance.

7.8.41 Assistance with payments for rental home

1. This section applies to a member who intends to enter into a lease on a rental home for which they will be eligible for rent allowance.
2. The member may apply for assistance for some of the costs of entering into a rental lease.
3. The amount and type of assistance is provided in the following table.

Item	A member who must pay...	is eligible for...
1.	a rental bond	an advance payment of up to a maximum of twice the member's fortnightly rent ceiling.
2.	rent in advance	Note 1: The advance must be repaid. Note 2: The member may apply for this amount for both a rental bond and rent in advance. Note 3: The member may apply for less than the full amount.
3.	a utility connection deposit	an advance payment of the cost of the deposit. Note: The advance must be.
4.	Commonwealth, State or Territory stamp duty on the lease	be reimbursed the amount that was paid. Note: This amount is not.
5.	fees to a lawyer for preparing a lease	be reimbursed up to \$1,000. Note: This amount is not repayable.

7.8.42 Advance payment of bond when sharing

1. This section applies to a member who shares a rented home with another person and gets rent allowance.
2. The member can apply for an advance of the money they would be eligible for under section 7.8.41. They can apply for an advance of all or part of the amount.

7.8.44 Member to give evidence of payment

1. A member who receives an advance payment under this Division 6 must provide the Defence Housing Australia Regional Operations Manager documents to demonstrate that it

was spent for the intended purpose.

2. The documents under subsection 1 must be provided within 14 days of entering into a lease.

7.8.45 Unused advances to be repaid

1. If any part of an advance is not used for its intended purposes, the member must repay it immediately.
2. The CDF may decide that a member who received an advance has not paid or lodged it. The member must repay the advance immediately.
3. The CDF may decide that a member who received an advance for rent has not entered a lease and paid rent within a reasonable period. The member must repay the advanced amount back immediately.
4. In making a decision under subsection 3, the CDF must consider all these factors.
 - a. Where the posting location is.
 - b. The time of year.
 - c. Whether there is suitable accommodation available for the member's rank, status and dependants' circumstances.

7.8.46 Method of repayment

1. If a member receives any advances under subsection 7.8.41.3, table items 1, 2 and 3, they must comply with all of the following conditions.
 - a. They must repay any advances made to them.
 - b. Repayments must be made by 26 fortnightly instalments.
Exception: Members who make a payment under subsection 2.
 - c. Repayments must commence from the first payday after the payday after the member received the advanced payment.
2. The member may choose to repay the balance of any advances as a single payment before the end of the 26 payments.
3. If the member does not repay the full advance within the first 12 months of the lease commencing, the balance is to be recovered in accordance with the *Public Governance, Performance and Accountability Act 2013*.
4. On termination of a lease the member may get a refund of a rental bond or utility connection deposit. The following table shows the amount that a member must repay in this situation.

Item	If a member has...	they...
1.	fully repaid the Commonwealth within the first 12 months of the lease commencing	are able to keep the refund.
2.	a lease of less than 12 months	must repay any outstanding amounts to the Commonwealth when the member gets a refund through the State or Territory rental board or utility provider.
3.	broken the lease within the first 12 months of the lease commencing	

4.	a lease of 12 months or less and does not receive a refund	must repay any outstanding amount of the advance to the Commonwealth within 12 months of the lease commencing.
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5. If the member gets any interest on bond money refunded to them, they must make a payment to the Commonwealth. The amount of the payment is the portion of interest corresponding to the period and amount of the advance.

7.8.47 Rent paid before member moves in

1. A member may be reimbursed an amount they pay for rent for a home before they move into it. They must meet all of these conditions.
 - a. They will be eligible for rent allowance for the home.
 - b. They and their dependants cannot move into the home immediately for reasons related to their service or removal.
 - c. Pre-paying rent to secure the home means the Commonwealth will save on the cost of the removal and temporary accommodation.
 - d. Rent has been paid to secure the home.
2. The member is eligible for the reimbursement of the lesser of their actual rent paid or their rent ceiling for the home for the following periods.
 - a. Six weeks, if their furniture or effects are in transit or delivery is delayed.

Exception: If the delay is caused by the member's own actions.
 - b. Three weeks, in all other cases.

7.8.48 Rent paid after member moves out

1. This section applies to a member who is eligible for rent allowance and must move out of their home for any of these reasons.
 - a. The lease is terminated for Service reasons.
 - b. They must move into a Service residence.
 - c. The CDF decides the home is unsuitable because the number or needs of the member's dependants have changed.
 - d. The CDF decides that there are serious health, safety or security concerns if the member or their dependants stay at the home.
2. The member is eligible for the reimbursement of the lesser of these amounts.
 - a. The rent for the home.
 - b. The member's rent ceiling for the home.
3. The payment in subsection 2 is made for this period.
 - a. The period starts the day the member moves out of the home.
 - b. The period ends the day their obligation to pay rent for it ends.

4. If the member forfeits all or part of the bond for other costs, they are eligible for the reimbursement of the amount forfeited.
5. This section does not apply if a member buys a home.

Part 9: Meals

Division 1: Contribution for meals

7.9.3 Purpose

This Division sets out when a member must pay a contribution for some meals they eat in a mess and lists the rates the member must pay.

7.9.4 Provision of meals

A member who eats in a mess may be provided a meal at no cost to themselves.

7.9.5 Casual meal charges

1. Subject to subsection 2, a member must pay the casual meal charge if they eat a meal in a mess.
2. A member does not pay the casual meal charge if any of the following circumstances apply.
 - a. They are paying the fortnightly meal charge.
 - b. They are a member with dependants (unaccompanied) and any of the following apply.
 - i. The member is not receiving food allowance.
 - ii. The member is not on a flexible service determination while they are on a nonworking period.
 - c. They are living in and are not required to pay a contribution for the living-in accommodation.

Exceptions:

1. A member without dependants who does not have to pay a contribution for living-in accommodation because they are in a room with four or more beds.
2. A member who occupies temporary living-in accommodation below the level 1 standard.
3. A member without dependants who is posted to a seagoing submarine.
- d. They are eligible for travelling allowance or meals provided at Commonwealth expense.

Exception: Travelling allowance for part-day travel.
- e. They are living under field conditions or on a seagoing ship for any part of a day.

Note: If the meal ordinarily provided by the ship is not available, any meal provided in a mess is free of charge. For example, a ship's galley is closed down for a period.
3. The casual meal rate for the member's situation in column A is the rate for the meal in Column B, C or D of the same item.

Item	Column A Situation	Column B Rate for breakfast (\$)	Column C Rate for lunch (\$)	Column D Rate for dinner (\$)
1.	The member is not on leave without pay.	5.65	8.75	7.20
2.	The member is on a nonworking period or leave without pay.	12.00	18.00	24.00

7.9.6 Fortnightly meal charges

1. This section does not apply to any of the following members.
 - a. A member on Reserve service.
 - b. They are living in and are not required to pay a contribution for the living-in accommodation.

Exceptions:

 1. A member without dependants who does not have to pay a contribution for living-in accommodation because they are in a room with four or more beds.
 2. A member who occupies temporary living-in accommodation below the level 1 standard.
 3. A member without dependants who is posted to a seagoing submarine. - c. A member on leave without pay.
2. A member must pay the fortnightly meal charge for eating meals in a mess if any of the following conditions apply.
 - a. The member has elected to pay the fortnightly meal charge.
 - b. The member is a normal entry recruit during basic recruit training.
3. Subject to subsection 4, the fortnightly meal charge for a member who elects to pay the fortnightly meal charge is payable for the following period.
 - a. From the first day of the period that the member elects to pay the fortnightly meal charge.
 - b. Until the end of the last day of the period that the member elected.
4. The fortnightly meal charge must not start on a day that is less than four days after the last day for which the member paid the fortnightly meal charge if both the follow conditions apply.
 - a. The member's election to pay the fortnightly meal charge has ended.
 - b. The member makes a new election to pay the fortnightly meal charge.

Note: This section does not prevent a member from extending their election or pay the fortnightly meal charge before their election has expired.
5. The fortnightly meal charge for a member who is a normal entry recruit during basic recruit

training is payable for the following period.

- a. From the first day they begin basic recruit training.
- b. Until the last day of basic recruit training.

7.9.7 Fortnightly meal charge rate

1. The rate of the fortnightly meal charge is \$216.30.
2. The fortnightly meal charge is reduced by \$15.45 for every day within one of the following periods.
 - a. A period the member is absent on leave for more than 72 hours.
 - b. A period the member is eligible for travelling allowance.
Exception: Travelling allowance for part-day travel.
 - c. A period the member is living under field conditions or on a seagoing ship.

7.9.8 Member on leave without pay

1. This section applies to a member to whom all the following apply.
 - a. The member is granted leave without pay.
 - b. The grant of leave was made for exceptional circumstances.
 - c. The member's contribution for meals will change when the member starts leave without pay.
2. The CDF may decide that the member pays the rate of the contribution for meals they were paying before they started leave without pay.

Division 2: Food allowances for certain members who live out

7.9.9 Purpose

Food allowance assists certain members who live out to meet additional food expenses.

7.9.10 Eligibility and rate of food allowance

1. A member with dependants (unaccompanied) who lives out is eligible for food allowance.
- 1A. Despite subsection 1, a member with dependants (unaccompanied) is not eligible for food allowance when the member is paying the fortnightly meal charge under section 7.9.6.
2. The fortnightly rate of food allowance is \$214.79.

Exception: A member on a flexible service determination.

3. If a member is on a flexible service determination, the rate of food allowance is \$21.48 for each day in the member's pattern of service up to the fortnightly rate specified under subsection 2.

7.9.11 Member not eligible for food allowance

1. A member is not eligible for food allowance during any of the following periods.
 - a. A day on which the member is provided 3 meals, and any of the following apply to each of those meals.
 - i. The meal is provided by the Commonwealth.
 - ii. An amount, however described, is provided to the member under this Determination for the purchase of a meal, other than food allowance provided under this Division.
 - b. A period of leave that exceeds one week, other than any of the following.
 - i. Medical absence granted under Chapter 5 Part 3 during which the member remains in the posting location.
 - ii. Short absence from duty granted under section 5.11.14 for a member with dependants (unaccompanied) who is isolating in their residence within their posting location.
 - c. A period the member is eligible for temporary accommodation allowance and has not occupied a serviced apartment for more than one week.
 - d. A period the member is on a long-term posting overseas.
 - e. Any period between the following days.
 - i. The 15th day after the member returned to their family's location.
 - ii. The day the member returns to their posting location.

Part 10: Utilities

Division 1: General provisions

7.10.3 Member sections 7.10.4 and 7.10.5 apply to

This table sets out members who are eligible for assistance with the cost of utilities under sections 7.10.4 and 7.10.5.

Item	A member is eligible if they are...	and the member is...
1.	a member with dependants (unaccompanied)	living in one of these homes at the posting location. <ol style="list-style-type: none"> i. A Service residence. ii. A home for which they get rent allowance. iii. Their own home and they would otherwise be eligible for rent allowance. iv. Member choice accommodation.
2.	a member without dependants	posted to a seagoing submarine and living in one of these homes at the posting location. <ol style="list-style-type: none"> i. A Service residence. ii. A home for which they get rent allowance. iii. Their own home and they would otherwise be eligible for rent allowance. iv. Member choice accommodation.

7.10.4 Eligible member – reimbursement for utilities

1. A member eligible for assistance under section 7.10.3 is eligible for the reimbursement of the following costs.
 - a. The part of the local government rates charged for the home that relate directly to utilities.
 - b. Utilities, up to one of the following amounts.
 - i. If the member is not on a flexible service determination — the member may be reimbursed up to a maximum of \$76.95 a fortnight.
 - ii. If the member is on a flexible service determination — the member may be reimbursed an amount calculated as follows.

$$\text{utilities reimbursement} = U - NWP \times \left(\frac{U}{14}\right)$$

Where:

NWP is the number of days in the nonworking period in the pay fortnight.

U is the fortnightly utilities reimbursement amount specified in paragraph 7.10.4.1.b.

2. A member may pay more for utilities than the amounts set out in subsection 1. In this case, the CDF may decide to reimburse them an additional amount. The CDF must consider all these matters.
 - a. The kind of home the member lives in, its condition and the rent paid for it.
 - b. The climate at the home's location.
 - c. Utility consumption by other members at the location.
 - d. Any special facts that mean the member consumes more utilities.
3. This section does not apply to an eligible member who lives in a Service residence listed in section 7.10.8.

Division 2: Contributions for utilities

7.10.5 Member temporarily away from home

1. A member is eligible to be reimbursed utility costs if they are away from their home for up to 1 month and they meet one of the following conditions.
 - a. The member is away on paid leave or temporary duty.
 - b. The member is away because they are in one of the following places.
 - i. Hospital.
 - ii. Prison, or the member is detained another way under the *Defence Force Discipline Act 1982*.
 - iii. Living in temporarily for Service reasons.

Note: Section 7.10.3 limits the application of this section.

2. The CDF may approve the member being reimbursed for longer than one month. The CDF must consider all these facts.
 - a. The reasons the member is away from home.
 - b. When they are expected to return.
 - c. The time the member will need to move out of the home, if they have to.
 - d. Any other factor relevant to the absence.

7.10.6 Member who must contribute to the cost of utilities

1. Sections 7.10.7 to 7.10.9 require some members to pay toward the cost of the utilities in their accommodation.
2. These sections only apply to utilities that the Defence Housing Australia or the Commonwealth have paid for.

7.10.7 Contribution for water – Service residence

1. A member who lives in a Service residence must pay a contribution toward the cost of the water they use.

Exception: A member with dependants (unaccompanied) who is living in a surplus Service residence does not have to pay a contribution for water for that residence.

2. The fortnightly rate of contribution is worked out using this formula.

$$\text{\$19.36} \div \textit{number of members who live in the residence}$$

7.10.8 Contribution for energy costs – tied or Service residences

1. This section applies to a member who lives in any of these Service residences.

Exception: A member with dependants (unaccompanied).

- a. 1 Parnell Road, Royal Military College, Duntroon.
 - b. 2 Parnell Road, Royal Military College, Duntroon.
 - c. 3 Parnell Road, Royal Military College, Duntroon.
 - d. 4 Parnell Road, Royal Military College, Duntroon.
 - e. 6 Robert Campbell Road (Bridges House), Royal Military College, Duntroon.
 - f. The Commander's Residence, Davey Street, Anglesea Barracks, Hobart.
2. The member must pay \$147.65 a fortnight towards the cost of energy for the residence.

7.10.9 Contribution for utilities – member living in

1. Subject to section 7.10.9A, a member who lives in must pay a contribution of \$47.65 a fortnight toward the cost of utilities.
2. A member who lives in is not required to pay a contribution for utilities for any full day or part day they are living under field conditions, on a seagoing ship or on a seagoing submarine.
3. Subject to subsection 4, a member who lives in and does not pay a contribution for living-in accommodation is not required to pay any contribution for utilities.
4. A member who does not pay a contribution for living-in accommodation, and meets any of the following criteria, is required to pay a contribution for utilities.
 - a. The member is a normal entry recruit during basic recruit training.
 - b. The member is a member without dependants who is in a room with four or more beds.
 - c. The member is temporarily living in accommodation below the standard that would be classified as level 1 accommodation.

7.10.9A Contribution for utilities – member living-in on a flexible service determination

1. This section applies to a member who meets all of the following conditions.
 - a. The member is a member with dependants (unaccompanied).
 - b. The member is on a flexible service determination.
 - c. The member lives in.
2. The member must pay a fortnightly utilities contribution for their nonworking period. The contribution is calculated as follows.

$$\text{utilities contribution} = NWP \times \left(\frac{C}{10}\right)$$

Where:

NWP is the number of days in the nonworking period in the pay fortnight.

C is the fortnightly utilities contribution amount specified in section 7.10.9.1.

Division 3: Assistance with utilities connections and bonds

7.10.10 Assistance with utility connection deposits

1. A member is eligible for an advance for a utility connection deposit when they occupy a Service residence.
2. The advance is the full amount of the payment.
3. The member may ask for assistance for only a part of the utility connection deposit.
4. If the member receives a refund for the utility connection deposit under subsection 1, the advance must be repaid at one of the following times.
 - a. If the member no longer occupies the Service residence — immediately after it is refunded.
 - b. If the member is still occupying the Service residence —the day their eligibility for the Service residence ends.
5. If the member gets any interest on money the utility company refunds to them, they must pay the interest to the Commonwealth.

7.10.11 Advance payment of utility connection deposit when sharing

1. This section applies to member who shares a Service residence with another person.
2. The member can apply for an advance of the money they would be eligible for under section 7.10.10. They can apply for an advance of all or part of the amount.

7.10.12 Member to give evidence of payment

1. A member who has been given an advance under section 7.10.10 must give Defence Housing Australia's Regional Operations Manager documents to show that they have used it for the intended purpose.
2. The documents must be provided within 14 days of occupying the Service residence.

7.10.13 Unused advances to be repaid

1. A member must immediately repay any part of an advance that meets any of the following.
 - a. It is not used for its intended purposes.
 - b. It has not been paid or lodged.

Annex 7.A: Contributions for Service residence or rent band choice accommodation

Part 1: Contribution for a Service residence – member with dependants

The contribution for a member holding a rank in column A of the following table who is occupying a Service residence with a classification in column B is the amount in column C of the same item

Item	Column A Rank	Column B Service residence classification	Column C Contribution (\$)
1.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, or Corporal or lower	Rent Band 1 or 2	550.12
2.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	Rent Band 1	550.12
		Rent Band 2 or 3	683.77
3.	Lieutenant Colonel or Major	Rent Band 2	683.77
		Rent Band 3 or 4	789.42
4.	Brigadier or Colonel	Rent Band 3	789.42
		Rent Band 4 or 5	1,140.60
5.	Major General or higher	Rent Band 4	1,140.60
		Rent Band 5	1,785.08

Part 2: Higher contribution scheme – contribution for a Service residence where a member with dependants chooses a property above their benefit

The fortnightly contribution for a member with dependants holding a rank in column A of the following table is the amount for their rent band or amenity group in columns B to E of the same item.

Item	Column A Rank	Column B Contribution rent band 1 (\$)	Column C Contribution rent band 2 (\$)	Column D Contribution rent band 3 (\$)	Column E Contribution rent band 4 (\$)
1.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, or Corporal or lower		817.41	1,028.73	1,731.08
2.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2			895.09	1,597.44

3.	Lieutenant Colonel or Major				1,491.77
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Part 3: Contribution for member without dependants not sharing

The fortnightly contribution for a member occupying a rent band classified Service residence with a rent band level in column A of the following table is the amount in column B of the same item.

Item	Column A Rent band	Column B Contribution (\$)
1.	5	1,785.08
2.	4	1,140.60
3.	3	789.42
4.	2	683.77
5.	1	550.12

Part 4: Contribution for member without dependants sharing

The fortnightly contribution for a member without dependants sharing a Service residence is one of the following.

- a. For a member sharing with one person who holds a rank in column A the amount in column B of the same item.
- b. For a member sharing with 2 or more people who holds a rank in column A the amount in column C of the same item.

Item	Column A Rank group	Column B Member sharing with 1 other person (\$)	Column C Member sharing with 2 or more people (\$)
1.	Major General or higher	803.29	595.02
2.	Brigadier or Colonel	513.28	380.19
3.	Lieutenant Colonel or Major	355.25	263.14
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	307.69	227.92
5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant or Corporal or lower	247.56	183.37

Annex 7.D: Contributions for rent allowance

Part 1: Contribution for rent allowance – dependants live in rental accommodation

The fortnightly rent allowance contribution for a member holding a rank in an item in column A of the following table is either of the following.

- a. For a member whose rent ceiling is set by subsection 7.8.9.5, column B of the same item.
- b. For a member whose rent ceiling is set by subsection 7.8.9.3.a, column C of the same item.

Item	Column A Rank	Column B Applicable rent ceiling is Annex 7.E Part 1.2 (\$)	Column C Applicable rent ceiling is Annex 7.E Part 1.1 (\$)
1.	Major General or higher	1,606.58	1,785.08
2.	Brigadier or Colonel	1,026.54	1,140.60
3.	Lieutenant Colonel or Major	710.48	789.42
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1 or Warrant Officer Class 2	615.39	683.77
5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a Trainee	495.12	550.12

Part 2: Contribution for rent allowance – members in rental accommodation without dependants

The fortnightly rent allowance contribution for a member's rank in column A is the amount for their applicable rent ceiling in column B, column C or column D of the following table.

The fortnightly rent allowance contribution for a member holding a rank in an item in column A of the following table is either of the following.

- a. For a member whose rent ceiling is set by subsection 7.8.10.2 table item 1, column B of the same item.
- b. For a member whose rent ceiling is set by 7.8.10.2 table item 2, column C of the same item.
- c. For a member whose rent ceiling is set by 7.8.10.2 table item 3 or item 4, column D of the same item.

Item	Column A Rank	Column B Applicable rent ceiling is Annex 7.E Part 2.1 (\$)	Column C Applicable rent ceiling is Annex 7.E Part 2.2 (\$)	Column D Applicable rent ceiling is Annex 7.E Part 2.3 or Part 2.4 (\$)
1.	Major General or higher	1,606.58	803.29	595.02

2.	Brigadier or Colonel	1,026.54	513.28	380.19
3.	Lieutenant Colonel or Major	710.48	355.25	263.14
4.	Captain, Regimental Sergeant Major of the Army, Warrant Officer Class 1, or Warrant Officer Class 2	615.39	307.69	227.92
5.	Lieutenant, Second Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a Trainee	495.12	247.56	183.37

Annex 7.E: Rent ceilings

Part 1 Rent ceilings – member's dependants live in rental accommodation

Part 1.1 Rent ceiling for member with dependants – 3–bedrooms

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
\$ each fortnight					
ACT and Queanbeyan	1,380	1,522	1,676	2,132	3,397
Adelaide	1,064	1,206	1,436	1,722	
Albury and Wodonga	948	1,026	1,106	1,246	
Alice Springs	1,220	1,432	1,672	2,002	
Armidale	1,056				
Ballarat, Delecombe and Alfredton	830	876	906		
Brisbane	1,236	1,442	1,622	2,052	
Broome	1,790	1,946	2,150		
Cairns	1,116	1,242	1,466		
Carnarvon	1,640				
Darwin	1,432	1,616	1,786	2,152	
Evans Head	1,420	1,476	1,552		
Exmouth	1,574	1,682	2,002		
Frankston and Mornington	1,100	1,232	1,402	1,702	
Geraldton	768	1,002	1,286	1,442	
Glenbrook	1,680	1,996	2,462	3,016	
Gold Coast	1,512	1,656	1,782	1,902	
Hobart	1,216	1,326	1,482	1,632	
Ipswich	1,004	1,106	1,232	1,502	
Katherine	1,512	1,696	1,876	2,052	
Karratha and Tom Price	2,236	2,712	3,492		
Kununurra	1,680	2,102			
Launceston and Devonport	942	1,066	1,172		
Lismore, Goonellabah and Junction Hill	1,300	1,452	1,602		
Liverpool	1,680	1,996	2,462	3,016	

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Melbourne	1,036	1,162	1,402	1,792	3,183
Newcastle and Raymond Terrace	1,184	1,362	1,642	1,952	
Newman	1,840				
Northern New South Wales	1,246	1,372	1,612	1,752	
Nowra	1,212	1,342	1,532	1,782	
Orange	1,100	1,302			
Perth and Pearce	1,348	1,516	1,836	2,196	
Port Augusta, Port Lincoln and Port Wakefield	920				
Port Hedland	2,360	2,702	3,502		
Port Macquarie	1,140	1,252	1,352		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,466				
Richmond	1,680	1,996	2,462	3,016	
Tully and Mission Beach	836	942	1,056		
Rockingham	1,016	1,126	1,336	1,752	
Sale	948	1,042	1,126	1,222	
Seymour	876	972	1,182	1,362	
Singleton	1,220	1,402	1,622	1,772	
Sydney	1,680	1,996	2,462	3,016	5,427
Tamworth	980	1,052	1,202	1,376	
Thursday Island	2,720				
Toowoomba, Oakey	1,120	1,266	1,362	1,452	
Townsville	940	1,032	1,222	1,442	
Wagga Wagga	1,124	1,202	1,352	1,562	
Weipa	1,572	1,672	1,802		
Wollongong, Tarrawanna and Woonona	1,744	1,922	1,976	2,072	

Part 1.2 Member with dependants who chooses a 2-bedroom rent ceiling

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	\$ each fortnight				
ACT and Queanbeyan	1,242	1,370	1,508	1,919	3,057
Adelaide	958	1,085	1,292	1,550	
Albury and Wodonga	853	923	995	1,121	
Alice Springs	1,098	1,289	1,505	1,802	
Armidale	950				
Ballarat, Delecombe and Alfredton	747	788	815		
Brisbane	1,112	1,298	1,460	1,847	
Broome	1,611	1,751	1,935		
Cairns	1,004	1,118	1,319		
Carnarvon	1,476				
Darwin	1,289	1,454	1,607	1,937	
Evans Head	1,278	1,328	1,397		
Exmouth	1,417	1,514	1,802		
Frankston and Mornington	990	1,109	1,262	1,532	
Geraldton	691	902	1,157	1,298	
Glenbrook	1,512	1,796	2,216	2,714	
Gold Coast	1,361	1,490	1,604	1,712	
Hobart	1,094	1,193	1,334	1,469	
Ipswich	904	995	1,109	1,352	
Katherine	1,361	1,526	1,688	1,847	
Karratha and Tom Price	2,012	2,441	3,143		
Kununurra	1,512	1,892			
Launceston and Devonport	848	959	1,055		
Lismore, Goonellabah and Junction Hill	1,170	1,307	1,442		
Liverpool	1,512	1,796	2,216	2,714	
Melbourne	932	1,046	1,262	1,613	2,865
Newcastle and Raymond Terrace	1,066	1,226	1,478	1,757	
Newman	1,656				
Northern New South	1,121	1,235	1,451	1,577	

Wales					
Nowra	1,091	1,208	1,379	1,604	
Orange	990	1,172			
Perth and Pearce	1,213	1,364	1,652	1,976	
Port Augusta, Port Lincoln and Port Wakefield	828				
Port Hedland	2,124	2,432	3,152		
Port Macquarie	1,026	1,127	1,217		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,319				
Richmond	1,512	1,796	2,216	2,714	
Tully and Mission Beach	752	848	950		
Rockingham	914	1,013	1,202	1,577	
Sale	853	938	1,013	1,100	
Seymour	788	875	1,064	1,226	
Singleton	1,098	1,262	1,460	1,595	
Sydney	1,512	1,796	2,216	2,714	4,884
Tamworth	882	947	1082	1,238	
Thursday Island	2,448				
Toowoomba and Oakey	1,008	1,139	1,226	1,307	
Townsville	846	929	1,100	1,298	
Wagga Wagga	1,012	1,082	1,217	1,406	
Weipa	1,415	1,505	1,622		
Wollongong, Tarrawanna and Woonona	1,570	1,730	1,778	1,865	

Part 2 Rent ceilings – members live in rental accommodation without dependants

Part 2.1 Member without dependants or member with dependants (unaccompanied) who lives alone

The rent ceiling for a member without dependants or a member with dependants (unaccompanied) who lives alone in rental accommodation in the member's posting location is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
\$ each fortnight					
ACT and Queanbeyan	1,242	1,370	1,508	1,919	3,057
Adelaide	958	1,085	1,292	1,550	
Albury and Wodonga	853	923	995	1,121	
Alice Springs	1,098	1,289	1,505	1,802	
Armidale	950				
Ballarat, Delecombe and Alfredton	747	788	815		
Brisbane	1,112	1,298	1,460	1,847	
Broome	1,611	1,751	1,935		
Cairns	1,004	1,118	1,319		
Carnarvon	1,476				
Darwin	1,289	1,454	1,607	1,937	
Evans Head	1,278	1,328	1,397		
Exmouth	1,417	1,514	1,802		
Frankston and Mornington	990	1,109	1,262	1,532	
Geraldton	691	902	1,157	1,298	
Glenbrook	1,512	1,796	2,216	2,714	
Gold Coast	1,361	1,490	1,604	1,712	
Hobart	1,094	1,193	1,334	1,469	
Ipswich	904	995	1,109	1,352	
Katherine	1,361	1,526	1,688	1,847	
Karratha and Tom Price	2,012	2,441	3,143		
Kununurra	1,512	1,892			
Launceston and Devonport	848	959	1,055		
Lismore,	1,170	1,307	1,442		

Goonellabah and Junction Hill					
Liverpool	1,512	1,796	2,216	2,714	
Melbourne	932	1,046	1,262	1,613	2,865
Newcastle and Raymond Terrace	1,066	1,226	1,478	1,757	
Newman	1,656				
Northern New South Wales	1,121	1,235	1,451	1,577	
Nowra	1,091	1,208	1,379	1,604	
Orange	990	1,172			
Perth and Pearce	1,213	1,364	1,652	1,976	
Port Augusta, Port Lincoln and Port Wakefield	828				
Port Hedland	2,124	2,432	3,152		
Port Macquarie	1,026	1,127	1,217		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	1,319				
Richmond	1,512	1,796	2,216	2,714	
Tully and Mission Beach	752	848	950		
Rockingham	914	1,013	1,202	1,577	
Sale	853	938	1,013	1,100	
Seymour	788	875	1,064	1,226	
Singleton	1,098	1,262	1,460	1,595	
Sydney	1,512	1,796	2,216	2,714	4,884
Tamworth	882	947	1,082	1,238	
Thursday Island	2,448				
Toowoomba and Oakey	1,008	1,139	1,226	1,307	
Townsville	846	929	1,100	1,298	
Wagga Wagga	1,012	1,082	1,217	1,406	
Weipa	1,415	1,505	1,622		
Wollongong, Tarrawanna and Woonona	1,570	1,730	1,778	1,865	

Part 2.2 Member without dependants or member with dependants (unaccompanied) who shares with one other person

The rent ceiling for a member without dependants or a member with dependants (unaccompanied) who shares rental accommodation in the member's posting location with one other person is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army, or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
\$ each fortnight					
ACT and Queanbeyan	621	685	754	959	
Adelaide	479	543	646	775	
Albury and Wodonga	427	462	498	561	
Alice Springs	549	644	752	901	
Armidale	475				
Ballarat, Delecombe and Alfredton	374	394	408		
Brisbane	556	649	730	923	
Broome	806	876	968		
Cairns	502	559	660		
Carnarvon	738				
Darwin	644	727	804	968	
Evans Head	639	664	698		
Exmouth	708	757	901		
Frankston and Mornington	495	554	631	766	
Geraldton	346	451	579	649	
Glenbrook	756	898	1,108	1,357	
Gold Coast	680	745	802	856	
Hobart	547	597	667	734	
Ipswich	452	498	554	676	
Katherine	680	763	844	923	
Karratha and Tom Price	1,006	1,220	1,571		
Kununurra	756	946			
Launceston and Devonport	424	480	527		

Lismore, Goonellabah and Junction Hill	585	653	721		
Liverpool	756	898	1,108	1,357	
Melbourne	466	523	631	806	
Newcastle and Raymond Terrace	533	613	739	878	
Newman	828				
Northern New South Wales	561	617	725	788	
Nowra	545	604	689	802	
Orange	495	586			
Perth and Pearce	607	682	826	988	
Port Augusta, Port Lincoln and Port Wakefield	414				
Port Hedland	1,062	1,216	1,576		
Port Macquarie	513	563	608		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	660				
Richmond	756	898	1,108	1,357	
Tully and Mission Beach	376	424	475		
Rockingham	457	507	601	788	
Sale	427	469	507	550	
Seymour	394	437	532	613	
Singleton	549	631	730	797	
Sydney	756	898	1108	1357	
Tamworth	441	473	541	619	
Thursday Island	1,224				
Toowoomba and Oakey	504	570	613	653	
Townsville	423	464	550	649	
Wagga Wagga	506	541	608	703	
Weipa	707	752	811		
Wollongong, Tarrawanna and Woonona	785	865	889	932	

Part 2.3 Member without dependants or member with dependants (unaccompanied) who is sharing with 2 other people

The rent ceiling for a member without dependants or a member with dependants (unaccompanied) who shares rental accommodation in the member's posting location with 2 other people is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
	\$ each fortnight				
ACT and Queanbeyan	460	507	559	711	
Adelaide	355	402	479	574	
Albury and Wodonga	316	342	369	415	
Alice Springs	407	477	557	667	
Armidale	352				
Ballarat, Delecombe and Alfredton	277	292	302		
Brisbane	412	481	541	684	
Broome	597	649	717		
Cairns	372	414	489		
Carnarvon	547				
Darwin	477	539	595	717	
Evans Head	473	492	517		
Exmouth	525	561	667		
Frankston and Mornington	367	411	467	567	
Geraldton	256	334	429	481	
Glenbrook	560	665	821	1,005	
Gold Coast	504	552	594	634	
Hobart	405	442	494	544	
Ipswich	335	369	411	501	
Katherine	504	565	625	684	
Karratha and Tom Price	745	904	1,164		
Kununurra	560	701			
Launceston and Devonport	314	355	391		
Lismore, Goonellabah and Junction Hill	433	484	534		
Liverpool	560	665	821	1,005	

Melbourne	345	387	467	597	
Newcastle and Raymond Terrace	395	454	547	651	
Newman	613				
Northern New South Wales	415	457	537	584	
Nowra	404	447	511	594	
Orange	367	434			
Perth and Pearce	449	505	612	732	
Port Augusta, Port Lincoln and Port Wakefield	307				
Port Hedland	787	901	1,167		
Port Macquarie	380	417	451		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	489				
Richmond	560	665	821	1,005	
Tully and Mission Beach	279	314	352		
Rockingham	339	375	445	584	
Sale	316	347	375	407	
Seymour	292	324	394	454	
Singleton	407	467	541	591	
Sydney	560	665	821	1005	
Tamworth	327	351	401	459	
Thursday Island	907				
Toowoomba and Oakey	373	422	454	484	
Townsville	313	344	407	481	
Wagga Wagga	375	401	451	521	
Weipa	524	557	601		
Wollongong, Tarrawanna and Woonona	581	641	659	691	

Part 2.4 Member without dependants or member with dependants (unaccompanied) who is sharing with 3 other people

The rent ceiling for a member without dependants or a member with dependants (unaccompanied) who shares rental accommodation in the member's posting location with 3 other people is the rate for their location in column A that corresponds with their rank in columns B to F of the following table.

Column A Location	Column B Lieutenant, 2nd Lieutenant, Staff Cadet or Officer Cadet, Staff Sergeant, Sergeant, Corporal or lower, or a trainee	Column C Warrant Officer Class 1 and 2, Regimental Sergeant Major of the Army or Captain	Column D Major or Lieutenant Colonel	Column E Colonel or Brigadier	Column F Major General or higher
\$ each fortnight					
ACT and Queanbeyan	380	419	461	586	
Adelaide	293	332	395	474	
Albury and Wodonga	261	282	304	343	
Alice Springs	336	394	460	551	
Armidale	290				
Ballarat, Delecombe and Alfredton	228	241	249		
Brisbane	340	397	446	564	
Broome	492	535	591		
Cairns	307	342	403		
Carnarvon	451				
Darwin	394	444	491	592	
Evans Head	391	406	427		
Exmouth	433	463	551		
Frankston and Mornington	303	339	386	468	
Geraldton	211	276	354	397	
Glenbrook	462	549	677	829	
Gold Coast	416	455	490	523	
Hobart	334	365	408	449	
Ipswich	276	304	339	413	
Katherine	416	466	516	564	
Karratha and Tom Price	615	746	960		
Kununurra	462	578			
Launceston and Devonport	259	293	322		

Lismore, Goonellabah and Junction Hill	358	399	441		
Liverpool	462	549	677	829	
Melbourne	285	320	386	493	
Newcastle and Raymond Terrace	326	375	452	537	
Newman	506				
Northern New South Wales	343	377	443	482	
Nowra	333	369	421	490	
Orange	303	358			
Perth and Pearce	371	417	505	604	
Port Augusta, Port Lincoln and Port Wakefield	253				
Port Hedland	649	743	963		
Port Macquarie	314	344	372		
Queenscliff, Leopold, Ocean Grove and Point Lonsdale	403				
Richmond	462	549	677	829	
Tully and Mission Beach	230	259	290		
Rockingham	279	310	367	482	
Sale	261	287	310	336	
Seymour	241	267	325	375	
Singleton	336	386	446	487	
Sydney	462	549	677	829	
Tamworth	270	289	331	378	
Thursday Island	748				
Toowoomba and Oakey	308	348	375	399	
Townsville	259	284	336	397	
Wagga Wagga	309	331	372	430	
Weipa	432	460	496		
Wollongong, Tarrawanna and Woonona	480	529	543	570	

Annex 7.F: Contributions for food – temporary accommodation allowance

Column A Member's salary \$ a year	Column B Amount for member or dependant who is not a child (per person)	Column C Amount for first dependant who is a child	Column D Amount for each subsequent dependant who is a child
Contribution (\$ each fortnight)			
Below 20,000	208.28	41.65	31.25
20,000 – 21,999	211.85	42.37	31.77
22,000 – 23,999	219.11	43.83	32.87
24,000 – 25,999	226.38	45.28	33.96
26,000 – 27,999	233.51	46.72	35.03
28,000 – 29,999	240.78	48.16	36.12
30,000 – 31,999	248.04	49.62	37.22
32,000 – 33,999	255.16	51.03	38.29
34,000 – 35,999	262.42	52.49	39.37
36,000 – 37,999	269.68	53.94	40.46
38,000 – 39,999	276.82	55.37	41.53
40,000 – 41,999	284.08	56.82	42.61
42,000 – 43,999	291.36	58.27	43.71
44,000 – 45,999	298.61	59.72	44.80
46,000 – 47,999	305.74	61.15	45.86
48,000 – 49,999	313.00	62.60	46.95
50,000 – 51,999	320.29	64.06	48.05
52,000 – 53,999	327.40	65.48	49.11
54,000 – 55,999	334.69	66.95	50.21
56,000 – 57,999	341.94	68.39	51.30
58,000 – 59,999	349.07	69.82	52.37
60,000 – 61,999	356.32	71.28	53.45
62,000 – 63,999	363.59	72.72	54.54
64,000 – 65,999	370.86	74.18	55.63
66,000 – 67,999	377.99	75.60	56.70
68,000 – 69,999	385.26	77.06	57.79
70,000 – 71,999	392.51	78.52	58.88
72,000 – 73,999	399.64	79.94	59.95
74,000 – 75,999	406.90	81.39	61.04
76,000 – 77,999	414.18	82.84	62.14
78,000 – 79,999	421.31	84.27	63.20
80,000 – 81,999	428.58	85.71	64.30
82,000 – 83,999	435.84	87.17	65.38
84,000 – 85,999	443.11	88.61	66.47
86,000 – 87,999	450.22	90.04	67.55
88,000 – 89,999	457.50	91.51	68.63
90,000 – 91,999	464.76	92.96	69.71
92,000 – 93,999	471.89	94.39	70.79
94,000 – 95,999	479.16	95.84	71.88
96,000 – 97,999	486.42	97.29	72.96

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98,000 – 99,999	493.55	98.71	74.03
100,000 – 101,999	500.83	100.17	75.13
102,000 – 103,999	508.08	101.62	76.22
104,000 – 105,999	515.21	103.04	77.28
106,000 – 107,999	522.48	104.50	78.38
108,000 – 109,999	529.73	105.94	79.46
110,000 – 111,999	537.00	107.40	80.56
112,000 – 113,999	544.14	108.83	81.63
114,000 – 115,999	551.40	110.28	82.71
116,000 – 117,999	558.65	111.74	83.80
118,000 – 119,999	565.78	113.16	84.87
120,000 and above	573.06	114.62	85.97

Part 11: Evacuation assistance

7.11.1 Purpose

1. The purpose of this Part is to provide members and their dependants who occupy service accommodation on a Defence establishment with accommodation and other benefits if the establishment is evacuated due to an actual or imminent emergency.

7.11.2 Members this part applies to

This Part applies to a member who occupies either of the following on a Defence establishment immediately before an evacuation order is issued.

- a. A Service residence.
- b. Living-in accommodation.

7.11.3 Period of evacuation assistance

1. A member is eligible for evacuation assistance from one of the following times.
 - a. If the evacuation order included a start time, that time.
 - b. If no start time was included in the evacuation order, the time the evacuation order was issued.
2. A member ceases to be eligible for evacuation assistance at one of the following times.
 - a. If the evacuation order included an end time, that time.
 - b. If no end time was included in the evacuation order, a time set by the Senior ADF Officer at the establishment.
 - c. If the member was occupying a Service residence immediately before an evacuation order is issued, the day all of the following apply.
 - i. The member is eligible for temporary accommodation allowance under Chapter 7 Part 5.
 - ii. The member is able to occupy the accommodation provided under Chapter 7 Part 5.

7.11.4 Accommodation assistance

1. A member is not eligible for a benefit under this section if an evacuation centre has been established for the member to evacuate to, unless one of the following apply.
 - a. The evacuation centre is full.
 - b. The member was occupying living-in accommodation immediately before the evacuation order was issued and other living-in accommodation is made available for them to occupy.
 - c. The Senior ADF Officer at the establishment is satisfied that there are special circumstances for the member or their dependant not to go to the evacuation centre.

Note: An evacuation centre includes a centre established by civilian authorities or Defence.

2. A member occupying a Service residence immediately before an evacuation order is issued is eligible for the reasonable costs of accommodation for all of the following persons.
 - a. The member.
 - b. Each dependant of the member occupying the Service residence with the member immediately before the evacuation order was issued.
3. A member who was occupying living-in accommodation immediately before the evacuation order was issued is eligible for one the following.
 - a. Living-in accommodation at another Defence establishment within 50 km of the establishment from which the member was evacuated.
 - b. If living-in accommodation under paragraph a. is not available — the reasonable costs of other forms of accommodation.

Note: The *Acts Interpretation Act 1901* applies to the measurement of distance in this section.

4. In this section, **accommodation** means the following.
 - a. If the member was occupying living in accommodation — accommodation that is suitable for the member on a short term basis having regard to the nature of the emergency and the availability of accommodation, including shared accommodation.
 - b. If the person was occupying a Service residence — accommodation that is suitable for the occupants to occupy on a short term basis having regard to the nature of the emergency and the availability of accommodation.
5. A benefit provided under this section may be paid to the member by way of reimbursement or to the service provider.

7.11.5 Meals assistance

1. Subsection 2 applies to a member eligible to receive the reasonable costs of accommodation under section 7.11.4.
2. For each occurrence of a meal in an item in column A of the table in section 7.5.24 during the evacuation period, the member is eligible for the costs of meals up to the following amount.
 - a. If the member is in a Capital city or high-cost country centre, the sum of the following
 - i. For the member and each dependant of the member who is 10 years old or older occupying the accommodation with the member — the amount specified in column B of the same item for each person.
 - ii. For each dependant of the member who is less than 10 years old occupying the accommodation with the member — 50% of the amount specified in column B of the same item.
 - b. If the member is in another location, the sum of the following
 - i. For the member and each dependant of the member who is 10 years old or older occupying the accommodation with the member — the amount specified in column C of the same item for each person.

- ii. For each dependant of the member who is less than 10 years old occupying the accommodation with the member — 50% of the amount specified in column C of the same item.

7.11.6 Transport assistance

A member who is required to drive more than 50 km to occupy accommodation under section 7.11.4 is eligible for vehicle allowance at the rate provided in section 9.6.25.

Note: The *Acts Interpretation Act 1901* applies to the measurement of distance in this section.

7.11.7 Additional funds

1. Subject to subsection 2, a member is eligible for a reimbursement of up to \$500.00 for additional costs if the Senior ADF Officer is satisfied that there are exceptional circumstances for making the payment that arose in connection with the evacuation.
2. A reimbursement cannot be made under this section for costs relating to accommodation, meals or vehicle allowance.

Chapter 8: Members and their dependants

Part 1: General provisions

8.1.1 Definitions

In this Chapter the following apply.

Compulsory tuition fees means compulsory amounts levied by a child's school for educating the child, including compulsory sports levies.

Note: Boarding fees are not included.

Early Intervention Program means a program run by a government organisation, accredited non-government organisation or accredited private provider that provides assistance to promote the development of preschool aged children with special needs.

Emergency situation has the same meaning given by section 8.1.2.

8.1.2 Emergency situation

- 1 **Emergency situation** means an event that is any of the following.
 - a. It is unforeseen
 - b. It is sudden
 - c. It exceeds the coping mechanisms of the member's dependant.
2. An emergency situation is not an event that occurs due to a member's ordinary work situation.

Part 3: Member with dependants (unaccompanied)

8.3.3 Purpose

1. Section 1.3.96 defines a member with dependants (unaccompanied) as a member who meets the requirements of this Division.
2. This Division describes who may be a member with dependants (unaccompanied), and some associated administrative matters.

8.3.4 Purpose of member with dependants (unaccompanied) category

The purpose of the member with dependants (unaccompanied) category is to describe a group of members with dependants who become eligible for special benefits in any of the following circumstances. This is not a complete list.

- a. The member performs duty in a location where their dependants do not live.
- b. The couple are both ADF members, and one member does not proceed to a new posting location.
- c. The couple are both ADF members, and one member moves to a new location. Each member has at least one dependant living with them.

8.3.6 Member who may be classified as a member with dependants (unaccompanied)

2. A member may be categorised as a member with dependants (unaccompanied) for any period in which they meet all the following conditions.
 - a. The member falls into a class set out in the following table.

Item	Class	Description
1.	Class 1	The member is categorised as a member with dependants
2.	Class 2	The member was categorised as a member with dependants (unaccompanied) for the member's last posting.
3.	Class 3	The member meets both the following conditions. <ol style="list-style-type: none">a. The member was recruited from overseas and moved to Australia at Commonwealth expense.b. The member's dependants' first Australian home is not at the member's first posting location.
4.	Class 4	The member meets all the following conditions. <ol style="list-style-type: none">a. Before 17 February 2011 the member's family chose to live in a different location to the member.b. The member's family are still living apart from the member.c. The CDF determines that the member's situation is similar to a member whose dependants moved to a personal location after 17 February 2011. The CDF should consider the following criteria.<ol style="list-style-type: none">i. Whether the member's family would be dependants, if they lived with the member.ii. The ongoing commitment to a shared family life.

- b. The member is posted to a new posting location for a period of six months or more,

unless any of the following apply during the member's posting period.

- i. The member is granted a removal to a personal location for their dependants in compassionate circumstances under section 6.5.19.
- ii. The member's dependants moved to a personal location for family support when the member was deployed and the member returns from deployment and does not commence a new posting period on return to Australia.
- iii. The member's new posting location is to a seagoing ship or seagoing submarine and they are granted a removal to a personal location for their dependants under section 6.5.21.
- iv. The separation from dependants occurs because the member's dependants leave the gaining location to move back to the losing location.
- v. Item 4 of the table in paragraph a. applies.

- c. The member lives at their normal place of duty without their dependants.

Exception: If only children remain in the dependants' location, the member is not eligible to be categorised as a member with dependants (unaccompanied) under this subsection.

3. A member is categorised as a member with dependants (unaccompanied) for any period during which all of the following circumstances apply.

- a. The member is categorised as a member with dependants.
- b. The member is required to perform duty away from their posting location.

Exception: If only children remain at the losing location, the member is not eligible to be categorised as a member with dependants (unaccompanied).

- c. The period of duty away from the member's posting location is more than 14 days but less than six months.

Exception: Paragraph c. does not apply if separate consecutive periods of duty in a location total more than six months. They are individual periods of duty and so meet this condition.

Note: The member does not need to lodge the approved form to be categorised as a member with dependants (unaccompanied) under subsection 3.

4. A member is eligible to be categorised as a member with dependants (unaccompanied) in the circumstances set out in subsection 5 if they meet all the following conditions.

- a. The member has a spouse or partner who is also a member.
- b. One of the members is posted to a new posting location.
- c. The member's spouse or partner provides a home for dependants.

Note: The member may or may not also provide a home for dependants.

- d. The member or their spouse or partner occupied the home at their losing location with at least one dependant before the posting.

- 4A. Subject to subsection 5, a member is a member with dependants (unaccompanied) if they meet all of the following.

- a. The member's dependant was recognised as a dependant under one of the following.
 - i. Subsection 1.3.85.5.
 - ii. Subsection 1.3.85.5A.
 - b. The member does not normally live with the dependant.
5. If a member's dependant is another member, the members are categorised as follows.
- a. If one of the members lives with all the members' dependants, the member not living with a dependant is categorised as a member with dependants (unaccompanied).
 - b. If neither member is living with a dependant, or both members are living with dependants, any of the following applies.
 - i. If the members elect, the member elected to be member with dependants (unaccompanied) is categorised as member with dependants (unaccompanied).
 - ii. If the members do not elect, the senior member is categorised as member with dependants (unaccompanied).
6. The CDF may decide that a member is taken to be a member with dependants (unaccompanied) having regard to the following criteria.
- Note:** This discretion may be used for a member categorised as a member with dependants under subsection 1.3.95.3 (see subsection 7).
- a. Whether Service or compassionate reasons meant the member was unable to meet the requirements of subsections 2 or 3.
 - b. The health and welfare of the member and dependants.
 - c. Any other relevant matter.
7. A member is eligible to be categorised as a member with dependants (unaccompanied) if all of the following apply.
- a. The member is not provided with removal benefits for their dependants to move to a personal location.
 - b. At least 1 dependant living in the home in the personal location is not a child.
- Note:** A child is defined in section 1.3.81 to include a child of the member or their partner who is up to 21 or who has an invalidity or a disability, regardless of age.

8.3.7 Ending member with dependants (unaccompanied) categorisation

A member stops being a member with dependants (unaccompanied) if any of the following circumstances apply to them.

- a. The member's circumstances have changed, and the member does not qualify for the member with dependants (unaccompanied) category.
- b. The CDF determines that a categorisation ceases for a member even though the circumstances on which it was granted have not changed. The CDF must be satisfied that the member no longer meets the purpose of the category. The CDF must inform the member of the decision.

- c. The CDF decides that a categorisation ceases for a member as the member's circumstances have changed, and the member does not qualify for the former category.

8.3.8 Processes for categorisation as member with dependants (unaccompanied)

1. A member who wishes to be categorised as a member with dependants (unaccompanied) under section 8.3.6 must apply in writing.

Exception: An application is not required for categorisation as a short-term member with dependants (unaccompanied) under subsection 8.3.6.3.

2. Each time their family or posting circumstances change, a member must make a fresh application for categorisation under section 8.3.6, if they wish to stay in the member with dependants (unaccompanied) category.

Note: Section 1.5.3 requires a member to inform their Commanding Officer about any change in circumstances that could affect their categorisation.

Part 4: Education assistance

Division 1: General information on education assistance

8.4.4 Purpose

Education assistance helps members pay for additional education costs for their children caused by a posting to a location within Australia.

8.4.6 Changes to eligibility periods

The CDF may bring forward or extend periods of eligibility outlined in this Part. Before approving, the CDF must consider all these factors.

- a. The child's age, school history, educational needs, family circumstances and general welfare.
- b. Facilities offered by schools and educational institutions in the former and gaining locations.
- c. The nature of the education system in the gaining location.
- d. Staff advice from schools and educational institutions in the former and gaining locations.
- e. The circumstances of the member's posting and the likely location of future postings.
- f. Any other assistance available from Defence Member and Family Support to support dependants with special needs.
- g. Any other disabilities of the child.
- h. The interests of the Commonwealth.
- i. Any other factor relevant to the child's educational progress.

8.4.7 Assistance in special circumstances

1. A member is eligible for education assistance if they have not received a benefit for education assistance under this Part for the child and the CDF is satisfied of all of the following.
 - a. The reasons for the member not being eligible for education assistance are beyond the member's control.
 - b. There are special reasons for providing education assistance.
2. Before approving, the CDF must consider both these factors.
 - a. The special circumstances are reasonable and consistent with the purposes of education assistance.
 - b. The member cannot be provided with any other type of education assistance outlined in this Part.

Note: The amount of assistance approved must not exceed the amount outlined in this Part for eligible members in similar circumstances.

Division 2: School students at the gaining location

8.4.8 Purpose

1. If a member's child changes schools due to posting in Australia, their education may be disrupted. This Division assists with the cost of additional educational services. These services help the child meet and maintain their academic standards at the new school so that they don't fall behind academically due to posting.
3. Education assistance in this Division is designed to overcome immediate difficulties as a result of posting. Assistance is limited. If the child continues to experience education difficulties beyond the limits, any further costs are the member's responsibility.

8.4.8A School changes that apply to this Division

This Division applies to a child who moves between the following schools.

- a. The first year of compulsory schooling — primary school.
- b. Primary school — primary school.
- c. Primary school — secondary school.
- d. Secondary school — secondary school.

8.4.9 Member this Division applies to

For this Division, all these conditions must be met.

- a. The member is granted a removal to a new posting location.
- b. The member has a child changing school to the gaining location. The child must meet all these conditions.
 - i. They are under 20 years old.
 - ii. They normally live with the member or adult dependant.
 - iii. They are enrolled in a registered primary or secondary school full-time.
- c. The principal or the child's teacher at the new school provides evidence on the approved form of at least one of the following.
 - i. The child has not reached, or is unlikely to maintain, a sufficient standard in a subject. They require additional tuition that the school cannot provide.
 - ii. The school cannot provide a subject. This must be critical to the child's educational progress or career-choice.
 - iii. The school cannot provide a therapy service. This must be critical to the child's educational progress.
 - iv. The child needs to have a special need assessed to develop a suitable educational program. A government agency is not able to do this within six months of the child's arrival at the gaining location.

- v. A child with a special need critically needs a program or service. A government school at the location cannot provide it. A non-government school at the location can provide it, or another directly related program or service.
- vi. The child is academically gifted and needs a special education program. A government school at the location cannot provide it.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their adult dependant are both eligible for education costs for the same child.

8.4.10 One-on-one tutoring

1. This section applies to a member whose child is a dependant and receives tutoring that is conducted in person between the child and the tutor.
2. A member who has a child who meets a condition in column A of the following table is eligible for assistance with tuition up to the number of hours under column B of the same item.

Item	Column A Conditions	Column B Maximum hours
1.	The child has studied the subject before and the subject is offered at the new school.	14 hours
2.	The child has not studied the subject before and the subject is offered at the new school.	26 hours
3.	The child meets both of the following and the subject is not offered at the new school. <ol style="list-style-type: none"> a. The child is in Year 10, 11 or 12. b. The child needs to study the subject, as it is essential to their career aims. 	40 hours

3. For the purpose of subsection 2, the maximum amount a member can be reimbursed is \$112 an hour for each subject.
4. The benefit under this section may be paid directly to the tutor if the CDF is satisfied that the member is unavailable due to service requirements.

8.4.11 Web-based tutoring

1. Subject to subsection 3, a member is eligible to be reimbursed the cost of a subscription to a web-based tutoring service if the child's teacher or school principal recommends that a child receive tutoring.
2. A member may not be reimbursed any of the following costs.
 - a. Computer software costs.
 - b. Computer hardware costs.
 - c. Internet access costs.
3. A reimbursement under this section is calculated using the following formula.

$$\text{reimbursement amount} = (A \times B) - C$$

Where:

- A** for a condition in an item in column A of the following table — the amount in column B of the same item.

Item	Column A Conditions	Column B Maximum limit
1.	The child has studied the subject before and the subject is offered at the new school.	\$1,572
2.	The child has not studied the subject before and the subject is offered at the new school.	\$2,918
3.	The child meets both of the following and the subject is not offered at the new school. 1. The child is in Year 10, 11 or 12. 2. The child needs to study the subject, as it is essential to their career aims.	\$5,836

- B** is the number of subjects that meet all of the following.
- i. The subject was referred to in evidence provided by the child's new school under paragraph 8.4.9.c.
 - ii. The child is provided with online tuition on the subject.
- C** is the amount reimbursed to the member for any one-on-one tutoring under section 8.4.10.

8.4.12 Conditions for reimbursement to member

For a member to be reimbursed their costs, the educational services must meet both these conditions.

- a. They must be provided within 18 months of the child starting study at the new school.
- b. They must be provided by a qualified person or accredited organisation.

8.4.13 Payments to tutor

A member who meets both the following conditions may elect to have payments made directly to the body that supplied the tutoring, instead of by reimbursement.

- a. The member is away for Service reasons.
- b. It is not practical for the member to apply for a reimbursement.

8.4.14 Children with special needs

1. Education assistance also covers members' children with special needs. It supports access to programs or services not available in the new school or other Government agencies.
2. A member who has a child who is a dependant with special needs is eligible for up to 14 hours of a therapy service if all of the following apply.
 - a. The therapy service is not provided by the school.
 - b. The therapy service is critical to the educational progress of the child.

- c. The therapy service was provided to the child at the previous location.
 - d. The therapy service is provided within 18 months of the child starting at the new school.
 - e. The therapy service is provided by a qualified person or accredited organisation.
3. If subsection 2 applies, the maximum benefit payable for a therapy service is \$112 an hour for each service.
4. A member who has a child who is a dependant with special needs is eligible for the reimbursement of up to \$826 for the cost of an assessment of their needs if all of the following apply.
- a. The assessment is critical to the development of an educational program for the child.
 - b. The assessment is undertaken by a non-government service provider.
5. A member is eligible for the cost of compulsory tuition fees up to \$32,432 a year for a child with special needs to attend a private school with access to a special program if the CDF decides it is reasonable.
- 5A. A member who receives a benefit under subsection 5 must pay a contribution of \$403 a year.
6. For approval under subsection 5, all these conditions must be met.
- a. The program or service must have been provided to the child by a government school at the losing location.
 - b. The program or service cannot be provided by an accessible government school at the gaining location.
 - c. The program or service can be provided by a private school.
 - d. It is critical that the child attends the private school for educational progress.
7. For subsection 5, the CDF must also consider all these factors.
- a. The child's age, school history, educational needs, family circumstances and general welfare.
 - b. Facilities offered by schools and educational institutions in the former and gaining locations.
 - c. The nature of the education system in the gaining location.
 - d. Staff advice from schools and educational institutions in the former and gaining locations.
 - e. The circumstances of the member's posting and the likely location of future postings.
 - f. Any other assistance available from Defence Member and Family Support to support dependants with special needs.
 - g. Any other disabilities of the child.
 - h. The interests of the Commonwealth.
 - i. Any other factor relevant to the child's educational progress.

8.4.15 Education assistance extension

The maximum number of hours of education assistance benefits can be extended by up to 14 hours for each subject or therapy service if the CDF is satisfied of all of the following.

- a. The child requires further tuition or therapy to sustain academic performance.
- b. The principal of, or the child's teacher at, the new school has provided evidence that an extension is required because the child has not reached their academic standards.
- c. The benefit to be extended was provided under one of the following.
 - i. Subsection 8.4.10.2 table item 1.
 - ii. Subsection 8.4.14.2.

Division 3: Loss of scholarship

8.4.16 Purpose

Education assistance in this Division assists a member with educational costs that would have been covered by a scholarship that their child can no longer access as a result of changing schools due to the member's posting.

8.4.17 Member this Division applies to

For this Division, the member must meet all these conditions.

- a. The member is posted to another location.
- b. The member's child held a scholarship for education at a school in the losing location. The child could not use the scholarship because they changed schools to the gaining location.
- c. The member is not eligible for any other education assistance outlined in this Part.

Note: Section 1.6.1 applies to this section and may affect the reimbursement provided if a member and their adult dependant are both eligible for reimbursement for loss of a scholarship for the same child.

8.4.18 Loss of scholarship

1. The member is eligible for reimbursement of any of the following educational costs incurred at the gaining location.
 - a. Compulsory tuition fees.
 - b. Textbooks.
2. The costs incurred by the member under subsection 1 must be for education of a kind that the child would have received under the scholarship.
3. The total amount of reimbursement must not exceed any of the following.
 - a. The unused part of the scholarship.
 - b. If a sublimit applies to a specified type of expense — the maximum for that sublimit.

Division 4: School students not at a posting location

8.4.19 Purpose

Sometimes a member's child does not accompany them to the gaining location. This Division assists the member with compulsory tuition fees and accommodation costs in some circumstances.

8.4.20 Member this Division applies to

1. For this Division, the member must meet all the following conditions.
 - a. The member is granted a removal to a new posting location within Australia.
 - b. The member has a child who meets all the following conditions.
 - i. They are under 20 years old.
 - ii. They normally live with the member or adult dependant.
 - iii. They are in an Australian school in Year 9, 10, 11 or 12, or an earlier year that the CDF decides is critical to the child's education.
 - iv. They are not repeating a school year to improve results.
 - c. The member elects for the child to attend school at one of these locations in Australia.
 - i. The losing location.
 - ii. A personal location approved by the CDF.
2. For subparagraphs 1.b.iii and 1.c.ii, the CDF must consider all these factors.
 - a. The child's age, school history, educational needs, family circumstances and general welfare.
 - b. Facilities offered by schools and educational institutions in the former and gaining locations.
 - c. The nature of the education system in the gaining location.
 - d. Staff advice from schools and educational institutions in the former and gaining locations.
 - e. The circumstances of the member's posting and the likely location of future postings.
 - f. Any other assistance available from Defence Member and Family Support to support dependants with special needs.
 - g. Any other disabilities of the child.
 - h. The interests of the Commonwealth.
 - i. Any other factor relevant to the child's educational progress.
3. For subparagraph 1.c.ii, the CDF must additionally consider any family support available to the child in the personal location.

8.4.21 Rates of reimbursement

1. Subject to subsection 2 and section 8.4.22, a member who incurs a cost for a purpose in column A in a year is eligible for a reimbursement of the cost incurred up to the amount specified in column B and must pay the contribution specified in column C of the following table.

Item	Column A Purpose	Column B Maximum reimbursement	Column C Contribution
1.	Compulsory tuition fees.	\$32,432	The higher of the following. a. \$403. b. The amount equal to the contribution they would normally have incurred for their child's continued attendance at that school.
2.	If in boarding school or a commercial establishment, the cost of board.	\$27,845	Either of the following. a. For the first year of boarding — \$2,944. b. For every other year of boarding — \$3,345.
3.	If accommodated privately, the cost of board.	\$17,345	

- 1A. For the purpose of subsection 1, all of the following apply.
 - a. Boarding arrangements do not include supervision of the child in a member's home.
 - b. Private accommodation does not include a home owned by the member or their dependant.
2. Reimbursement under this section must be reduced if other assistance is provided. This table outlines these reductions.

Item	If the member receives...	the benefit must be reduced by...
1.	other government assistance for the cost of attendance at school	the total value of that assistance.
2.	assistance for the purchase of textbooks and equipment	half the value of that assistance.

8.4.22 Period of reimbursement

1. For this Division, the period of reimbursement to a member begins on the later of these days.
 - i. The first day of the child's next school term, after the member is notified of posting.
 - ii. The day the child begins to board at the other location.
2. The reimbursement period ends on the earlier of these days.
 - i. The last day of the child's attendance at the school.

- ii. The day the member ceases continuous full-time service.
- 3. If a child is absent from school for 12 weeks or more, the member is not eligible for education assistance for the period.
- 4. In certain cases, a child may stop attending the school for reasons beyond the control of the child or member. This includes Service, medical or other compassionate reasons. If the member has paid school fees or accommodation in advance, the member will be reimbursed for the period they have paid for.

Note: This subsection only applies to a member who cannot be refunded costs by the school.

- 5. A member receiving education assistance may become ineligible during the reimbursement period.
- 6. A member cannot be reimbursed boarding costs during school holidays, or while the member or an adult dependant lives within the student's location.

Exception: The CDF may approve reimbursement of the accommodation costs to the member in special circumstances.

- 7. For subsection 6, the CDF must consider all these factors.
 - a. Any family support available to the child in the personal location.
 - b. The child's age, school history, educational needs, family circumstances and general welfare.
 - c. Staff advice from schools and educational institutions in the former and gaining locations.
 - d. The circumstances of the member's posting and the likely location of future postings.
 - e. Any other assistance available from Defence Member and Family Support to support dependants with special needs.
 - f. Any other disabilities of the child.
 - g. The interests of the Commonwealth.
 - h. Any other factor relevant to the child's educational progress.

Division 5: Tertiary students not at member's posting location or dependant's personal location

8.4.23 Purpose

This Division assists members with the accommodation costs of a child in tertiary education when they are living away from home.

8.4.24 Member this Division applies to

1. This Division applies to a member who meets all these conditions.
 - a. The member has a child who meets all these conditions.
 - i. They are less than 25 years old.
 - ii. They are doing a full-time undergraduate course at a tertiary institution within Australia.
 - iii. Their selected course is not offered at an institution within the member's posting location or the dependant's personal location.
 - iv. They are not eligible for Youth Allowance as an independent full-time student living away from home.
 - b. The member incurs costs for the child's accommodation and the member does not own the accommodation.
2. Despite subsection 1, a member is eligible for benefits under this Division if all the following apply.
 - a. The member's child can attend an equivalent course in the member's posting location or the dependant's personal location but needs to study elsewhere.
 - b. The CDF is satisfied that it is reasonable in the circumstances.
3. For the purpose of subsection 2, the CDF must consider all the following.
 - a. If family members can provide support to the student.
 - b. Factors relevant to the course of study or research, including the availability of specialist academic staff.
 - c. The child's age, school history, educational needs, family circumstances and general welfare.
 - d. The circumstances of the member's posting and the likely location of future postings.
 - e. Any other assistance available from the Defence Member and Family Support to support dependants with special needs.
 - f. Any other disabilities of the child.
 - g. The interests of the Commonwealth.
 - h. Any other factor relevant to the child's educational progress.

- i. If the need has arisen as a consequence of the member being posted to a new location — all of the following.
 - i. The facilities offered by educational institutions in the former and gaining locations.
 - ii. Staff advice from educational institutions in the former and gaining locations.
 - iii. The nature of the education system in the gaining location.

8.4.25 Rate and period of assistance

1. The member is eligible to be reimbursed up to \$440 a fortnight for accommodation costs.
2. The period for reimbursement of these costs begins on the day the child begins tertiary education. The period ends on the earliest of these events.
 - a. The day the child fulfils the minimum requirements to complete the course.
 - b. After a total of three years' assistance.
 - c. If any change in circumstances make the child ineligible for assistance under this Division.
 - d. The day the member ceases to be eligible under this Division, for any other reason.
3. A member cannot be reimbursed for any of the following during the period of eligibility in subsection 2.
 - a. Accommodation costs during course breaks that occur at the end of a semester or academic year, unless the student has a fixed term lease arrangement that requires the student to pay rent during such course breaks.
 - b. Accommodation costs while the member or an adult dependant lives in the student's location.
 - c. Forgone rent.
 - d. Rates.
 - e. Mortgage payments.
4. The CDF may approve accommodation costs in special circumstances. The CDF must consider any relevant factors in the following list.
 - a. The child's age, school history, educational needs, family circumstances and general welfare.
 - b. Staff advice from educational institutions in the former and gaining locations.
 - c. The circumstances of the member's posting and the likely location of future postings.
 - d. Any other assistance available from Defence Member and Family Support to support dependants with special needs.
 - e. Any other disabilities of the child.
 - f. The interests of the Commonwealth.
 - g. Any other factor relevant to the child's educational progress.

- h. The student's accommodation lease arrangements.

Part 5: Emergency Support for Families Scheme

8.5.1 Purpose

This Part has two purposes.

- a. To support the well-being of a member's dependants while the member is absent on duty.
- b. To provide short-term emergency support for a member's dependants during an emergency situation.

8.5.3 Eligibility for emergency support

1. A member's dependants are eligible for emergency support for an emergency situation if all of the following apply.
 - a. The member is in one of the following situations.
 - i. They are absent from home for Service reasons.
 - ii. They are required to perform duty outside their working hours with less than 48 hours' notice.
 - iii. They are in hospital or unable to provide care to their dependants for a medical reason.
 - b. An application for emergency support has been through one of the following.
 - i. The Defence Member and Family Helpline.
 - ii. The member's local Defence Member and Family Support office.
 - c. The CDF is satisfied that the grant of emergency support is appropriate, having regard to the following.
 - i. Whether the member's dependants have insufficient immediate family or local support.
 - ii. The recommendations made by a Defence Member and Family Support social worker.
 - iii. The needs of the member's dependants.
 - iv. Whether the member's dependants have experienced an emergency situation.

8.5.4 Applying for emergency support

For the purpose of section 8.5.3, any of the following persons may apply for emergency support.

- a. The member.
- b. The member's dependants.
- c. The unit commander if any of the following agree to receive the support.
 - i. The member.

- ii. The member's dependants.
- iii. The dependant's authorised representative.

8.5.5 When emergency support has been approved

Emergency support includes the following.

- a. Organisation of professional care and emotional support for the family.
- b. Case management services to the family throughout the emergency, with regular feedback to the people who have been agreed upon in the support plan.
- c. Other support measures as required in consultation with the affected family.
- d. Development of a longer term strategy to promote the well-being of the family for the remainder of the member's period of absence.
- e. A service provided under section 8.5.6.

8.5.6 Types of services available

1. The types of emergency services available to a member's dependants may include any or all of the following up to a combined maximum cost of \$3,000 for each emergency.

Item	The services of...	may be provided by...
1.	dependant care	professional providers.
2.	specialist dependant care	
3.	housekeeping	
4.	child minding	
5.	respite care	
6.	travel for immediate family to provide support to the member's dependants	Defence Member and Family Support, through the Defence Travel Contract.

2. Despite subsection 1, if a service listed at items 1-5 is not available in the dependant's location, the CDF may approve payment of travel and associated costs to a provider sourced from another location. The service providers' travel and associated costs are taken into account as part of the cap on assistance payments in subsection 1.
3. Assistance under this section is only provided to a member's dependants for emergency services recommended in the social worker's support plan.
4. The assistance toward the cost of the emergency services is paid by the following means, up to the maximum cost for the emergency.

Item	If the services were...	Defence Member and Family Support will...
1.	paid for by the member's dependants	reimburse the cost of the services on presentation of receipts to Defence Member and Family Support.
2.	provided and an invoice was issued by the service provider	pay the service provider on presentation of the invoice.

Part 6: Dependants with special needs

Division 1: Posting assistance

8.6.1 Purpose

The purpose of this Division is to provide assistance to a member who has a dependant with special needs on posting.

8.6.2 Member this Division applies to

This Division applies to a member who meets all the following.

- a. They have a dependant with special needs under section 1.3.84.
- b. They have been granted a removal under Chapter 6 Part 5 Division 1 as a result of a posting.

8.6.3 Limitations on assistance

A member is not eligible for assistance under this Part for services that are provided to them by any other Commonwealth body, State or Territory Government department, or Government funded agencies.

8.6.4 Payment

Assistance under section 8.6.6 and 8.6.7 is paid in one of the following ways.

- a. If services were paid for by the member — by reimbursement to the member.
- b. If an invoice was issued by the service provider to the member — by payment to the service provider.

8.6.5 Special needs pre-posting visits

1. A member is eligible for travel and accommodation for a pre-posting visit to the new posting location if all the following apply.
 - a. The visit is supported by the member's Commanding Officer at the losing location.
 - b. The CDF is satisfied all of the following apply.
 - i. The dependant with special needs requires direct contact with the relevant departments or institutions in the new posting location.
 - ii. The proposed travel is reasonable in the circumstances.
 - c. The member applies using the approved form.

Note: Meals and incidentals are not included under subsection 1.

2. The benefit under subsection 1 may be provided for any of the following.
 - a. The dependant with special needs who is travelling under subsection 1.

- b. The member or their partner if they travel with the member's dependant with special needs.
- c. Any other person whom the CDF is satisfied it is necessary to have accompany the dependant with special needs.

Note: Special needs pre-posting visits are in addition to approved house-hunting trips under Chapter 7 Part 1 Division 4.

- 3. Despite section 9.1.3, travel under this section can be by a means that is not the most economical if the CDF is satisfied it is appropriate after considering the needs of the dependant with special needs.
- 4. Despite section 9.5.16, accommodation under this section can be by a means that is not the most economical if the CDF is satisfied it is appropriate after considering the needs of the dependant with special needs.

8.6.6 Assistance with respite, personal care or therapy services

- 1. Subject to subsection 2, a member is eligible for assistance with care or therapy services for their dependant with special needs if all the following apply.
 - a. There is evidence that the assistance applied for was provided in the former posting location, or that the family was on a waiting list in that location.
 - b. The dependant is on a government waiting list for the therapy and respite services in the new posting location.
 - c. State or Territory assistance is not available or has a waiting period.
 - d. The member applies using the approved form.
- 2. Respite care will only be provided if no other forms of care are available.
- 3. In this section, **care or therapy services** means any of the following.
 - a. Respite care.
 - b. Personal care.
 - c. Therapy services.
 - d. Early intervention program that provides assistance to promote the development of preschool aged children with special needs.

8.6.7 Assistance with equipment hire

- 1. Subject to subsection 2, a member is eligible for financial assistance to hire equipment in their posting location if all the following apply.
 - a. One of the following applies.
 - i. Specialist equipment used at their former posting location provided by a local Government funded service could not be transported to their posting location.
 - ii. The dependant was on a waiting list for the equipment at the former posting location.
 - b. The dependant is on a waiting list for the equipment in their posting location.

- c. The member has provided the following to Defence Member and Family Support.
 - i. Evidence of an approved application for placement on waiting lists for Government funded services at their posting location.
 - ii. Evidence that the type of equipment applied for was provided at their former posting location or that the family was on a waiting list in that location.
 - iii. Evidence that equipment is not transportable or was provided by local Government funded services at the former posting location.
 - d. The member applies using the approved form.
2. The amount of assistance in subsection 1 cannot exceed the cost of hiring the specialist equipment that the member had in the former posting location.

8.6.8 Special housing needs

- 1. A member is eligible for the following at their posting location.
 - a. Subject to subsection 2, any of the following housing modifications.
 - i. Modifications that are similar to those at the member's residence in the former posting location.
 - ii. If they are not split-system air conditioners — installation or removal of window mounted air conditioners and heaters that are portable and have been purchased by the member.
 - iii. If carpet is a trigger for a severe allergic reaction, as confirmed by specialist medical advice based on appropriate allergy testing — removal of carpets.
 - iv. Modifications that improve accessibility for the dependant.
 - b. A Service residence in a higher rent band if the CDF is satisfied it is reasonable after considering the special needs of the member's dependant.
 - c. Housing located close to the dependant's school.
- 2. The CDF must be satisfied that house modifications under paragraph 1.a are appropriate and will not significantly alter the structure of the house.

8.6.9 Unpacking assistance during removal

- 1. Subject to subsection 2, a member is eligible for unpacking assistance at their new posting location if all the following apply.
 - a. The member requires assistance with unpacking for either of the following reasons.
 - i. The member is absent due to Service reasons.
 - ii. The member has a medical condition that limits their ability to unpack.
 - b. The CDF is satisfied of one the following after considering any medical evidence provided.
 - i. If the member's dependant with special needs is an adult — the dependant has a severe medical issue that will limit their ability to assist with unpacking.

- ii. If the member's dependant with special needs is not an adult — the dependant has a severe medical issue that will limit the member or their partner's ability to assist with unpacking.
- 2. In this section **unpacking assistance** means assistance that meets all the following.
 - a. It is limited to 2 Commonwealth removalists assisting for 4 hours in duration.
 - b. It is provided at the time the home contents are delivered.

Division 2: Assistance when there is no removal to a new posting location

8.6.10 Purpose

The purpose of this Division is to provide assistance to a member who has a dependant with special needs who has not been granted a removal to a new posting location.

8.6.11 Member this Division applies to

This Division applies to a member who meets all the following.

- a. They have a dependant with special needs under section 1.3.84.
- b. They are not eligible for assistance under Division 1.

8.6.12 Additional assistance

1. Subject to subsection 2, a member is eligible to the following if the CDF is satisfied it is reasonable.
 - a. A Service residence in a higher rent band than their rank group is eligible for under subsection 7.6.13.1 if the CDF is satisfied it is appropriate after considering the special needs of the member's dependant.
 - b. Unpacking assistance under section 8.6.9.
2. The member must apply in writing for assistance using the approved form.

Part 7: Family assistance for attendance at a Court of Inquiry

8.7.1 Purpose

1. A Court of Inquiry provides a benefit to members as it determines the facts and circumstances surrounding an incident or situation they may have been involved in.
2. The purpose of this Part is to provide assistance to a member's family for their attendance at a Court of Inquiry involving an injured or deceased member.
3. This assistance is provided on the basis that a person does not gain or lose financially when attending a Court of Inquiry.

8.7.2 Definitions used in this Part

In this Part **Court of Inquiry** has the same meaning as in regulation 3 of the *Defence (Inquiry) Regulations 1985*.

8.7.3 Persons who this Part applies to

1. This Part applies to the following people.
 - a. The spouse or partner of the member.
 - b. A child of the member.
 - c. A parent of the member.
 - d. A parent of the member's spouse or partner.
 - e. A dependant of the member.
2. The CDF may approve assistance under this Part for people other than those listed subsection 1 having regard to the following.
 - a. Any recommendation made by the Director General Defence Member and Family Support.
 - b. Whether the person has been authorised to appear under regulation 33 or regulation 121 of the *Defence (Inquiry) Regulations 1985*.
 - c. Whether the person's presence is necessary to provide support to a person under paragraph b.

8.7.4 Persons this Part does not apply to

This Part does not apply to a person who is not covered by either subsection 8.7.3.1 or subsection 8.7.3.2 even if they have an interest in a Court of Inquiry for any period.

8.7.5 When assistance under this Part ceases

The assistance under this Part ceases on the day after the close of the Court of Inquiry hearings.

8.7.5A Assistance for attendance at a briefing

A person is eligible for assistance under this Part after the close of the Court of Inquiry hearings if the CDF considers it reasonable for the person to attend a briefing before the public release of the report.

8.7.6 Assistance with domestic travel

1. This section does not apply to a person who lives within 30 kilometres of the location of the Court of Inquiry.
2. The CDF may approve payment of vehicle allowance to a person if the CDF considers it reasonable to assist the person to travel to attend the Court of Inquiry on a daily basis.
3. A person who gets vehicle allowance under this section is to be reimbursed any parking fees and road tolls incurred for the purpose of attending the Court of Inquiry. The person must provide official receipts.

Exception: This does not include the cost of any parking or traffic fines.

4. If the CDF considers it unreasonable for a person to travel to attend the Court of Inquiry on a daily basis, the CDF may approve a return economy class trip within Australia.
5. Approval to travel under subsection 4 may include travel on the day before the Inquiry starts and the day after the Inquiry finishes.
6. A person is eligible for a maximum of 3 return journeys home in any 2 month period if there is a break of more than 5 days between sitting days.
7. The Director General Defence Member and Family Support may approve additional return trips in extenuating circumstances. The Director General Defence Member and Family Support must consider the following circumstances.
 - a. The number of times the Court sits.
 - b. The nature of the evidence being presented.
 - c. Family emergency.
8. A person is to be provided with cab charges for the trip from their home to the airport or station and to their accommodation.
9. A person who makes their own arrangements for travel cannot apply for reimbursement under this section.

8.7.7 Assistance with accommodation

1. A person is eligible for accommodation costs if the CDF is satisfied, after considering advice from Defence Member and Family Support, that it is unreasonable for the person to travel to attend the Court of Inquiry on a daily basis.
2. If the CDF considers it unreasonable for the person to walk from the accommodation under subsection 1 to attend the Court of Inquiry the person may be provided with assistance.
3. A person who makes their own arrangements for accommodation or travel to the Court of Inquiry venue cannot apply for reimbursement under this section.

8.7.8 Assistance with meals

1. Subject to subsection 1A, a person receiving accommodation assistance under section 8.7.7 is eligible for the following payments for breakfast, lunch and dinner.
 - a. If the person is less than 10 years old — half the rate set out in section 9.5.35 for the rank of colonel or lower.
 - b. If the person is 10 years or older — the rate set out in section 9.5.35 for the rank of colonel or lower.
- 1A. The person is not eligible for assistance for a meal if the meal is provided at no cost to the person.
2. If a child under 18 years of age is eligible for meal allowance under this section, the payment will be made to the parent, adult relative or legal guardian they are travelling with. If the child is travelling alone, the meal allowance will be paid to them.

8.7.9 Assistance with incidental expenses

1. Each family unit of people eligible for accommodation under section 8.7.7 may also be provided with a weekly allowance for incidental expenses. This allowance is to assist in covering incidental expenses such as phone calls and laundry expenses.
2. For the purposes of this Part, one family unit includes all of the following people.
 - a. The spouse or partner and children of the member.
 - b. Parents of the member.
 - c. A parent of the member's spouse or partner.
3. A person nominated by the family unit is eligible for the weekly amount of incidentals allowance payable under subsection 9.5.41.2 table item 3.
4. The CDF may approve a higher rate of payment for incidental expenses if it is reasonable, on a case by case basis.

8.7.10 Assistance with dependant or child care

1. A person may require assistance with dependant caring responsibilities to enable them to attend a Court of Inquiry.
2. The CDF may approve payment of reasonable costs for this dependant care.
3. The types of dependant care available to a person under this Part may include any or all of the following.

Item	These services may be provided...	by...
1.	Travel for extended family to provide support to the member's dependants	professional providers organised through the Defence Travel Contract
2.	Dependant care	family members or professional providers
3.	Specialist dependant care	
4.	Child minding	
5.	Respite care	

4. Travel for extended family arranged under item 1 of subsection 3 may be to either of the home location of the member's dependants or to the location of the Court of Inquiry.
5. If it is not reasonably practicable for the extended family to travel to the home location of the member's dependants or the location of the Court of Inquiry, travel may be provided for the member's dependants to travel to the home location of the extended family.

8.7.12 Accountability

A person must sign the attendance diary maintained by the Court of Inquiry for each day that they receive benefits under this Part.

Part 7A: Assistance for attendance at a Royal Commission

8.7A.1 Purpose

The purpose of this Part is to provide assistance to a member's nominated support person so they can provide support to a member who attends a Royal Commission hearing as a witness.

8.7A.2 Definitions

In this Part the following apply.

Decision maker means the Director Governance Royal Commission into Defence and Veterans Suicide – Taskforce.

Member includes the following.

- a. A member of the Reserves.
- b. A former member.

Royal Commission has the same meaning as in section 1B of the *Royal Commissions Act 1902*.

8.7A.3 Persons who this Part applies to

This Part applies to a person nominated by a member, who is summoned as a witness at a Royal Commission hearing, to provide support to the member at the Royal Commission hearing.

8.7A.4 When assistance under this Part ceases

The assistance under this Part ceases on the day after the conclusion of the Royal Commission hearing.

8.7A.5 Assistance with transport

1. This section does not apply to a person who lives within 30 kilometres of the location of the Royal Commission hearing.
2. A person is eligible for any of the following if the decision maker is satisfied it is reasonable to assist the person to travel to attend a Royal Commission hearing attended by the member.
 - a. If the person travels by private vehicle — all of the following.
 - i. Vehicle allowance under Chapter 9 Part 6 Division 5 for the journey to and from the location of the Royal Commission hearing.
 - ii. Reimbursement of any parking fees and road tolls incurred in connection with attending the Royal Commission hearing, if they provide receipts.
 - b. If the person travels by air — all of the following.
 - i. A return economy class flight within Australia to and from the location of the

Royal Commission hearing.

- ii. The cost of transport for the journey to and from the airport where the flight arrives or departs.
- c. If the person travels by any other means of transport within Australia — the cost of the transport.

8.7A.6 Assistance with accommodation

1. A person is eligible for accommodation costs if the decision maker is satisfied it is unreasonable for the person to attend the Royal Commission hearing without the accommodation being provided.
2. The person is eligible for reasonable transport costs between the accommodation and the location of the Royal Commission hearing if the decision maker is satisfied it is unreasonable for the person to walk to and from the accommodation.

8.7A.7 Assistance with meals

1. Subject to subsection 2, a person is eligible for an allowance for a meal at one of the following rates if the decision maker is satisfied it is reasonable.
 - a. If the person is less than 10 years old — half the rate set out in Annex 9.5.A Part 4 table item 1 for the relevant meal.
 - b. If the person is 10 years or older — the rate set out in Annex 9.5.A Part 4 table item 1 for the relevant meal.
2. The person is not eligible for assistance for a meal if the meal is provided at no cost to the person.
3. If a person under 18 years of age is eligible for assistance under this section the payment is made to the following.
 - a. If they are travelling with a parent, adult relative or legal guardian — to the parent, adult relative or legal guardian.
 - b. If they are travelling alone — to the child.

8.7A.8 Assistance with incidental expenses

1. A person is eligible for incidentals allowance if the decision maker is satisfied it is reasonable.
2. The rate of incidentals allowance is one of the following.
 - a. The amount payable to a member under subsection 9.5.41.2 table item 3.
 - b. If subsection 3 applies, the rate set by the decision maker.
3. The rate of allowance may exceed the limit in paragraph 2.a. if the decision maker is satisfied that the maximum amount payable under paragraph 2.a. is not sufficient in the circumstances.

8.7A.9 Assistance with dependant or child care

1. A person is eligible for assistance with caring responsibilities for a dependant if the decision maker is satisfied it is reasonable having regard to the support being provided to the member attending Royal Commission hearing.
2. Assistance under subsection 1 includes any of the following.
 - a. Transport to and from any of the following for the person's dependant.
 - i. The home of the dependant.
 - ii. The home of the person who will care for the dependant.
 - b. Transport to and from any of the following for the person who will care for the dependant.
 - i. The home of the person who will care for the dependant.
 - ii. The location of the Royal Commission hearing.
 - c. Any of the following services.
 - i. Dependent care.
 - ii. Specialist dependent care.
 - iii. Child minding.
 - iv. Respite care.
3. In this section, a person's **dependant** means someone the decision maker is satisfied is dependent on the person.

Part 8: Family assistance for attendance at a coronial inquest

8.8.1 Purpose

1. The purpose of this Part is to provide assistance for Australian Defence Force members' families to attend the coronial inquest at the Coroners Court of Queensland (Numbers 3191, 3192 and 3194 of 2012) into the deaths of three Defence members, LCPL Stjepan Rick Milosevic, SPR James Thomas Martin, and PTE Robert Hugh Frederick Poate, who died on operational service on 29 August 2012 in Afghanistan.
2. This assistance is provided on the basis that a person does not gain or lose financially when attending the coronial inquest and associated events.

8.8.2 Definitions

In this Part, **decision-maker** means Director General Select Strategic Issues Management.

8.8.3 Persons who this Part applies to

A decision-maker may approve assistance for persons in any of the following classes.

- a. A member of the family of an ADF member whose death is the subject of the coronial inquest.
- b. A person whose role it is to support a person approved under paragraph a.

8.8.4 Assistance with travel

1. A decision-maker may approve assistance with travel costs for an approved person if it would be unreasonable for them to travel to attend the coronial inquest or a related event on a daily basis.
2. An approved person may be provided with travel assistance up to the amount that would be payable if they were an ADF member at the rank of Colonel or lower on duty travel. This includes the following costs.
 - a. Return travel door to door from the person's home to the location of the coronial inquest.
 - b. Accommodation, either booked from normal accommodation stock provided for Defence or paid for up to the amount a member would receive as travelling allowance.
 - c. Assistance with the cost of meals up to the amount a member would receive as travelling allowance.
 - d. Payment of reasonable travel costs between the accommodation and the venue of the coronial inquest, if it would be unreasonable for the person to walk that distance.
 - e. Payment for incidental expenses, at the amount a member would receive as travelling allowance. This is an amount to assist with the purchase of items such as tea, coffee and laundry.
3. An approved person under paragraphs c, d and e is eligible for travel assistance for the daily costs of travel to and from the inquest venue if they live locally.

8.8.5 Assistance with legal representation

1. A decision-maker may approve assistance with the costs of legal advice and representation for a person approved under paragraph 8.8.3.a in accordance with the following table.

Item	If the approved person...	then the decision-maker may pay the reasonable costs of...
1.	chooses to be represented in the coronial inquest	the approved person's legal representation.
2.	chooses not to be represented in the coronial inquest	legal advice provided to the approved person.
3.	chooses to be represented in the coronial inquest but leave to appear is refused	

2. In deciding whether a cost associated with providing legal advice and representation is reasonable, the decision-maker must have regard to the following guidance.
 - a. Any guidance on costs provided by the Office of Legal Services Coordination.
 - b. The Commonwealth Financial Assistance Schemes Assessment of Costs, dated July 2012, published by the Attorney-General's Department.
3. Legal costs are for appearance and advice relating to the coronial inquest only. Legal costs relating to disputes between approved persons are not reimbursed under this Part.
4. If an approved person is not granted leave to appear in the relevant inquest by the Court, then costs may only be reimbursed under this section up to the time that leave is refused.

Part 9: ADF family health program

8.9.1 Purpose

This Part provides reimbursement for health costs incurred within Australia by a dependant registered under the ADF family health program.

8.9.2 Definitions

In this Part the following apply.

Allied health service has the same meaning given under section 4 of the *Health Insurance (Allied Health Services) Determination 2014*.

Claimant means any of the following.

- a. The member.
- b. The member's eligible dependant.
- c. A legal personal representative of the member or an eligible dependant.

Eligible dependant means a member's dependant who meets all of the following.

- a. They are listed on PMKeyS as a dependant.
- b. They are registered for the family health program.
- c. They are not a member.

Family health program means the ADF family health program.

Medicare benefit means an item for which a rebate is payable under the *Health Insurance Act 1973*.

Out of pocket expense means the difference between the amount that is charged for a service or a product for which a reimbursement may be made under this Part and the amount of Medicare or private health insurance rebate that may be paid for that item.

Specialist means a person who meets the definition of specialist under section 3 of the *Health Insurance Act 1973*.

Specialist services means services which are provided by a specialist in consulting rooms, or in a hospital or institutional setting.

8.9.3 Members this Part applies to

This Part applies to any of the following members and their eligible dependant.

- a. A member of the Permanent Forces.
- b. A member of the Reserves on continuous full-time service.

8.9.4 Registration of newborns

The registration day of a newborn in the family health program is their date of birth if they

are registered in the family health program within 3 months of their date of birth.

8.9.5 Application for reimbursement

A claimant must apply for reimbursement under this Part within 12 months of the services or products being provided.

8.9.6 Reimbursement – General practice setting

1. Subject to subsection 2, a claimant is eligible to be reimbursed out of pocket expense incurred in relation to medical services that meet all of the following.
 - a. The service is provided to an eligible dependant.
 - b. The service is provided by, or on behalf of, a general practitioner within their general practice setting.
2. A medical service in subsection 1 must meet one of the following.
 - a. If the claimant is eligible for Medicare — the service has a Medicare benefit item number.
 - b. If the claimant is not eligible for Medicare — it is reasonable to expect a Medicare rebate for the service would be payable if they were eligible for Medicare.

8.9.6A Reimbursement benefit

1. A claimant is eligible to be reimbursed up to \$400 in a financial year for each of their eligible dependants for services or products provided under any of the following.
 - a. Section 8.9.7, Reimbursable items – Specialists, allied health services and related products.
 - b. Section 8.9.7A, Reimbursable items – Nicotine dependency reduction.
 - c. Section 8.9.7B, Reimbursable items – Ambulance cover.
2. A benefit under this section may be transferred to another eligible dependant of the member.
3. Costs incurred for admissions, stays and accommodation in hospitals or institutional settings are not reimbursable.

8.9.7 Reimbursable items – Specialists, allied health services and related products

1. For the purpose of section 8.9.6A, out of pocket expenses relating to the following services or products provided to an eligible dependant are reimbursable.
 - a. Consultation with a specialist if the service provided has a Medicare benefit item number.
 - b. Medically prescribed appliances.
 - c. Remedial massage services by a provider registered with the Australian Regional Health Group.

- d. An allied health service.
 - e. From 15 December 2022, vaccinations provided by a chemist or other non-general practice provider.
 - f. From 15 December 2022, any prescriptions that are under the Pharmaceutical Benefits Scheme.
2. Despite subsection 1, a reimbursement cannot be made for a service or product if any of the following apply.
- a. The service or product attracts GST.
 - b. The service is cosmetic.

8.9.7A Reimbursable items – Nicotine dependency reduction

For the purpose of section 8.9.6A, from 15 December 2022, out of pocket expenses relating to the following services or products provided to an eligible dependant are reimbursable.

- a. Nicotine replacement therapy.
- b. Any of the following community based programs to reduce tobacco use and nicotine addiction.
 - i. Smokenders.
 - ii. Allan Carr's Easyway.

8.9.7B Reimbursable items – Ambulance cover

For the purpose of section 8.9.6A, from 15 December 2022, the cost of ambulance cover that is not a part of a private health insurance hospital or extras policy for an eligible dependant is reimbursable.

Note: Any expenses for an ambulance service that are not provided under the ambulance cover are not reimbursable under this Part.

8.9.8 Continuation of benefits following the death of a member

A claimant continues to be eligible for a reimbursement under this Part for 12 months after the death of the member of the eligible dependant.

Part 10: Reserve Assistance Program

8.10.1 Overview

The Reserve Assistance Program provides members of the Reserves and families with professional counselling advice through a contracted service provider.

8.10.2 Person this Part applies to

This Part applies to the following persons.

- a. Either of the following categories of member.
 - i. A member who has provided Reserve service in the financial year in which the session is to be provided.
 - ii. A member who has committed to perform Reserve service in the financial year in which the session is to be provided.

Exception: A member is not able to access the scheme under this paragraph while they are on continuous full-time service. However they may be eligible under paragraphs b or c.

- b. A dependant of a member described in paragraph a.
- c. A member of the household of a member described in paragraph a.

8.10.3 Counselling sessions

1. Persons this Part applies to are eligible for counselling sessions with a Defence contracted service provider.
2. No more than four sessions may be claimed for each issue the person wishes to address.
3. The CDF may grant the person up to four additional sessions for an issue. The CDF must consider the contracted service provider's recommendation about whether more sessions are needed to resolve the issue.
4. The CDF may make the decision in subsection 3 without knowing the identity of the person.
5. If more than one person attends the same session, that session is still only counted once. It is counted against the limit of the person who requested the session.

8.10.4 Multiple benefits

A person's number of sessions under this Part is reduced by any Employee Assistance Program benefit that they are provided with because they are an APS employee employed in the Department of Defence.

8.10.5 Benefits

The only other benefit a member may get under this Determination for attendance at the session is set out in section 3.2.15.

Chapter 9: ADF travel in Australia

9.0.1 Overview

This Chapter sets out a member's travel, baggage, meal and accommodation benefits when they travel in Australia.

9.0.3 Definitions

This table defines terms used in this Chapter.

Term	Definition in this Chapter
Air travel for travel on duty	Air travel booked under the Department of Defence travel contract.
Allowable travel time	Is worked out on the basis of the actual distance in kilometres for the shortest practicable route, divided by one of the following. <ol style="list-style-type: none"> If the member is towing a towable item — 360. If a member or their dependant has a special need — the number of kilometres the CDF believes the person with special needs can travel in a day. In all other cases — 480.
Contracted service provider	The service provider contracted to provide the Commonwealth with accommodation services for its employees and members of the ADF. It is the AOT Group (ABN No. 23 106 495 498).
Most economical means of travel	The means of travel the Commonwealth considers most efficient, practical or appropriate in terms a range of factors. These factors include – but are not limited to – cost to the Commonwealth, availability of transport and time taken to travel.
Normal departmental liability	The amount the Commonwealth would pay for a journey made by a member and any dependants authorised to travel to a place at Commonwealth expense. It includes the following costs. <ol style="list-style-type: none"> The cost of travel to the place by the most economical means. The cost of travel to and from the relevant airports, railway stations and coach terminals. Any taxes or levies on the travel. <p>It does not include goods and services tax (GST) on the fare.</p>
Travel document	A travel document means a ticket (including a Miscellaneous Charges Order, travel warrant, movement requisition or other document) that gives a person who holds it travel at Commonwealth expense.

Part 1: Basic travel benefits

9.1.1 Purpose

This Part provides a member's basic benefits for the following aspects of travel.

- a. The means of travel.
- b. The class of travel.
- c. Travel by own means.
- d. Baggage allowance.

9.1.3 Most economical means of travel

1. The member is eligible for travel by the most economical means of public transport available to the Commonwealth.
2. The CDF will determine the most economical means of travel after considering all these criteria.
 - a. The availability of various means of travel.
 - b. The fares and allowances for the member and any dependants.
 - c. The estimated value of the member's salary and DFRT allowances for the travel time.
3. This value is worked out in this way.

$$\frac{\textit{Fortnightly salary + allowances}}{80}$$

where 80 is the number of hours worked in a fortnight (8 hours a day x 10 days). This formula applies whether travel occurs in or out of working hours.

4. A member is not eligible for the costs of coach travel for themselves or their dependants if air or rail travel is available unless the CDF is satisfied of all the following.
 - a. The cost is the same or less.
 - b. The time taken would not involve extra travelling leave.
5. If the travel is leave travel, salary and DFRT allowances means all salary and allowances payable for recreation leave. These allowances are not included.
 - a. Rent allowance.
 - b. Hardship allowance.
 - c. Overseas living allowances.

9.1.4 Air as the most economical means of travel

1. Air travel is the most economical means for any of these journeys.
 - a. To or from Darwin (except RAAF Base Tindal to or from Darwin).

- b. To or from Tasmania.
- c. Between a remote location and the nearest capital city.
- d. To or from Canberra when travelling on temporary duty.

Exception: Travel between Canberra and Nowra or Jervis Bay. For these trips, self-drive hire car is the most economical means of travel. This is because there is no economical air or rail service.

- e. Between a place in an external territory and a place in Australia.
 - f. If surface transport would involve an overnight journey and dependants include either of the following.
 - i. A child under three years old.
 - ii. Two children under seven years old.
 - g. If surface transport would involve a journey of at least two nights and dependants include either of the following.
 - i. A child under seven years old.
 - ii. Two children under 10 years old.
2. The CDF may decide that air travel is the most economical means of travel if any of these criteria are met.
- a. The difference in the cost of travel is small and there is a saving in travelling time.
 - b. Air travel is justified given the official duties and expenses of the member travelling.
 - c. Medical or compassionate reasons mean that travel by surface transport would be inefficient.

9.1.5 Lowest practical fare

1. Lowest practical fare is the lowest fare for the day of travel when the travel is booked, having regard to whether all of the following conditions are met.
 - a. It meets the business needs of the member.
 - b. It is for a regular scheduled flight.
 - c. It is for travel that is scheduled to leave within 45 minutes of either of the following times.

Note: The times do not include travel time to and from the airports, check-in times or security checks.

 - i. The latest possible departure flight time for departure flights.
 - ii. The earliest possible return flight time for return flights.
2. A person who travels by air must travel using the lowest practical fare at the class of travel for which they are eligible.
3. Flexible fares may only be used when either of the following could occur.
 - a. The scheduled meeting or event may not go ahead.

- b. The meeting or event times are likely to change.
4. The following may not be considered when looking for the lowest practical fare.
 - a. The airline.
 - b. Type of aircraft.
 - c. The provision of in-flight meals.
 - d. Access to airline flight lounges.
 - e. Airline reward, frequent flyer or loyalty points.
 5. A member who travels by a fare that is not the lowest practical fare must provide their reasons in writing.

9.1.6 Travel by own means

1. If a member has been approved to travel by their own means, the member is eligible for the lesser of the following amounts.
 - a. The normal departmental liability.
 - b. The actual cost of travel.
2. For paragraph 1.b, if a part of the travel is by a vehicle, the actual cost of travel for that part of the travel is calculated in accordance with Chapter 9 Part 6 Division 5, Vehicle allowance amounts and limits.
3. If a member is directed to travel by a specified route in conjunction with the approval to travel by their own means, the member ceases to be eligible for the amount payable under subsection 1 if they do not follow the specified route unless the decision maker is satisfied there are exceptional circumstances for not following the route.
4. In this section, **decision maker** means any of the following.
 - a. An employee of Toll transitions who performs the duties of any of the following.
 - i. National Relocation Administration Services Manager.
 - ii. Regional Relocation Manager.
 - iii. Relocation Administration Services Manager.
 - iv. Senior Case Manager.
 - b. Director Relocations and Housing.
 - c. Assistant Director Relocation Services.

9.1.7 Normal departmental liability

1. Normal departmental liability is what the Commonwealth would pay for a journey made by a member and any dependants authorised to travel to a place at Commonwealth expense. It includes these costs.
 - a. The cost of travel to the place by the most economical means.

- b. The costs of travel to and from the relevant airports, railway stations and coach terminals.
 - c. Any taxes or levies on the travel.
2. This table shows what happens when a member travels by means that are not the most economical means.

Item	If the member travels by means that are...	then the Commonwealth will pay...
1.	cheaper than the most economical means	only the actual cost of their journey.
2.	more expensive than the most economical means	up to the amount of the normal departmental liability.

3. A member may travel as a passenger in a private vehicle or non-commercial aircraft when they are eligible for travel at Commonwealth expense. In this case, they are only eligible for meal and travel allowance up to what the Commonwealth would have paid for a journey by the most economical means.

Note: The passenger may be travelling in a private vehicle belonging to another member. In this case, the member may have the rate of vehicle allowance increased for the distance they carry the passenger.

- 4. A member who travels on personal frequent flyer points will not be reimbursed the cost of their fare.
- 5. The Commonwealth will not pay any amount based on normal departmental liability for a child under two years old who is transported by private vehicle.
- 6. A member might choose to travel by a less direct route than the most direct route available. In this case, they must pay any excess costs to the Collector of Relevant Money in the Department of Defence.
- 7. The following conditions apply to travel documents.
 - a. The Commonwealth may give a travel document to a specific person and permit them to use it for travel.
 - b. If a travel document is used by a person who has not been permitted to use it under paragraph a, the person must repay the Commonwealth for any travel they have taken using the travel document.
 - c. The Commonwealth may seek to recover the cost of any travel taken without its permission under paragraph b.
- 8. The Commonwealth will not pay for an escort that a carrier requires to accompany a member's child.

9.1.8 Cost of air travel for working out normal departmental liability

- 1. The cost of air travel for working out normal departmental liability is the fare that meets both these conditions.
 - a. It is the fare quoted in the domestic fare matrix ('NDL column') issued to the Department of Defence by Qantas.

- b. It is at the class of travel that the member and any dependants are eligible to for the journey.
2. For a child under two years old, a normal departmental liability will not apply unless the child is required to occupy an individual airline seat.

9.1.9 Class of travel

1. If a member is approved to travel by air, the class of travel is economy class air travel unless one of the following applies.

Item	If the member...	the class of travel is business class when...
1.	holds the rank of Brigadier or higher	a. they are accompanying a Minister, senior Government official or foreign delegation and collaborative work is required during the flight.
		b. the flight is part of a connecting flight for a longer domestic journey.
		c. they have a recognised medical condition which precludes them from travelling in economy class.
		d. the scheduled flight time is for longer than 90 minutes at the time of booking.
2.	holds the rank of Regimental Sergeant Major of the Army	a. they are travelling on Defence business and accompanying a Minister, senior Government official or foreign delegation and collaborative work is required during the flight.
		b. they are travelling on Defence business and the flight is part of a connecting flight for a longer domestic journey.
		c. they have a recognised medical condition which precludes them from travelling in economy class.
		d. they are travelling on Defence business and the scheduled flight time for longer than 90 minutes at the time of booking.
3.	is a staff officer	they are required to travel with a member who holds the rank of Lieutenant General or higher who is travelling business class.

- 1A. If a dependant is approved to travel by air, the class of travel is the same as the member for whom they are a dependant.
2. A member and their dependants may be provided with travel at the class listed in the table for the member's rank, duties and flight when travelling by coach or rail.

Item	A member who is eligible for travel by...	and who holds the rank or duties of...	is eligible for travel by...
1.	coach	any rank	highest class available.

2.	rail	any rank	<p>first class.</p> <p>If first class is not available the member and dependants are eligible for travel by the highest class available.</p> <p>Exception: This exception applies if any part of the travel during a night is expected to be after midnight. The member and dependants are eligible for a sleeping berth, if available.</p>
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3. A member who travels at a lower class than one listed in the table above is not eligible for any difference in cost between the fares.
4. A dependant of the member who is eligible for travel within Australia under this Determination is eligible for travel by the same means and at the same class as the member.

9.1.10 Baggage – general

1. A member travelling by the most economical means may take baggage up to a maximum weight. This table shows the baggage limits.

Item	If a member travels on...	and their rank is...	then their maximum baggage limit is...
1.	temporary duty of less than 6 weeks	any rank	78 kg.
2.	a. temporary duty of more than 6 weeks, or b. posting, or c. ceasing continuous full-time service	officer or warrant officer	260 kg.
		any other rank	156 kg.

2. The maximum limit includes the baggage the carrier lets the member take on board as part of the fare.
3. If only part of the baggage limit is carried free of charge by the carrier the member is eligible to have the rest of the baggage sent by one of the following methods.
 - a. If the member does not need access to the baggage during the journey or immediately after it — the most economical of the following.
 - i. With the member's furniture and effects.
 - ii. As unaccompanied baggage.
 - b. If the member needs access to the baggage during the journey or immediately after it — as excess accompanied baggage.
4. If the member chooses to travel by means that are not the most economical, the overall baggage limits in the table above will apply. The Commonwealth will pay no more for baggage than it would have paid for the most economical means and class of travel. The cost of any approved excess baggage will be included in working out the cost of travel by

the most economical means.

5. A member is not eligible for the cost of insuring baggage.
6. If a member's adult dependant is also a member, the family unit has only one benefit each time they are posted.

9.1.11 Extra baggage

1. Extra baggage may be taken on removal and posting journeys as set out in this Chapter at the following.
 - a. Part 2 Division 2, Travel on temporary duty.
 - b. Part 2 Division 4, Travel on posting.
2. The member is eligible for the cost of transporting Service property or other documents the member is required to carry during travel.
3. Baggage does not include a member's or dependant's pets.

9.1.12 Door-to-door travel

1. Door-to-door travel includes the reasonable cost of transport to and from airports, railway stations and coach terminals.
2. To avoid doubt, door-to-door travel does not apply to remote location leave travel.

9.1.13 Travel costs not otherwise payable under this Chapter

1. The CDF may approve payment of the reasonable costs of travel and related expenses, of the kind provided for in Parts 1 to 4 of this Chapter, for a person in any of these classes who would not otherwise be eligible for those benefits.
 - a. A member, including a member of the Reserves and a former member.
 - b. An applicant for appointment or engagement as a member, in respect of attendance at an enlistment centre or attendance for interview or examination.
 - c. A family member of a member.
2. For subsection 1, the CDF must consider these matters.
 - a. Any relevant *Accountable Authority Instructions* made under the *Public Governance, Performance and Accountability Act 2013*.
 - b. Any other relevant matter.

Part 2: Travel in specific circumstances

Division 2: Travel on temporary duty

9.2.5 Purpose

This Division sets out benefits for a member travelling on temporary duty. Benefits vary with the member's chosen means of travel.

9.2.6 Travel by the most economical means

A member who travels by the most economical means may have these benefits.

- a. Travel under Part 1 section 9.1.9, Class of travel.
- b. Baggage under Part 1 section 9.1.10, Baggage – general.

Exceptions:

- i. The Commonwealth will not pay for costs of excess baggage when the travel is by coach or self-drive car.
- ii. If travel is by air to temporary duty of more than seven days, the CDF may approve excess accompanied baggage costs for one additional piece of baggage.
- c. Travelling allowance and meal allowance.
- d. Door-to-door travel under Part 1 section 9.1.12, Door-to-door travel.

9.2.7 Travel by means that are not the most economical

- 1. A member may apply to travel by means that are not the most economical.
- 2. The CDF may allow the member to travel by the less economical means. The CDF should consider the member's wishes and the needs of the ADF.
- 3. This table sets out benefits and conditions when the member travels by the alternative means.

Item	If the member chooses to travel by...	then...
1.	air rather than rail	<ul style="list-style-type: none"> a. they must pay any additional cost of travelling by the method they choose before approval is given. b. travel may be approved for all or part of the journey. c. the benefit is to the lesser of allowances and travelling time when the two means of travel are compared. d. they may be eligible for travelling allowance and meal allowance under Part 5, Payment of travel costs.

2.	rail rather than air	<ul style="list-style-type: none"> a. they must pay any additional cost of travelling by the method they choose before approval is given. b. travel may be approved for all or part of the journey. c. travelling time will be as if the journey was by air. If it is on a working day, any excess travelling time should be taken as leave. d. they may be eligible for travelling allowance and meal allowance under Part 5, Payment of travel costs.
3.	a private vehicle rather than any other form of transport.	<ul style="list-style-type: none"> a. they may be eligible for vehicle allowance up to the cost of the most economical means of travel. b. travelling time will be as if the journey was by the most economical means of travel. If it is on a working day, any excess Travelling time must be taken as recreation leave. c. they may be eligible for to travelling allowance and meal allowance under Part 5, Payment of travel costs.

Division 3: Travel for removal purposes in Australia

9.2.8 Purpose

This Division sets out a member's eligibility for travel for these purposes.

- a. To supervise packing or unpacking of their furniture and effects on removal.
- b. To accompany their dependants to a new location.

9.2.9 Travel for first removal after entry into Service

A member is eligible for travel on their first removal after they enter the Service if all the following are met.

- a. They have completed initial recruit and employment training after enlistment, appointment or re-entry.
- b. They become eligible for the first removal after entry.
- c. They have been granted short absence for removal purposes under section 5.11.9.

9.2.10 Subsequent eligibility for removal travel

1. Subject to subsection 2, the CDF may approve travel for a member eligible for a removal who meets both these conditions.
 - a. They have moved on posting before their dependants.
 - b. They have been granted short absence for removal purposes under section 5.11.9 to return to where their dependants are.
2. The member must make the journey for one of these purposes.
 - a. To supervise the packing of furniture or effects.
 - b. To travel with their dependants to the new location. This must be because it would be unreasonable for the member's adult dependant to move the family by themselves.

9.2.11 Dependants move before member's posting date

1. Subject to subsection 2, the CDF may approve travel for a member eligible for a removal who meets both these conditions.
 - a. They have approval to move their dependants before the effective date of their posting.
 - b. They have been granted short absence for removal purposes under section 5.11.9.
2. The member must make the journey for one of these purposes.
 - a. To arrange accommodation and unpacking of furniture.
 - b. To accompany their dependants on the journey to the new location. This must be because the health or age of their dependants means that it would be unreasonable to expect the member's adult dependant to move the family by themselves.

9.2.12 Members without dependants – away from their posting location

1. Subject to subsection 2, the CDF may approve travel for a member without dependants who meets all these conditions.
 - a. They are posted to another location while on attachment or temporary duty away from their posting location.
 - b. They are eligible for a removal.
 - c. They have been granted short absence for removal purposes under section 5.11.9.
2. The journey must be to the member's old location to supervise the packing of their furniture or effects.
3. The CDF must consider operational commitments before giving approval under subsection 1. If operational reasons delay leave and travel, the member may choose to appoint an agent to act on their behalf.

Division 4: Travel on posting

9.2.13 Purpose

This Division sets out a member's eligibility for travel, baggage and accommodation expenses on their removal on posting.

9.2.14 Rail as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and rail is the most economical means of travel.

Item	If the member...	the member...
1.	travels by rail as the most economical means	<ul style="list-style-type: none"> a. is expected to transfer baggage with their furniture and effects. If the baggage is carried by rail, the restrictions in section 9.1.10 apply. b. is eligible for reasonable costs for accommodation and meals for themselves and any dependants. c. is eligible for reasonable door-to-door travel costs. d. will not be reimbursed costs of accommodation and meals if travelling allowance is paid.
2.	chooses to travel by air rather than rail	<ul style="list-style-type: none"> a. may be approved air travel for all or part of the journey. b. will not be approved air travel until the member has paid any additional cost of travelling by air rather than by rail. c. must pay any excess baggage costs.
3.	chooses to travel by private vehicle rather than rail	<p>and their dependants may be authorised to travel and may be eligible for vehicle allowance up to the cost of first class rail travel. Both of the following conditions apply.</p> <ul style="list-style-type: none"> a. The member's rank does not matter. b. Any cost of sleeping berth accommodation is used in working out the cost of rail travel. This applies whether it is included in the fare or available as an additional cost. <p>Note: If the travel is on a working day, any time greater than the time it takes to travel by rail should be taken as leave.</p>

9.2.15 Air as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and air is the most economical means of travel.

Item	If the member...	the member...
1.	travels by air as the most economical means with their dependants	<p>a. may have their baggage limit increased by:</p> <ul style="list-style-type: none"> i. one piece for each adult dependant, and ii. up to two pieces for children. <p>b. is eligible for reasonable costs for themselves and any dependants' accommodation and meals.</p> <p>c. is eligible for reasonable door-to-door travel costs.</p>
2.	travels by air as the most economical means without dependants	<p>a. may have their baggage limit increased by:</p> <ul style="list-style-type: none"> i. up to three pieces for the following journeys: <ul style="list-style-type: none"> a. to or from Darwin, b. between a remote location and the nearest capital city, or c. between a place in an external territory and a place in Australia. ii. one piece of baggage for any other journey. <p>b. is eligible for reasonable costs for accommodation and meals.</p> <p>c. is eligible for reasonable door-to-door travel costs.</p>
3.	chooses to travel by private vehicle rather than air	<p>a. and their dependants may be authorised to travel.</p> <p>b. The member may be eligible for vehicle allowance up to the cost of air travel.</p> <p>Note: If the travel is on a working day, any time greater than the allowable travelling time should be taken as leave.</p>

9.2.16 Coach as the most economical means of travel

This table sets out benefits and conditions when a member travels on posting and coach is the most economical means of travel.

Item	If the member...	the member...
1.	travels by coach as the most economical means	<p>a. may be eligible for travelling allowance and meal allowance.</p> <p>b. is eligible for reasonable costs for themselves and any dependants' accommodation and meals.</p> <p>c. is eligible for reasonable door-to-door travel costs.</p> <p>d. must pay any additional baggage costs over the eligible maximum baggage limit under section 9.1.10.</p>
2.	chooses to travel by private vehicle rather than coach	<p>a. and their dependants may be authorised to travel.</p> <p>b. may be eligible for vehicle allowance up to the cost of coach travel.</p> <p>Note: If the travel is on a working day, any time greater than the time it takes to travel by coach should be taken as leave.</p>

9.2.17 Reimbursement of personal expenditure on travel

1. This section applies to a member eligible for travel under this Division who travels at their own expense.
2. Subject to subsection 3, the member is eligible to be reimbursed the actual travel costs of their travel up to the value of the travel the member would have taken if they did not travel at their own expense.
3. If the member is directed to travel by a specified route when travelling at their own expense, the member ceases to be eligible for the amount payable under subsection 2 if they do not follow the specified route unless the decision maker is satisfied there are exceptional circumstances for not following the route.
4. In this section, **decision maker** means any of the following.
 - a. An employee of Toll transitions who performs the duties of any of the following.
 - i. National Relocation Administration Services Manager.
 - ii. Regional Relocation Manager.
 - iii. Relocation Administration Services Manager.
 - iv. Senior Case Manager.
 - b. Director Relocations and Housing.
 - c. Assistant Director Relocation Services.

9.2.18 Members travelling without dependants

A member who has dependants but travels on posting without them has the same benefits as a member on temporary duty under Division 2.

9.2.19 Delayed or interrupted posting travel

1. This section applies to a member who meets the following.
 - a. They are travelling to their next posting location by vehicle.
 - b. Their journey is delayed or interrupted by one of the following.
 - i. The road is closed.
 - ii. A State or Territory border that the member must cross is closed.
2. The member is eligible for the following payments for the duration of a delay for themselves and their dependants who travel with them under subsection 1 if the CDF is satisfied it is reasonable.
 - a. Meal allowance paid at the rate specified in Annex 9.5.A Part 4 columns B, C and D.
 - b. The reasonable cost of accommodation in the most practicable location before the road or border closure.
3. A benefit under subsection 2 may be paid by reimbursement.

9.2.19A Rerouted travel

1. This section applies to member who meets all of the following.
 - a. They are travelling to their next posting location by vehicle.
 - b. The member is required to travel by a specified route.
 - c. The member is unable to travel by the route because the State or Territory border that the member must cross is closed.
 - d. Either of the following applies.
 - i. The specified route is changed.
 - ii. The member flies.
2. If the member's specified route is changed, the allowances paid, or payable, to the member for the journey will be recalculated based on the member's changed specified route.

Note: If a member's recalculated allowances are less than what the member has been paid, the member will be required to repay the difference.
3. If the member flies, the member is eligible for the following for themselves and a dependant travelling with them.
 - a. Flights from the most practicable airport near the member's location to their next posting location.
 - b. The removal of a vehicle and towable item from the most practicable location near the member's location to their next posting location.
 - c. Travel allowances, including accommodation, that would ordinarily be payable under Part 5 Division 3 for the following.
 - i. The flight.
 - ii. The time period between the day the member was not able to travel on the specified route and their arrival at the member's next posting location.
 - d. If the member is travelling with items that cannot be removed under Chapter 6 Part 5 Division 2, the reimbursement for the removal of those items that would be payable under section 6.5.10A.
4. If the member flies, the allowances paid, or payable, to the member for the journey will be recalculated based on the member's change travel plans.

Note: If a member's recalculated allowances are less than what the member has been paid, the member will be required to repay the difference.

9.2.20 If a member's adult dependant is also a member

If a member's spouse or partner is also a member, the family unit has only one benefit on each occasion of a posting.

9.2.21 Cost limits on travel on posting and removal to certain destinations

1. Commonwealth assistance may be limited when a member travels on removal to either of the following destinations.

- a. A seagoing ship or a seagoing submarine.
 - b. A personal location for which removal benefits were provided.
2. If removal costs are limited, then related travel costs are limited in the same way.
3. The removal and travel costs will be combined in assessing any excess costs.
4. The member must pay for any excess costs.

Division 5: Travel in particular situations

9.2.22 Purpose

This Division sets out conditions and benefits for travel in these situations.

- a. Rejoining a ship that has sailed.
- b. On recall for emergency duty.
- c. On convalescence.
- d. Getting specialist medical or dental treatment.

9.2.23 Rejoining a ship that has sailed

1. A member is eligible for travel to rejoin a seagoing ship they have missed on sailing. There must be a need for the member to travel to rejoin the ship at another port.
2. The member may apply to the Commanding Officer of the nearest ADF establishment for a duty travel warrant to enable them to rejoin the ship.
3. If the member cannot get a duty travel warrant, they are eligible for a reimbursement of the actual amount they had to spend on fares to rejoin the ship.
4. Travel under this section is limited to the cost of the member's transport from the port the ship sailed from to the port where they are to re-join their ship.

9.2.24 Recall for emergency duty

1. A member who has left their normal place of duty after working a normal day may be reimbursed the cost of their travel if they are later recalled to duty.
2. The CDF may approve reimbursement of costs if satisfied on both these criteria.
 - a. The member has paid for travel fares or use of a private vehicle that they would not normally have to pay for.
 - b. The member could not reasonably have used an alternative means to go back to the place of duty.
3. The amount of reimbursement is limited to whichever of these costs is relevant.
 - a. For travel by public transport, including taxi — the cost of the fares beyond what the member would usually pay to attend work.
 - b. For travel by private vehicle — vehicle allowance worked out for the journey under Part 6 of this Chapter.

9.2.25 Travel during a medical absence

1. The CDF may approve travel at Commonwealth expense for any of the following purposes.
 - a. To assist a member to leave hospital to recover.

- b. To assist the member to reach a location where they are able to wait to go back to hospital.
 - c. To assist the member to reach a location which the senior medical advisor in the member's region has recommended as most likely to assist the member's recovery.
- 2. In making a decision under subsection 1, the CDF must be satisfied that the following conditions are met.
 - a. The travel is to the member's home or, if care is not available at their home, an alternative location. The CDF must have regard to any senior medical advisor recommendation about whether the care at the location is adequate for the member's needs.
 - b. The senior medical advisor for the location has recommended both the following.
 - i. That the member should undertake the travel.
 - ii. That the means of travel is safest for the member.
- 3. The CDF may approve the travel at a higher class or by means that are not the most economical, if satisfied it is necessary for the member's safety and consistent with the recommendation under subsection 2.
- 4. A member may apply to travel at Commonwealth expense, including travel costs for meals, incidentals and accommodation on the journey. The member can be provided assistance up to the amount that would be payable if they were eligible for travel costs on Defence business for the same period.
- 5. The member may be approved to travel at Commonwealth expense but pay for it themselves. In this case, the CDF may reimburse up to a maximum of what the Commonwealth would have paid under subsections 3 and 4.

9.2.26 Specialist medical or dental treatment for dependants in remote locations

- 1. The CDF may approve travel at Commonwealth expense for a member's dependants from a posting location to the location of a registered specialist medical or dental practitioner. Approval may only be given if all these criteria are met.
 - a. The member is performing duty in a remote location listed in Annex 4.4.A.
 - b. The dependants live with the member.
 - c. A doctor or dentist has certified on both these matters.
 - i. Specialist treatment is necessary.
 - ii. The necessary treatment cannot be provided in the posting location.
- 2. The travel benefit is limited to travel by the most economical means as defined in Part 1 of this Chapter.
- 3. The dependant may be approved to travel by private vehicle. This is unless a doctor has provided a certificate to state that they are not fit for travel by this means. Vehicle allowance may be payable up to the cost of travel by the most economical means.
- 4. The baggage benefit is limited to what is included for free as part of the travel fare.
- 5. The CDF may approve travel at Commonwealth expense for the member or another person if satisfied that the dependant needs to be accompanied.

6. If the dependant needs to stay overnight at the treatment location, they are eligible for the reimbursement of the cost of the accommodation and meals. The maximum amount is the cost that would be payable for that location if they were eligible for travelling allowance under Part 5 for the journey.

Division 6: Travel on ceasing continuous full-time service – general

9.2.27 Purpose

This Division sets out a member's travel, baggage and accommodation benefits when they travel in Australia on ceasing continuous full-time service.

Item	Benefit	See
1.	Removal benefits	Chapter 6 Part 5
2.	Travel costs	Part 5
3.	Disturbance allowance	Chapter 6 Part 1 Division 1
4.	Rent allowance	Chapter 7 Part 8
5.	Temporary accommodation allowance	Chapter 7 Part 5

9.2.28 Members this Division applies to

A member and their dependants may be eligible for travel to a location they are removed to in any of these circumstances.

- a. On ceasing continuous full-time service for any reason.

Note: Eligibility is limited for a member whose service is terminated through their own fault and who is not eligible for a removal.

- b. In advance of ceasing continuous full-time service.
- c. In anticipation of ceasing continuous full-time service for compassionate reasons.

9.2.29 Members this Division does not apply to

This Division does not apply to members or their dependants when they have either of the following benefits.

- a. Travel for candidates for election.
- b. Travel for dependants on death of a member under Part 3 Division 10.

9.2.30 Additional baggage for travel on ceasing continuous full-time service

1. If a member's dependants travel by rail, they must take no more baggage than the railway authority carries for free.
2. If the member and dependants travel by air as the most economical means, they may take additional baggage up to these limits.
 - a. For these journeys, up to three more pieces of baggage for the member and two more for each adult dependant.
 - i. To or from Darwin.
 - ii. To or from Tasmania.
 - iii. To or from a remote location and the nearest capital city.

- iv. Between a place in an external territory and a place in Australia.
 - b. For journeys to other places, one more piece of luggage for the member and one more piece for each adult dependant.
- 3. The member is not eligible for insurance costs relating to additional baggage under this section.

9.2.31 Meals and accommodation

- 1. A member and their dependants will be reimbursed what they spend on meals and accommodation on their journey. The maximum amount is what they would have got if they were eligible for travel costs under Annex 9.5.A.
- 1A. For the purpose of section 1, the journey includes an isolation period the member or their dependant is required to complete before they arrive at the location where they receive a removal to.
- 2. The member and dependants may choose not to travel by the most economical means. If they do, they will be reimbursed only up to the amount payable under subsection 1 for travel by the most economical means.
- 2A. If the member or their dependant is required to isolate in a place that is not their residence, subsection 2 does not apply to the isolation period.
- 3. If the member or dependants are eligible for travelling allowance for the journey, they are not eligible for the reimbursement of their costs.

9.2.32 Travel by private vehicle

- 1. This section applies to a member who chooses to travel by private vehicle from a. to b. below.
 - a. From the last location of posting (or transition centre).
 - b. To the location they are removed to on ceasing continuous full-time service.
- 2. The member is eligible for the sum of the following amounts (up to the limit in subsection 3). It is worked out as if they were travelling on posting from one location to the other.
 - a. Vehicle allowance.
 - b. If the vehicle is transported for part of the travel, the cost of transport for all the following.
 - i. The vehicle.
 - ii. Any trailer towed by the vehicle.
 - iii. The member and any dependants.
 - c. Travelling allowance for the member as if the travel were a relevant journey for Part 5 of this Chapter.
 - d. Accommodation and meal costs of any dependants to the amount worked out under Part 5 Division 3.
- 3. The amount of the benefit cannot exceed what the member would have been paid under paragraphs a. to d. if the member and any dependants travelled by the most economical

means.

- 3A. If the member or their dependant is required to isolate in a place that is not their residence, subsection 3 does not apply to the isolation period.
4. The CDF may grant the member an additional amount. Approval may only be given if the CDF is satisfied that the member reasonably spent more than they were eligible for under this Part. The CDF must consider all these criteria.
 - a. The distance the member or dependant had to travel.
 - b. The actual cost of accommodation and meals.
 - c. The available standard of accommodation in relation to the member's status.
 - d. The amount of unavoidable incidental costs the travel made necessary.
 - e. Any other factor relevant to what was spent.
5. If the member has died, their benefit under this section is payable to the dependant who pays the travel costs. They will be paid as if the member had completed the journey.

9.2.33 Member's adult dependant is also a member

If a member's adult dependant is also a member, the family unit has only one benefit.

Division 7: Travel on ceasing continuous full-time service – specific circumstances

9.2.34 Travel in advance of ceasing continuous full-time service

- 1. A member may take up their travel benefit up to 12 months before they cease continuous full-time service.
- 2. The member must sign an undertaking to refund the cost of the travel if they do not complete their service within the 12 months. This is unless the travel corresponds with a posting during the final 12 months of service.

9.2.35 Limits to travel on leaving a personal location

- 1. This section applies to a member who meets both the following conditions.
 - a. The member was granted a removal of their dependants to a personal location under Chapter 6 Part 5 Division 3.
 - b. The member is ceasing continuous full-time service.
- 2. If there are cost limits on the removal to the personal location, the travel benefit for travel from the personal location is also limited.
- 3. The member is eligible to receive an amount up to the cost of their travel between the following locations.
 - a. The current posting location or ship's home port (whichever is applicable).
 - b. The location to which the member is eligible for a removal to on ceasing continuous full-time service under section 6.5.46.

9.2.36 Service terminated through member's fault

- 1. A member may be eligible for travel if they ceased continuous full-time service for either of these two reasons. To qualify, they must not be eligible for a removal.
 - a. Medical unfitness through their own fault.
 - b. Disciplinary reasons.
- 2. This table sets out their benefit.

Item	If the member is a...	then they are eligible for travel to the...
1.	member with dependants	place where their dependants live in Australia.
2.	member without dependants	location where they last provided a permanent home.

- 3. The member is not eligible for assistance for travel by private vehicle.

9.2.37 Recruit who chooses free discharge

A recruit who takes up their option to a free discharge is eligible for travel under the basic

benefit in Part 1 for one of the following periods.

- a. Within six months of the date they entered as an apprentice.
- b. Within 12 weeks of the date they entered as an adult recruit.

9.2.38 Deferral of travel benefit

A member's eligibility for a removal on ceasing continuous full-time service may be deferred. In this case, their and any dependants' eligibility for travel on ceasing continuous full-time service is deferred for the same period as the removal.

9.2.39 Failure to complete service

1. A member travelling for ceasing continuous full-time service under this Division who does not complete their service must repay the cost of any assistance they received for the travel.
2. The member does not have to repay the costs if they meet all these conditions.
 - a. They took the travel in advance of ceasing continuous full-time service.
 - b. They were then posted to another location:
 - i. after they travelled, but
 - ii. before the date that their discharge order took effect.
 - c. They completed service in accordance with the discharge order.
3. The member and any dependants have a limited travel benefit for their next posting. The limit is the cost of travel to the new posting from where they were before they took the travel on ceasing continuous full-time service. That may be any one of these places.
 - a. The place they were posted to.
 - b. A personal location the member was granted a removal to under section 6.5.21.
 - c. Their naval air squadron base.
4. This limit does not apply to a member who had been granted a removal to a personal location where benefits are provided under Chapter 6 Part 5 Division 3.

Division 8: Members of the Reserves – duty travel

9.2.40 Purpose

This Division sets out the benefits for a member of the Reserves travelling on duty.

9.2.41 Benefits under this Division

1. A member on Reserve service who must travel for duty purposes has the basic benefits set out in Part 1 of this Chapter.
2. The CDF may approve a member's travel by means that are not the most economical. The CDF must consider the interests of the ADF and the member.

9.2.42 Limit on Commonwealth expense

1. A member of the Reserves who is eligible for travel may choose to pay for the travel themselves. In this case, they may be reimbursed the cost of any part of the journey they take by public transport. They can be reimbursed an amount up to what the Commonwealth would have paid for the journey.
2. The member is not eligible for the reimbursement of their costs if they are eligible for vehicle allowance or any other form of allowance or reimbursement.

Part 3: Travel and dependants

Division 1: Travel on marriage or ADF recognition of partnership

9.3.3 Purpose

This Division sets out a member's travel benefits when they marry or have a partnership recognised under section 1.3.88, while serving on a long-term posting in Australia.

9.3.4 Overview

1. A member's marriage or partnership does not create a travel benefit for the member personally.

Examples:

1. Remote location leave travel.
 2. A member may travel at their own expense to the place of marriage or establishment of a common household.
 3. The member may also be able to use another form of travel benefit, if the rules allow.
2. The member may be eligible for assistance for the member's spouse or partner and any other dependants to travel within Australia, subject to these limits.
 - a. The benefit arises on marriage or ADF recognition of a partnership.
 - b. The travel is for the journey from where they normally lived at the time of the marriage or ADF recognition of a partnership, to the member's posting location.
 3. This table shows the travel benefits. Any allowances described for the spouse or partner's and dependants' travel are paid to the member.

Item	If the spouse or partner and any other dependants travel...	then the benefit is...
1.	by the normal means	a one-way ticket.
2.	by private vehicle	vehicle allowance for the trip. This is payable up to the amount of the normal departmental liability. The increased rate for passengers is not payable (see Part 6 Division 5 section 9.6.26).

9.3.5 Basic benefits

1. Members and their dependants authorised to travel under this Division have the basic benefits set out in Part 1 of this Chapter.
2. A member may choose a means of travel for their dependants that is not the most economical. In this case, the Commonwealth will pay only up to the cost of travel by the most economical means.
3. The member may travel by a means that is not the most economical if the CDF approves.
4. If subsection 3 applies, the member must pay the difference between the amount they would have been paid under subsection 2 and the cost of the travel under subsection 3 before commencing the travel.

9.3.6 When a member travels at their own expense

1. A member eligible to travel on marriage or on ADF recognition of a partnership may choose to pay for the travel themselves.
2. The member will be reimbursed in line with the basic benefits in Part 1 of this Chapter if they meet both of the following conditions.
 - a. The means of travel under subsection 1 is authorised.
 - b. They have no eligibility for vehicle allowance or other forms of reimbursement for the travel.
3. A member and dependants who are authorised to travel in a private vehicle may be eligible for vehicle allowance up to the cost of travel by the most economical means.

9.3.7 Member's spouse or partner also a member

When a member's spouse or partner is also a member, the family unit has one benefit only.

9.3.8 Marriage planned or common household started before posting

1. A member is eligible for travel for their spouse or partner if they provide documentation under subsection 2 and either of these circumstances applies to them.
 - a. They have planned to be married but are posted before their planned marriage happens.
 - b. They have planned to apply for ADF recognition of a partnership but are posted before the application is granted.
2. To qualify, the member must provide documentary evidence that they had completed arrangements for the marriage or had started maintaining a common household before they received the posting authority.
3. The travel is for the journey from the place of the marriage or common household to the new posting location.

9.3.9 Travel from other location in Australia

1. This section applies to a member if all the following apply.
 - a. One of the following applies.
 - i. They marry in Australia.
 - ii. They have a partner recognised as a dependant under section 1.3.89.
 - iii. They have their de facto relationship registered on a State or Territory register.
 - b. At the time the event in paragraph a. occurs, one of the following applies.
 - i. They are away from their posting location.
 - ii. They are posted to a seagoing ship or seagoing submarine.
 - c. The marriage or the application for recognition of a partner as a dependant, or registration, was not arranged before the start of the member's posting period.

- d. They have at least 12 months left to serve on continuous full-time service when the benefit under this section is approved.
 - e. They would have been eligible for travel benefits if they had a spouse or partner before they commenced their posting period.
2. The member is eligible for their dependants to travel to the member's posting location from one of the following locations.
 - a. The town they were married in.
 - b. The town the member's partner lived when they were recognised as the member's dependant.
 - c. The town the member's partner lived when their relationship was registered.
3. For the purpose of this section a town includes a city, suburb or other distinct residential area.

9.3.10 Travel from outside Australia

1. If a member serving in Australia marries or has an ADF recognised partnership in a location outside Australia, section 9.3.9 applies. This includes a member serving in a seagoing ship or seagoing submarine deployed outside Australia.
2. The point of entry into Australia will be taken as whichever of these places is applicable.
 - a. The place of the member's marriage.
 - b. The place where the member were recognised by the ADF as having a partner.

9.3.11 Change of family status in special circumstances

A member may change their family status in circumstances other than those in the sections above. In this case, the CDF may approve travel benefits and reimbursements for them or their dependants. The CDF must consider these factors.

- a. Any compassionate grounds.
- b. The nature of the dependant's relationship to the member.
- c. Whether it is practical for the member to make private arrangements for the travel.

9.3.12 Travel for a child

If the member's spouse or partner has a child (or children) at the time of the marriage or ADF recognition of the partnership, the member is eligible for the cost of a fare for them. Both these conditions must be met.

- a. The child is eligible to be included as a dependant for travel purposes.
- b. The child normally lives with the spouse or partner and will live with the member.

9.3.13 Special baggage arrangements for travel

When a spouse or partner (and any of their dependants) travels from where they were married or where their partnership was recognised by the ADF to the member's posting

location, baggage limits apply. Any baggage over the transport operator's free limit must be included in personal effects to be removed at Commonwealth expense.

9.3.14 Travel on next posting

1. This section applies to a member who becomes a member with dependants before commencing a new posting period.
2. On their next posting, the member is eligible for their dependants to travel from a location in paragraph a to the location in paragraph b.
 - a. A location from which the member is eligible for a removal under section 6.5.71.
 - b. The member's new posting location.
3. If a member is removed from a location under section 6.5.71 table item 1.f or table item 2.b, the benefit is limited to the lesser of the following amounts.
 - a. The cost of the travel.
 - b. The cost of a travel from the member's posting location or ship's home port at the time the member was recognised as a dependant.

Division 2: Travel on breakdown of marriage or partnership

9.3.15 Purpose

This Division describes the following benefits.

- a. Travel benefits for a non-Service spouse when their marriage with a member posted in Australia breaks down.
- b. Travel benefits for a non-Service partner when their partnership with a member posted in Australia breaks down.

9.3.16 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Breakdown of relationship	When the CDF considers that separation has occurred. Separation is when a couple stop living as a couple, even if they still live in the same home.
Non-Service spouse or partner	A spouse or partner, who is not a member.

9.3.17 Members this Division does not apply to

1. A member is not eligible for travel under this Division when they cease to be a member with dependants.
2. This Division does not apply to travel benefits for a dependant on death of a member.

9.3.18 Travel on breakdown of relationship

1. On breakdown of relationship, a non-Service spouse or partner and their dependants are eligible for travel to the same location for which they are eligible for a removal under Chapter 6 Part 5 Division 10.
2. The cost of travel is limited to the cost of travel by the most economical means determined by the CDF under the basic benefit in Part 1 of this Chapter.
3. The non-Service spouse or partner is eligible only once to travel assistance on marriage breakdown.
4. The non-Service spouse or partner is eligible for travel costs if they travel by air for reasons other than those provided in section 9.1.4 if all the following apply.
 - a. The CDF approves the travel by air.
 - b. Both the following apply.
 - i. The non-Service spouse or partner pays any additional costs of travelling by air rather than rail.
 - ii. The non-Service spouse or partner pays any excess baggage costs.

5. The non-Service spouse or partner may require a child to travel by themselves. If the carrier requires the child to be escorted, the non-Service spouse or partner must pay for an adult to accompany them.

9.3.19 Accommodation during travel

This table sets out how much a non-Service spouse or partner may be reimbursed for reasonable overnight accommodation costs.

Item	If the person is...	then the most they will be reimbursed is...
1.	the non-Service spouse or partner	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.
2.	a dependant of the non-Service spouse or partner who is: a. more than 5 years old, and b. occupies a separate room	the amount payable for accommodation at the location to a Colonel or lower under Annex 9.5.A.
3.	a dependant of the non-Service spouse or partner who is less than 5 years old	10% of the amount worked out under item 1.
4.	other dependants of the non-Service spouse or partner who share a separate room with a dependant described in item 2.	20% of the amount worked out under item 1.

9.3.20 Meals during travel

1. A dependant who is a non-Service spouse or partner of a member may be reimbursed the cost of meals for themselves and the member's dependants during travel up to the amount specified in the following table.

Item	If the person is...	then the amount is...
1.	a dependant aged 10 or more	the amount payable for meals under Part 5, Payment of travel costs.
2.	a dependant aged under 10	50% of the amount payable for meals under Part 5, Payment of travel costs.

2. In all cases, the person will be paid at the rate payable for the relevant location below.
 - a. Where they began the journey, if it takes less than a day.
 - b. Where they stay overnight, if the journey takes more than a day.
3. The non-Service spouse or partner may be reimbursed for each meal period that begins at these times during the journey.
 - a. Breakfast: 0700 hours
 - b. Lunch: 1300 hours

- c. Dinner: 1900 hours.
- 4. If the journey begins after the start of a meal period, the non-Service spouse or partner is not eligible for reimbursement for that meal period.

9.3.21 Travel by private vehicle

- 1. A non-Service spouse or partner and dependants who are authorised to travel by private vehicle may be reimbursed the cost of travel. This also applies if they tow a towable item.
- 2. The amount they may be reimbursed is the lesser of the two amounts at a. and b.
 - a. The sum of these three amounts (if they apply).
 - i. Vehicle allowance worked out under Part 6 of this Chapter as if the non-Service spouse or partner were an eligible member for the purposes of that Part.
 - ii. Accommodation and meal costs worked out under sections 9.3.19 and 9.3.20.
 - iii. If it has been approved that the vehicle can be transported for a part of the journey:
 - A. the cost of transporting the vehicle and towable item (if that applies), plus
 - B. the fares for the non-Service spouse or partner and dependants for that part of the journey.
 - b. The sum of these three amounts (if they apply).
 - i. The fares of the non-Service spouse or partner and dependants for travel by the most economical means.
 - ii. The cost of removing the vehicle and a towable item if the removal has been approved under Chapter 6 Part 5 Division 5.
 - iii. Accommodation and meal costs for travel by the most economical means, worked out under sections 9.3.19 and 9.3.20.
- 3. It is expected that a person will complete the journey at a daily driving rate of:
 - a. 480 km, or
 - b. 360 km if towing a towable item under a removal benefit.

9.3.22 Baggage

- 1. A non-Service spouse or partner is eligible for the cost of carrying up to 156 kilograms of baggage that cannot be removed with furniture and effects.
- 1A. Baggage benefits under this section are subject to the same conditions that apply under sections 9.1.10 and 9.1.11.
- 2. The baggage must be transported by the most economical means. However, the non-Service spouse or partner can carry some baggage with them as accompanied baggage. In this case, it does not matter if it is excess accompanied baggage or included in the fare. This table sets out the amount of baggage they can carry in this way.

Item	If the person travels by...	then the amount of baggage they can carry is...
1.	rail	a. one piece of baggage per family unit, and b. one additional piece of baggage each for the non-Service spouse or partner and their adult dependants.
2.	air	a. up to two pieces of baggage per family unit, and b. one additional piece of baggage each for the non-Service spouse or partner and their adult dependants.

9.3.23 Pet relocation costs

A non-Service spouse or partner given a removal is eligible for reimbursement of pet relocation costs. They are eligible as if they were an eligible member under Chapter 6 Part 1 Division 3.

Division 3: Travel on maternity leave

9.3.24 Purpose

This Division provides a travel benefit for a member who travels to access extended family support during a period of maternity leave.

9.3.25 Member this Division applies to

1. This Division applies to a member without dependants who is pregnant.
2. For the purpose of the return trip, the Division continues to apply to the member after the pregnancy ends, although the member may have become a member with dependants because of the child.

9.3.26 Travel on maternity leave

1. A member this Division applies to is eligible for a return trip to a location in Australia. The trip must be in connection with the member's maternity leave.
2. Maternity leave travel is limited to both the following amounts.
 - a. The cost of travel by the most economical means.
 - b. Door-to-door travel costs.

9.3.27 Transfer of benefit

1. The pregnant member may choose to transfer their benefit to their nominated family. This is to allow one or more of the nominated family to travel from their home to the location where the member serves, and back again.
2. The maximum benefit under this section is the value of the benefit that the member is eligible for under section 9.3.26.

Division 4: Reunion travel for members

9.3.28 Purpose

The purpose of reunion travel is to reunite a member with their dependants who do not accompany the member to their posting location. Travel is provided for either of the following.

- a. For the member to visit their dependants.
- b. For the dependants to visit the member.

9.3.29 Member this Division applies to

This Division applies to the following members performing duty within Australia.

- a. A member with dependants (unaccompanied).
- b. A member with dependants who is posted to a seagoing ship, seagoing submarine or seagoing flight.

9.3.30 Reunion travel credits — general

1. This section applies to a member who is not on a flexible service determination.
2. A member is eligible for the following number of reunion travel credits.
 - a. If they are expected to be separated from their dependants for 12 months — six credits.
 - b. If they are expected to be separated from their dependants for less than 12 months — one credit for each two month period of expected separation.
3. A member who is separated from their dependants for two months or less is not eligible for a reunion travel credit.

9.3.31 Reunion travel credits — member on a flexible service determination

1. This section applies to a member on a flexible service determination.
2. A member is eligible for the following number of reunion travel credits.
 - a. If the member is expected to be separated from their dependants for 12 months — the number calculated under subsection 3.
 - b. If the member is expected to be separated from their dependants for more than two months and less than 12 months — a pro rata amount of the number calculated under subsection 3.
 - c. If the member is expected to be separated from their dependants for two months or less — zero.
3. The number of reunion travel credits for a member's percentage of full-time duty in column A of the following table, calculated under subsection 4, is the number in column B in the same item.

Item	Column A Percentage of full time duty	Column B Maximum number of credits a year
1.	Less than 25%	two
2.	25% to 50%	three
3.	More than 50% and less than 75%	four
4.	75% to less than 100%	five

4. For the purpose of subsection 3, the percentage of full time duty is calculated using the following formula.

$$\text{percentage of full-time duty} = \frac{A + B}{\text{Days}} \times 100$$

Where:

- A** is the number of full days of duty in the member's pattern of service over the duration of the flexible service determination.
- B** is the sum of the combination of part days of duty in a fortnight that add up to eight hours, over the duration of the flexible service determination.
- Days** is the total number of days over the duration of the flexible service determination.

5. If a member's pattern of service is varied, the number of reunion travel credits is to be recalculated in accordance with subsection 2 to subsection 4.
- Note:** A recalculation is not undertaken if the variation is for 28 or less continuous days.
6. If a member's flexible service determination is ended for Service reasons with at least three months remaining in the 12 month period beginning the day the separation period began, the member is eligible for six reunion travel credits in that 12 month period.
7. If a member ends their flexible service determination with at least six months remaining in the 12 month period beginning the day the separation period began, the member is eligible for six reunion travel credits in that 12 month period.

9.3.32 Crediting and expiry of reunion travel credits

1. Reunion travel credits are credited to the member on one of the following days.
- If the separation period occurs immediately after the member was living with their dependants — the day the separation period commences.
 - If the separation period is expected to continue for more than two months immediately after the member's reunion travel credits have expired under subsection 2 — the day after the reunion travel credits expire.
2. Reunion travel credits expire on one of the following days.
- If the expected period of separation is 12 months or more — the day that is 12 months after they were credited.
 - If the expected period of separation is less than 12 months — the day that is the last day of the expected period of separation.
3. The period under subsection 2 may be extended if the following apply.
- The CDF is satisfied the member could not use the credits due to Service reasons.

- b. The member continues to be separated from their dependants after their reunion credits would have expired.

Note: Credits may be used at any time during the period of separation, subject to section 9.3.33A.

9.3.33 Benefit for each reunion travel credit

1. Subject to subsection 2, a reunion travel credit is door-to-door travel, including a return economy class airfare, between a location in paragraph a and a location in paragraph b.
 - a. One of the following.
 - i. The member's duty location.
 - ii. If the member is posted to a seagoing ship, seagoing submarine or seagoing flight — any port in Australia.
 - b. One of the following.
 - i. If the dependants live in Australia, the location of the dependant's home.
 - ii. If the dependants do not live in Australia, the nearest international terminal in Australia to the member's duty location that has flights to or from the country where the dependant's live.
2. If a member uses a reunion travel credit for a dependant to travel to the member's location and the travel is not booked by Defence, a reunion travel credit is the lesser of the following amounts.
 - a. The value of benefit provided under subsection 1, calculated under section 9.1.8.
 - b. The total cost of door-to-door travel for the dependants travelling on the reunion travel credit.

Note 1: A member may use a reunion travel credit under subsection 2 for more than one dependant to travel.

Note 2: The benefit under subsection 2 is paid by reimbursement.

3. If the travel is by a means of transport other than air, the member is eligible for an amount up to the normal departmental liability under section 9.1.7 that would have been payable.

9.3.33AA Additional benefits for each reunion travel credit – COVID-19

1. This section applies to a member if they use a reunion travel credit under section 9.3.33 and are required to isolate as a consequence of being in a place that is in connection with the reunion travel.

Note: This section does not apply to a dependant travelling on a member's reunion travel credit.

2. In addition to section 9.3.33, a member is eligible for additional benefits if they have not used a reunion travel credit under section 9.3.33 in the lesser of the following periods.
 - a. The period 6 months before the reunion travel credit is to be used.
 - b. If the decision maker is satisfied there are exceptional circumstances — a period less than 6 months before the reunion travel credit is to be used.

3. A member cannot receive additional benefits under this section more than twice within a 12-month period.
 4. In this section, **additional benefits** means any of the following.
 - a. If the place of isolation is directed by State or Territory authorities and is not the member's usual residence — the cost of the accommodation in which the member is required to isolate.
 - b. If the place of isolation is not directed by State or Territory authorities and it is not practical for the person to complete the isolation period at their usual residence, one of the following.
 - i. If available — access to a quarantine residence.
 - ii. If a quarantine residence is not available — travelling allowance payable under section 9.5.35.
 - c. Subject to subsection 5, if a member is occupying a quarantine residence, the sum of the amounts for the following meals that corresponds with the location of the member in column A of the table in Annex 9.5.A Part 4 that the member is eligible to receive meal supplement allowance for.
 - i. For breakfast — the amount in column B.
 - ii. For lunch — the amount in column C.
 - iii. For dinner — the amount in column D.
 - d. If a member is required to isolate in a place that is not their usual place of residence, the amount for incidentals for the location of the member in column A of the table in Annex 9.5.A Part 4 that is specified in column E.
- Note 1:** There is no benefit under subsection 2 for a member who is required to isolate in their usual residence.
- Note 2:** Additional benefits under subsection 2 may be reimbursed to the member or paid to the service provider.
5. The member is not eligible for a payment for a meal that has been provided to the person at no cost.
 6. In this section, **decision maker** means a person in the member's direct chain of command or supervision who is one of the following.
 - a. A commanding officer holding a rank of Major or above.
 - b. A director.

9.3.33A Using reunion travel credits

1. A member's reunion travel credits may be used by the member or by the member's dependants.
- 1A. A reunion travel credit cannot be used for a member's dependant to travel if all of the following apply.
 - a. The dependant will travel to or from a location that will result in the dependant being required to isolate.

- b. The requirement to isolate is known before the travel commences.
- 2. If the member is to be absent from duty during a period to which the use of the reunion travel credit relates, the member must be on one of the following to use a reunion travel credit.
 - a. A form of leave.
 - b. A nonworking period.
- 3. A member's reunion travel credits are reduced by all the following.
 - a. One of the following.
 - i. One credit for each person who travels using the member's reunion travel credits under subsection 9.3.33.1.
 - ii. The number of credits used by the member under subsection 9.3.33.2.
 - b. One credit for each time all of the following apply.
 - i. The member serves on temporary duty in the same location as their dependants.
 - ii. The member is not required for duty for two or more days in a row.
 - c. One credit for each person who travels using a reunion travel credit if all the following apply.
 - i. The member's dependant is a member.
 - ii. The dependant has reunion travel credits.
 - iii. The dependant's reunion travel credits are used to reunite with the member.

9.3.33B Using multiple reunion travel credits

A member may use more than one reunion travel credit at the same time if all the following apply.

- a. The CDF is satisfied that the use of more than one reunion travel credit at a time is reasonable.
- b. Two or more of the member's dependants are travelling to the member's duty location.
- c. The member has the required number of reunion travel credits.

Division 5: Reunion travel for school students

9.3.34 Purpose

This Division assists a school student to be reunited with their parents. This is because the child did not accompany the member to the new posting location, and continues their education at another location.

9.3.35 Member this Division applies to

This Division applies to a member who is receiving education assistance for a child. The child must be studying away from the member's posting location.

9.3.36 Benefit

1. The member is eligible for one return journey for the child in each calendar year. The journey is provided on a door-to-door basis from where the child lives in the school location to the parent's home in the posting location.
2. The benefit cannot be carried forward from one calendar year to the next.
3. The CDF may approve three additional return journeys for the child in that calendar year.
4. For subsection 3, the CDF must consider all these factors.
 - a. The age of the child and year of education.
 - b. Any relevant school reports on the child's progress.
 - c. The availability of board and lodging at the child's school.
 - d. The availability and cost of suitable childcare arrangements for the child.
 - e. The period of separation between reunion visits.
 - f. The period of reunion.
 - g. The number of official term breaks operating at the child's school.
 - h. Any other relevant factor, including the continued well-being of the child.
5. If a child's eligibility for education assistance ends, the child's journey home to the parents' location counts as one of three additional journeys.

9.3.37 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

Division 6: Student reunion travel to members in remote locations

9.3.38 Purpose

The purpose of this Division is to enable children to be reunited with their parents who are living in a remote posting location.

9.3.39 Member this Division applies to

This Division applies to a member who meets both these conditions.

- a. They are serving in a remote location.
- b. They have a child receiving primary or secondary education outside the remote location. The child must be living away from their parents.

9.3.40 Benefit

1. The member is eligible for two return journeys for the child each calendar year. The journey is provided on a door-to-door basis from where the child lives in the school location to the parent's home in the remote location.
2. If the child commences school outside the remote location on or after 1 July, only one benefit may be used before 30 November in that school year.
3. If the member is also eligible for reunion travel for the child as set out in Division 5, the combined number of reunion benefits is limited to four a year.
4. The benefit cannot be carried forward from one calendar year to the next.
5. Children may travel to a destination other than the remote location to join a member or the member's spouse or partner. The cost cannot exceed the cost of travel to the member's remote location.
6. If the child turns 18 during the last year of secondary school, at the end of the school year the member is eligible for a journey for the child to the member's remote location. Travel is to the remote location at the completion of the school year.
7. ADF reunion travel does not apply if travel is already provided by a community-based scheme.

9.3.41 Period of eligibility

This table outlines the period of eligibility for this Division.

Item	If the student...	the eligibility commences from...
1.	departs the remote location to attend school	the date of departure from the remote location.
2.	does not accompany the member to the remote location	the later of: a. the day the member departs for the remote location posting, or b. the day the member's dependants depart for the remote location posting.

9.3.42 Additional travel beyond benefit

1. If the child has already used the benefit for the calendar year, the CDF may approve one additional journey. This would be for special circumstances only.
2. The child must be attending a school with four term breaks in the school year.
3. Before approving an additional journey, the CDF must consider all these factors.
 - a. The age of the child and year of education.
 - b. Any relevant school reports on the child's progress.
 - c. The availability of board and lodging at the child's school.
 - d. The availability and cost of suitable childcare arrangements for the child.
 - e. The period of separation if this additional reunion visit did not occur.
 - f. The period of reunion.
 - g. Whether severe detriment to the child would result if not allowed this visit.
 - h. Any other relevant factor.

9.3.43 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

Division 7: Reunion travel for tertiary students

9.3.44 Purpose

This Division assists a tertiary student to be reunited with their parents in some cases.

9.3.45 Member this Division applies to

This Division applies to a member who meets either of these conditions.

- a. They are eligible for education assistance under Chapter 8 Part 4 Division 5 for a child who is a tertiary student.
- b. They would have been eligible for education assistance, but is not incurring costs for the student's accommodation.

9.3.46 Benefit

1. The member is eligible for two return journeys for the tertiary student each calendar year. The journey is provided on a door-to-door basis from where the student lives in the location of their educational institution to the parent's home in the posting location.
2. If the member has a removal to the new location on or after 1 July, only one journey may be taken in that calendar year.
3. The benefit cannot be carried forward from one calendar year to the next.
4. ADF reunion travel does not apply if travel is already provided by a community-based scheme.
5. The benefit ends when the member ceases to be eligible for education assistance for the student.

9.3.47 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

Division 8: Compassionate travel

9.3.48 Purpose

This Division provides for the cost of the journey to visit a person with a serious or very serious illness, or who has died.

9.3.49 Overview

1. Compassionate travel may be made available for the death, serious illness or very serious illness of a person described in section 9.3.52.
2. Compassionate travel may also be available in other exceptional circumstances.
3. Compassionate leave may not attract a compassionate travel benefit. Compassionate travel can be taken with other types of leave.
4. A spouse or partner may be eligible for compassionate travel in their own right. Special conditions apply.

9.3.50 Who this Division does not apply to

This Division does not apply to these members.

- a. A member who has claimed a benefit for a journey under the Australians dangerously ill scheme.
- b. A member on leave without pay.
- c. A member posted overseas.

9.3.52 Who may be visited

1. A member is eligible for compassionate travel to visit a person in an item in Column A of the following table subject to the conditions in Column B of the same item if the CDF approves the travel.

Note: The person in Column A is not required to normally live with the member.

Item	Column A Person	Column B Condition
1.	A person who is any of the following. <ol style="list-style-type: none">a. The member's partner.b. The member's child.	The person is seriously ill.
2.	A person who is any of the following. <ol style="list-style-type: none">a. The member's brother or sister.b. The member's parent or guardian.c. A dependant of the member recognised under section 1.3.83 or 1.3.85.	Both the following conditions are met. <ol style="list-style-type: none">a. The person is seriously ill.b. The member has to be there because no-one else in the family is available and able to help.

3.	A person who is any of the following. a. The member's partner. b. The member's child. c. The member's brother or sister. d. The member's parent or guardian. e. A dependant of the member recognised under section 1.3.83 or 1.3.85.	One of the following conditions is met. a. The person is very seriously ill. b. The person has recently died.
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2. A member's partner is eligible for compassionate travel to visit a person in an item in Column A of the following table subject to the conditions in Column B of the same item if the CDF approves the travel.

Note: The person in Column A is not required to normally live with the member.

Item	Column A Person	Column B Condition
1.	A person who is any of the following. a. The member. b. The member's child. c. The child of the member's partner.	The person is seriously ill.
2.	A person who is any of the following. a. The parent or guardian of the member's partner. b. The brother or sister of the member's partner. c. A dependant of the member's partner.	Both the following conditions are met. a. The person is seriously ill. b. The partner has to be there because no-one else in the family is available and able to help.
3.	A person who is any of the following. a. The member. b. The child of the member's partner. c. The parent or guardian of the member's partner. d. The brother or sister of the member's partner. e. A dependant of the member's partner.	The person is very seriously ill.
4.	A person who is any of the following. a. The member. b. The child of the member's partner. c. The parent or guardian of the member's partner. d. A dependant of the member's partner. e. The brother or sister of the member's partner.	The person has recently died.

3. If the member and their partner both qualify for travel for the same event, both may be granted travel.
4. There is no travel benefit if the person applying to travel is already at the location of the person to be visited.

9.3.52A Attendance at memorial services – COVID-19

1. This section applies to a person who meets all of the following.
 - a. They are eligible for compassionate travel under section 9.3.52 to visit a person who recently died (“the deceased person”).
 - b. They were unable to visit the deceased person due to COVID-19 restrictions that prevented the person from attending a funeral or memorial service for the deceased person.
2. Subject to subsection 3, the person is eligible for compassionate travel to attend a memorial service for the deceased person if approved by the decision maker.
3. Compassionate travel in subsection 2 must be taken between the following days.
 - a. The day the COVID-19 restrictions ceased to prevent the person from travelling to a location where the memorial service is to be held.
 - b. The day 12 months after the day in paragraph a.
4. For the purpose of this section, the following apply.

COVID-19 restrictions include restrictions that apply in the person’s location and in the location of the funeral or memorial service.

Decision maker means the following.

- a. For a first decision to approve the attendance at a memorial service for a member, means member’s supervisor in the member’s direct chain of command or supervision who holds one of the following.
 - i. A rank not below Warrant Officer Class 2.
 - ii. An APS classification not below APS 4.
- b. For any subsequent decision to approve the attendance at a memorial service for the member, any of the following people in the member’s direct chain of command or supervision who holds a rank not below Major or an APS classification not below APS 6.
 - i. Commanding Officer
 - ii. Independent sub-unit commander.
 - iii. Supervisor.

9.3.53 Exceptional reasons

The CDF may grant travel for the member or partner if satisfied that other exceptional reasons make their presence essential.

Note: A relationship with a person who is not listed under section 9.3.52 is not considered to be an exceptional reason.

9.3.54 Eligibility of member’s partner – extra conditions

These additional conditions apply to compassionate travel for a partner.

- a. The cost of their travel is limited if they are temporarily absent from their normal place of residence. It must be no more than the cost of return travel from their normal place of residence to the compassionate destination.
- b. The CDF must grant the approved travel as if a member was to travel in the same circumstances.

9.3.55 Travel overseas

1. A member or their partner may apply for assistance with compassionate travel to an overseas location.
2. The CDF may approve return travel to and from the nearest appropriate international terminal in Australia.

Note: The member or their spouse, partner or dependants are not eligible for assistance for the overseas portion of the journey.

9.3.56 Compassionate travel and leave

1. Compassionate travel may be approved for absence or leave other than compassionate leave.
2. A member may be granted compassionate leave without being eligible for compassionate travel for it. In this case, they may be granted the use of an existing travel benefit (if they have one) towards the cost of travel to the compassionate leave destination.
3. A member is eligible for compassionate travel each time compassionate leave is granted if they meet all these conditions.
 - a. The member is in their first year of service.
 - b. The member was under 17 years old at the start of training.
 - c. The member needs to travel to visit a person in respect of whom leave has been granted under section 9.3.52.

9.3.57 Means of travel

1. A member, partner and any dependants are eligible to use these means of transport for compassionate travel.
 - a. For the forward journey – the fastest available public transport.
 - b. For the return journey – the most economical means of transport.
- 1A. Compassionate travel is provided on a door-to-door basis.
2. The CDF may authorise the member to use their own means of transport if that is more suitable than the means of transport in subsection 1. The CDF must consider all these criteria.
 - a. The member's ability to travel safely.
 - b. The time involved.
 - c. The urgency of the situation.

3. The member cannot be granted additional travelling leave under section 5.9.18 if they choose to travel by private vehicle.

9.3.58 Reimbursement of member's costs

A member may be reimbursed their costs of using private transport for compassionate travel. They will be reimbursed whichever is the lesser of these two amounts.

- a. The cost of the most economical means of travel for the journey.
- b. Vehicle allowance for the journey.

9.3.59 Transfer of benefit

1. A member may transfer a benefit for compassionate travel to their partner if Service reasons prevent the member from travelling.

Note: A member cannot transfer their benefit unless the CDF has approved one for them to transfer.

2. Service reasons may prevent a member from being present when their partner is seriously ill, very seriously ill or otherwise needs support. The CDF may transfer the member's compassionate travel benefits to another family member. The CDF must consider both these factors.
 - a. The needs of the member's partner.
 - b. The ability of the other person to provide care and support.

9.3.60 Children accompanying the member or spouse

The member is eligible for compassionate travel for their children if the CDF is satisfied of all the following.

- a. The child cannot be cared for and supervised while their parent or parents are away.
- b. The child will travel with the member, or with the member's spouse or partner.

9.3.60A Additional benefits for compassionate travel – COVID-19

1. This section applies to a member or their partner who is eligible for compassionate travel under section 9.3.52 and they are required to isolate as a consequence of being in a place in connection with the compassionate travel.
2. In addition to section 9.3.53, a member is eligible for the following for each person required to isolate.
 - a. If the place of isolation is directed by State or Territory authorities is not the person's usual residence — the cost of the accommodation in which the person is required to isolate.
 - b. If the place of isolation is not directed by State or Territory authorities and it is not practical for the person to complete the isolation period at their usual residence, one of the following.
 - i. If available — access to a quarantine residence.

- ii. If a quarantine residence is not available — travelling allowance payable under section 9.5.35 for the accommodation.
- c. Subject to subsection 2A, if a person is occupying a quarantine residence, the sum of the amounts for the following meals that corresponds with the location of the member in column A of the table in Annex 9.5.A Part 4 that the member is eligible to receive meal supplement allowance for.
 - i. For breakfast — the amount in column B.
 - ii. For lunch — the amount in column C.
 - iii. For dinner — the amount in column D.
- d. If a member is required to isolate in a place that is not their usual place of residence, the amount for incidentals for the location of the member in column A of the table in Annex 9.5.A Part 4 that is specified in column E.

Note: No incidentals is payable for a person who is not a member.

- 2A. All of the following apply.
 - a. A person is not eligible for a payment for a meal that has been provided to the person at no cost.
 - b. If the person is 10 years old or less, the meal component is 50% of what the person would have otherwise been eligible for.
- 3. A benefit provided under subsection 2 may be reimbursed to the member or paid to the service provider.

9.3.61 Other travel costs

A member granted compassionate travel is not eligible for travel costs beyond those provided for under this Division.

Division 9: Australians dangerously ill scheme – within Australia

9.3.63 Purpose

The purpose of this Division is to provide the support of an approved visitor to a member who is hospitalised in Australia with a very serious or serious illness. The visit from an approved visitor is for the benefit of the member.

9.3.64 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Approved period	The period decided under section 9.3.68 for benefits to assist the approved visitor to visit the member under this Division.
Approved visitor	A person who has been approved to visit a member 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 a member.
Serious illness	Means the same as item 2 of the table in section 1.3.72, Serious illness.
Very serious illness	Has the meaning in section 1.3.78, Very serious illness.

9.3.65 Member this Division applies to

The CDF may approve a member as eligible for support under this Division when they meet both 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 not recover.
 - 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 posting location to receive specialist treatment.

9.3.66 Members who this Division does not apply to

This Division does not apply if the member's visitor normally lives in the location where the

member is in hospital.

9.3.67 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.
 - 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 under section 1.3.83.
 - e. A child of the member.
2. The approved visitor must meet both of the following conditions.
 - a. They must normally live in Australia.
 - 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.

9.3.68 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.

9.3.69 Long term illness

A 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.

9.3.71 Assistance with domestic travel

1. The CDF may approve return economy class air travel within Australia for the approved visitor.
2. If air travel is not available to the location where the member is hospitalised, assistance with the cost of other modes of transport, such as rail or road, is provided to the approved visitor.
3. Costs incurred by the approved visitor for public transport, including taxi fares, between any of the following locations may be reimbursed 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.
4. The CDF may approve the reimbursement of the lower of the following costs if the approved visitor arranged their own travel prior to the benefit being approved.
 - a. The amount incurred by the approved visitor. The approved visitor must produce receipts for the travel to allow for reimbursement.
 - b. The amount that would have been incurred if the travel had been taken by a member and the travel had been arranged by Defence Member and Family Support.
5. Multiple visits to and from the approved visitor's home location during the approved period may not be reimbursed or paid for.

Exception: In exceptional circumstances, the CDF may approve the reimbursement of travel costs incurred if the approved visitor is required to return to their home location during the approved period.
6. The approved visitor may choose to stay beyond the approved period. The costs that may be reimbursed for travel after the approved period are limited. The CDF may only approve the lesser of the following costs.

- 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 cost that would have been incurred if the travel had been taken by a member and if the return journey had been arranged by Defence Member and Family Support.

9.3.72 Travel by private vehicle

1. The CDF may approve travel by private vehicle when both the following conditions are met.
 - a. The approved visitor wishes to travel by private vehicle.
 - b. The duration of the journey is considered reasonable. To determine if the journey is reasonable the CDF must consider the following factors.
 - i. The distance to be travelled.
 - ii. The time it would take to travel the distance.
2. The CDF may approve the reimbursement of the lesser of the following costs when the approved visitor travels by private vehicle approved under subsection 1.
 - a. The amount for fuel incurred by the approved visitor during the approved period. The approved visitor must produce receipts for the fuel to allow for reimbursement.
 - b. The vehicle allowance payable under section 9.6.25 for the distance travelled.

Note: This does not include the cost of tolls, parking fees, traffic fines or parking tickets.

9.3.73 Assistance with accommodation

1. The CDF may approve commercial accommodation up to the relevant rate in Annex 9.5.A Part 1 column C.
2. The accommodation must be within a reasonable distance from the hospital where the eligible person is located, having regard to the circumstances.
3. The CDF may approve accommodation at a higher rate than set under subsection 1 when both the following criteria are met.
 - a. The accommodation is located near the member's hospital.
 - b. The cost of travel to and from the closest hotel within the allowable cost would exceed the savings of staying in that hotel.
4. If the approved visitor arranges their own accommodation prior to the visit being approved, the CDF may approve the reimbursement of the lesser of the following costs.
 - a. The cost of the accommodation incurred by the approved visitor. The approved visitor must produce receipts for the accommodation to allow for reimbursement.
 - b. The cost of the accommodation that would have been incurred if the visit has been arranged by Defence Member and Family Support.

9.3.74 Assistance with meals

1. The CDF may approve the reimbursement of the lesser of the following meal costs.
 - a. The cost of meals incurred by the approved visitor. The approved visitor must produce receipts for the meals to allow for reimbursement.

Exception: The approved visitor is not eligible for reimbursement for any alcoholic beverages purchased.
 - b. The meal costs that would have been paid under Annex 9.5.A Part 4.

9.3.75 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 Division ceases 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 provided under this Division 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.
3. The CDF may approve another visit for the member. The member must meet both of the following conditions.
 - a. The member was previously classified by medical authority as no longer very seriously ill or seriously ill.
 - b. The member is reclassified as very seriously or seriously ill.

Division 10: Travel of dependants on death of a member

9.3.76 Purpose

This Division describes travel, baggage and accommodation benefit for dependants of a member who dies while serving in Australia. This includes a member who dies while serving in a seagoing ship or seagoing submarine.

9.3.77 Basic benefit

If a member dies while serving in Australia, their dependants may be granted travel from their location to one of the locations in this table.

Item	The dependants may be granted travel to...	with the condition that...
Member of the Permanent Forces at the time of death		
1.	the location of the last permanent residence of the member and their dependants at the time of enlistment or appointment	travel is limited if appointment or enlistment was from outside Australia. a. If the member was appointed or enlisted from Norfolk Island, travel is to Sydney. b. If the member was appointed or enlisted from any other external territory of Australia, travel is to the capital city nominated by the dependants. c. If the member was appointed or enlisted from another country, travel is to the port at which the member first entered Australia.
2.	any other location in Australia	the payment will be no more than the cost of the travel benefit in item 1. Exception: If the CDF is satisfied that the dependants have established or intend to establish a permanent home there.
Member of the Reserves on continuous full-time service at the time of death		
3.	the location where the member lived immediately before starting full-time service	—
4.	any other location in Australia	the cost of the travel is no more than the benefit in item 1.

9.3.78 Member not living with dependants at time of death

If a member with dependants is not living with them at the time of death, the basic travel benefits in Part 1 of this Chapter will apply to the dependants.

9.3.79 Deceased member's spouse also a member

The travel benefits in this Division apply when the deceased member's spouse or partner is a member.

9.3.80 Means of travel

1. Dependants travelling on the death of a member are eligible for travel by the most economical and practical means.
2. If the member's dependants travel by means that are not the most economical both the following apply.
 - a. The maximum benefit is the cost of travel by the most economical means.
 - b. The member must pay any costs in excess of the amount in paragraph a. before the travel is undertaken.

9.3.81 Travel by coach

1. Travel by coach may only be approved as the most economical means for one of these reasons.
 - a. It is the only means available.
 - b. The dependants request it as the most appropriate.
2. In all other instances travel by coach should be limited. It can be used if it is the only way dependants can be taken to or from the transport used for the major part of the journey.

9.3.82 Class of travel

Dependants may upgrade their class of travel. If they do, the Commonwealth will pay only for the cost of travel by the most economical means and class set out in Part 1 of this Chapter.

9.3.83 Baggage

If baggage is included with furniture and effects, the insurance provisions for removal on death of a member under Chapter 6 Part 5 Division 11 will apply.

9.3.84 Deferral of a dependant's travel

Dependants may defer travel for no more than 12 months from the date of the member's death.

Division 11: Travel for representational purposes

9.3.85 Member accompanied on business travel within Australia

1. A member is not eligible to have their partner accompany them on Defence business travel within Australia using a benefit provided under this Determination unless the CDF is satisfied that, considering the purpose of the travel, it is demonstrably in the interests of the Commonwealth.
2. If the CDF approves accompanied travel on Defence business within Australia, the member is eligible for all the following, as applicable.
 - a. The reasonable additional cost of accommodation.
 - 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 eligibility for meals under Annex 9.5.A Part 4 for travel on Defence business within Australia.

Part 4: Leave travel

9.4.1 Overview

This Part details the travel benefits that a member can use with their leave.

9.4.2 Definitions

In this Part, the following apply.

Place of duty means one of the following.

- a. If the member has been posted to the place of duty, their posting location.
- b. If the member has not been posted to the place of duty, the area surrounding the place of duty that would be their posting location had the member been posted there.

9.4.3 Nominated family

2. This table shows who a member's nominated family is.

Item	If the member...	then...
1.	has no spouse or partner and no children	their nominated family is their parents, or another person the CDF approves under section 9.4.4, as their closest relative.
2.	has no spouse or partner but has dependent children living with them	the member is not eligible for recreation leave travel because the member would be categorised as a member with dependants.
3.	has no spouse or partner, and has children not living with them	their nominated family is their children, or another person the CDF approves under section 9.4.4 as their closest relative.
4.	has a spouse or partner, but is categorised as member without dependants because the couple do not normally live together	their nominated family is their spouse or partner.

3. If the member's nominated family normally live at separate locations, the member may alternate between those locations.
4. The member must notify any relevant change in family circumstances. A relevant change is one which could affect their eligibility for recreation leave travel.

9.4.4 CDF approval of closest relative

1. This section applies to a member whose nominated family would be a parent or child (see item 1 or 4 of the table in section 9.4.3). It applies only if the CDF is satisfied on either of these two grounds.
 - a. It is not practical for the member to visit the relative, or the member is estranged from the relative.
 - b. The member has closer ties to a person other than the relative.

2. The CDF may approve a person as the member's closest relative. The CDF must consider the nature and length of their relationship. Any of these relationships could apply.
 - a. Blood.
 - b. Law.
 - c. Traditional kinship.

Note: An approval under this section is expected to apply long-term. The member should only seek a new approval after a significant change in family circumstances.

9.4.4A Interaction with other travel and reunion benefits

The combined total number of the following travel must not exceed seven in the same 12 month period under subsection 9.3.30.1.

- a. Recreation leave travel under Division 1.
- b. Remote location leave travel under Division 4.
- c. Reunion travel for members under Part 3 Division 4.

Note: For the purpose of counting the number of trips, one reunion travel credit is equal to one trip.

Division 1: Recreation leave travel

9.4.5 Purpose

This Division enables a member without dependants, including a trainee, to travel away from their place of duty while on leave or during course breaks to visit their nominated family, or in limited circumstances, another location.

9.4.5A Members this Division applies to

This Division applies to a member who meets the following.

- a. They are a member without dependants.
- b. They are on recreation leave or a course break.
- c. They are not on one of the following.
 - i. A long-term posting overseas.
 - ii. Short-term duty overseas.

9.4.6 Eligibility for recreation leave travel within Australia

1. Subject to subsection 2, a member is eligible for recreation leave travel if the CDF is satisfied of any of the following.
 - a. All of the following apply.
 - i. The member's nominated family is in Australia.
 - ii. The member's nominated family is not at the member's place of duty.
 - iii. The member is going to visit their nominated family during the period of leave.
 - b. The member has no nominated family.
2. A member must not knowingly use recreation leave travel to travel to a place that would require them to isolate on their return to their place of duty.

9.4.7 Recreation leave travel benefit

1. Recreation leave travel is the return travel for the member from their place of duty to one of the following.
 - a. If the member's nominated family is in Australia — to the location where their nominated family live.
 - b. If the member has no nominated family — to the nearest capital city.
2. Recreation leave travel is limited to both the following amounts.
 - a. The cost of travel by the most economical means.
 - b. Door-to-door travel costs.

9.4.8 Number of recreation leave travel trips

1. A trainee may be provided with up to three return trips in a financial year, including any graduation trip.
2. Any other eligible member, including a member undergoing training, may be provided with one return trip in a financial year.
3. If a member cannot be granted their recreation leave travel benefit for Service reasons, they may apply for the CDF to defer it once only, into the following financial year. They must still meet all the conditions for eligibility in that following year.
4. A member may be recalled from leave for Service reasons while using a recreation leave travel benefit. In this case, they are taken not to have used their travel benefit.

9.4.9 Travel in advance of eligibility

The CDF may grant a member recreation leave travel in advance of their next year's eligibility. They will lose that benefit for that next year.

Exception: This advance cannot be granted unless it is reasonable to expect that the member will be eligible in the next year.

9.4.10 Excess travel costs

A member who chooses to travel by means that are not the most economical must do both the following.

- a. Pay any travel costs above the normal departmental liability.
- b. Pay those excess costs before the booking is finalised. They pay them to the Collector of Relevant Money.

9.4.11 Offset of benefit for travel to alternative destination

1. A member can put the value of their benefit towards the cost of travel to meet their nominated family in an a destination alternative to the place where the nominated family normally lives in Australia. One of these conditions must be met.
 - a. The CDF is satisfied that their nominated family is located at the alternative destination.
 - b. The member's benefit under section 9.4.3 is to the capital city nearest their place of duty, and they wish to go somewhere else.
2. The maximum benefit is the lesser of the following.
 - a. The cost of the actual travel.
 - b. The cost of Defence travel to where the nominated family normally live, by the most economical means.

9.4.12 Vehicle allowance for trip to transport terminal

1. A member is eligible for vehicle allowance for the trip their vehicle makes from their residence to a transport terminal and back again. They do not have to be present for the whole of that journey. They could have been dropped off at the terminal to continue their

journey on recreation leave travel at Commonwealth expense.

2. Payment of vehicle allowance under subsection 1 must not be more than the normal departmental liability.

9.4.13 Transfer of benefit

1. A member may choose to transfer their benefit to the nominated family. This is to allow one or more of the nominated family to travel from their home to where the member is serving, and back again.
2. If the member chooses to transfer travel, the Commonwealth will pay only up to what the member would have been eligible for under section 9.4.7, Recreation leave travel benefit.
3. A member cannot transfer a benefit under subsection 1 if the member's place of duty is in a location that the nominated family would be required to isolate on entering that location.

9.4.14 Member with family overseas

1. The CDF may grant recreation leave travel under this Division to a member whose nominated family is living overseas.
2. The member is eligible for return travel to an international terminal in Australia. The terminal must be the one nearest their posting location from which a flight goes to where the nominated family lives. The travel must be by the most economical means.

9.4.15 Recreation leave travel – trainees

The CDF may approve recreation leave travel under this Division for a trainee on all the following conditions, in addition to relevant conditions in this Division.

- a. The travel is during a course break, or on graduation.
- b. Approval is subject to Service requirements and course structures.
- c. Travel may be refused for disciplinary reasons, or because of unsatisfactory academic progress, or for any other reason related to the member's training.

Division 2: Pre-deployment leave travel

9.4.16 Purpose

This Division allows a member to travel when pre-deployment leave has been granted.

9.4.17 Benefit

1. A member is eligible for pre-deployment leave travel if all of the following apply.
 - a. The member has been granted pre-deployment leave under Chapter 5 Part 9 Division 7.
 - b. If the member has nominated family — the nominated family is not at the member's place of duty.
 - c. The member will not be going to a place that would require the member to isolate on their return to their place of duty.
- 1A. Pre-deployment leave travel is the cost of travel from the member's location in Australia to one of the following.
 - a. If the member's nominated family is in Australia — to the location of their nominated family.
 - b. If the member has no nominated family — to the nearest capital city.
2. Pre-deployment leave travel is provided on a door-to-door basis.

9.4.18 Member not eligible

If a member has a recreation leave travel benefit, it must be used instead of a pre-deployment leave travel benefit.

9.4.19 Offset of benefit

A member can put the cost of their benefit towards the cost of travel to somewhere other than their home location. Both these conditions must be met.

- a. The member pays any excess costs involved.
- b. The authorised person is satisfied on both these counts.
 - i. Special circumstances exist.
 - ii. The member's need for travel is generally within the purposes for which pre-deployment leave is granted.

Division 3: Post-deployment leave travel

9.4.20 Purpose

This Division allows a member to travel within Australia when leave has been granted on return from service in a prescribed area overseas. A member is granted war service leave (if eligible) and recreation leave on their return. No additional leave credits are provided on return to Australia.

9.4.21 Benefit

1. A member is eligible for post-deployment leave travel if all of the following apply.
 - a. The member has returned to Australia from an area that attracted pre-deployment leave.
 - b. If the member has nominated family — the nominated family is not at the member's place of duty.
 - c. The member will not be going to a place that would require the member to isolate on their return to their place of duty.
- 1A. Post-deployment leave travel is the cost of travel from the member's location in Australia to one of the following.
 - a. If the member's nominated family is in Australia — to the location of their nominated family.
 - b. If the member has no nominated family — to the nearest capital city.
2. Post-deployment leave travel is provided on a door-to-door basis.

9.4.22 Member must use recreation leave travel if available

For travel to be granted under section 9.4.21, the member must have no recreation leave travel benefit left. If a member has a recreation leave travel benefit, they must use it instead of post-deployment travel.

Division 4: Remote location leave travel

9.4.23 Purpose

The purposes of this Division are as follows.

- a. To give a member and dependants relief from the climate and isolated conditions of remote locations.
- b. To provide a member and dependants with access to facilities not available at the remote location, including medical, dental and shopping facilities.

9.4.25 Definitions

The following terms are defined for the purposes of this Division.

Term	Definition in this Division
capital city	This term has the meaning given by Chapter 1 Part 3 Division 1 section 1.3.9, Definition of <i>capital city</i> .
close family member	Means any of these people: <ol style="list-style-type: none">a. The member's child, parent, grandparent, brother or sister.b. The member's spouse's child, parent, grandparent, brother or sister.c. The member's partner's child, parent, grandparent, brother or sister.d. The member's spouse or partner who lives outside the remote location.
transfer	In relation to a benefit, this term includes. <ol style="list-style-type: none">a. Eligibility for transportation at Commonwealth expense.b. Eligibility for the member to be paid vehicle allowance for travel by another specified person in a private vehicle.

9.4.25A Limits on using remote location leave travel benefits

A person using a benefit accrued under this Part can only use one benefit for each journey.

9.4.26 Scheme A – member without dependants

1. This section applies to a member without dependants who is posted to a remote location.
2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.
 - a. If the member flies — return flights.
 - b. If the member drives — vehicle allowance up to the value of the flights had the member flown.
- 2A. Remote location leave travel is between the following locations.

- a. From one of the following locations.
 - i. The member's posting location.
 - ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's posting location.
 - b. To one of the following locations.
 - i. The nearest capital city.
 - ii. If the member is posted to a location in the Northern Territory — Adelaide.
- 2B. If more than one person who is eligible for remote location leave travel travels in the same vehicle, vehicle allowance is only payable to one person.
4. A member without dependants accrues remote location leave travel at the following rate if the CDF is satisfied the member is reasonably likely to serve in the remote location for 12 months.
- a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit at the start of every 12 month period.
 - b. If the member is serving in any other remote location — 2 travel benefits at the start of every 12 month period.
5. Remote location leave travel may only be taken in the following period.
- a. The period begins on the day the member commences the posting at the remote location.
 - b. The period ends on the day immediately before the member ends the posting at the remote location.

Note: Section 9.4.25A applies to the use of travel benefits under this section.

6. The remote location leave travel benefit may be transferred under either of the following sets of conditions.
- a. A member may transfer their benefit for remote location leave travel to one or more close family members. The member must make this decision in writing.
 - i. The transferred benefit must be used for the close family member to visit the member at the posting location.
 - ii. The benefit may be used to buy travel to the value of the remote location leave travel benefit that would otherwise be provided.
 - b. The CDF may approve the transfer of the benefit to another member of the member's family or household, if satisfied that exceptional circumstances apply.

9.4.27 Scheme A – member with dependants (unaccompanied)

- 1. This section applies to a member with dependants (unaccompanied).
- 2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.
 - a. If the member flies — return flights.

- b. If the member drives — vehicle allowance up to the value of the flights had the member flown.
- 2A. Remote location leave travel is between the following locations.
- a. From one of the following locations.
 - i. The member's posting location.
 - ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's posting location.
 - b. To one of the following locations.
 - i. The nearest capital city.
 - ii. If the member is posted to a location in the Northern Territory — Adelaide.
- 2B. If more than one person who is eligible for remote location leave travel travels in the same vehicle, vehicle allowance is only payable to one person.
4. A member with dependants (unaccompanied) accrues remote location leave travel at the following rate if the CDF is satisfied the member is reasonably likely to serve in the remote location for 12 months.
- a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit at the start of every 12 month period.
 - b. If the member is serving in any other remote location — 2 travel benefits at the start of every 12 month period.
5. Remote location leave travel may only be taken in the following period.
- a. The period begins on the day the member commences the posting at the remote location.
 - b. The period ends on the day immediately before the member ends the posting at the remote location.
- Note:** Section 9.4.25A applies to the use of travel benefits under this section.
6. The remote location leave travel benefit may be transferred under the following conditions.
- a. A member may transfer their benefit for remote location leave travel to one or more close family members. The member must make this decision in writing.
 - b. The transferred benefit may only be used for the close family member to visit the member at the posting location.
 - c. The benefit may be used to buy travel to the value of the remote location leave travel benefit that would otherwise be provided.
7. The CDF may approve the transfer of the benefit to another member of the member's family or household under subsection 6, if satisfied that exceptional circumstances apply.

9.4.28 Scheme A – dependants of a member with dependants (unaccompanied)

1. This section applies if the following conditions are met.
 - a. A member was posted to a remote location, but leaves on a posting to another remote location or a non-remote location.
 - b. The member is a member with dependants (unaccompanied).
 - c. The member's dependants stay in the remote location.
2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.
 - a. If the member flies — return flights.
 - b. If the member drives — vehicle allowance up to the value of the flights had the member flown.
- 2A. Remote location leave travel is between the following locations.
 - a. From one of the following locations.
 - i. The member's posting location.
 - ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's posting location.
 - b. To one of the following locations.
 - i. The nearest capital city.
 - ii. If the member is posted to a location in the Northern Territory — Adelaide.
- 2B. If more than one person who is eligible for remote location leave travel travels in the same vehicle, vehicle allowance is only payable to one person.
3. A member's dependants accrue remote location leave travel at the rate that applies for their and the member's location in this table.

Item	If the member is in a...	and the dependants are in...	then the dependants...
1.	remote location	another remote location	are eligible for remote location leave travel as if the member was a member with dependants at the dependants' remote location.
		a non-remote location	are not eligible for remote location leave travel.
2.	non-remote location	a remote location	are eligible for remote location leave travel as if the member was a member with dependants at the dependants' remote location.
		a non-remote location	are not eligible for remote location leave travel.

4. Remote location leave travel may only be taken while the dependants live in the remote location.

Related Information: A benefit may lapse before this date. See section 9.4.34, Schemes A
Defence Determination 2016/19, Conditions of service 357

and B – lapsing of benefit.

Note: Section 9.4.25A applies to the use of travel benefits under this section.

5. The member's dependants' remote location leave travel benefits do not lapse until the dependants leave the remote location.
6. A remote location leave travel benefit may be transferred under the following conditions.
 - a. The member's dependants may transfer their benefit to remote location leave travel to a close family member or to the member. The decision must be made in writing.
 - b. The transferred benefit may be used for either of these purposes.
 - i. For the close family member to visit the member at the posting location.
 - ii. For the member to visit the member's dependants at the remote location.
 - c. The benefit may be used to buy travel to the value of the remote location leave travel benefit that would otherwise be provided.
7. The CDF may approve the transfer of the benefit to another member of the member's family or household under subsection 6, if satisfied that exceptional circumstances apply.

9.4.29 Basic benefit – member with dependants

1. This section applies to a member with dependants who is serving in a remote location, and their dependants.
2. A member is eligible for the following remote location leave travel benefits for themselves and their dependants if the CDF is satisfied that the member is reasonably likely to serve in the location for 12 months.
 - a. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — Scheme A benefits.
 - b. If the member is serving in a location that attracts ADF District allowance at the Grade B, C, D or E rate — Scheme A and B benefits.
3. The member accrues remote location leave travel at the start of every 12 month period at the following rate.
 - a. If the member or their dependant have a Scheme A remote location leave travel benefit — one of the following.
 - i. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit per person.
 - ii. If the member is serving in any other remote location — 2 travel benefits per person.
 - b. If the member or their dependant have a Scheme B remote location leave travel benefit — one travel benefit per person.
5. A dependant of two members can claim their benefit in respect of one member only. The members may choose which member the dependant's eligibility is to be calculated in relation to. The choice must be made in writing.

9.4.30 Scheme A – member with dependants

1. If a member or dependants have a Scheme A remote location leave travel benefit, the conditions in this section apply to the travel benefit.
 2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A and subject to subsection 2B.
 - a. If the member flies — return flights.
 - b. If the member drives — vehicle allowance up to the value of the flights had the member flown.
 - 2A. Remote location leave travel is between the following locations.
 - a. From one of the following locations.
 - i. The member's posting location.
 - ii. The location that has an airport that provides commercial passenger air travel that is closest by travel time to the member's posting location.
 - b. To one of the following locations.
 - i. The nearest capital city.
 - ii. If the member is posted to a location in the Northern Territory — Adelaide.
 - 2B. If more than one person who is eligible for remote location leave travel travels in the same vehicle, vehicle allowance is only payable to one person.
 3. The member's dependants may take the travel benefit separately from the member, at economy class.
 4. Remote location leave travel may only be taken in the following period.
 - a. The period begins on the day the member commences the posting at the remote location.
 - b. The period ends on the day immediately before the member ends the posting at the remote location.
- Note:** Section 9.4.25A applies to the use of travel benefits under this section.
5. A remote location leave travel benefit may be transferred under the following conditions.
 - a. A member, spouse or partner may transfer their benefit to remote location leave travel to one or more close family members. The decision must be made in writing.

Exception: Dependent children's benefits may not be transferred.
 - b. The transferred benefit may only be used by the close family member to visit the member at the posting location.
 - c. The benefit may be used to buy travel to the value of the remote location leave travel benefit that would otherwise be provided.
 6. The CDF may approve the transfer of the benefit to another member of the member's family or household under subsection 5, if satisfied that there are exceptional circumstances.
 7. A member and all eligible dependants may travel at different times and to different locations.

9.4.31 Scheme B – member with dependants

1. If a member or dependants have a Scheme B remote location leave travel benefit, the conditions in this section apply.
2. Remote location leave travel benefit is one of the following between the locations specified in subsection 2A.
 - a. If the member flies — return flights.
 - b. If the member is posted to Woomera — one of the following.
 - i. Return flights.
 - ii. Vehicle allowance from Woomera to Adelaide and return, and return flights from Adelaide to another capital city.
- 2A. Remote location leave travel is between the following locations.
 - a. From one of the following locations.
 - i. The member’s posting location.
 - ii. The location closest to the member’s posting location that has an airport with commercial air travel.
 - b. To a capital city.
- 2B. A member or their dependant may only travel to Darwin if the travel is to be taken during the COVID-19 pandemic.
3. The CDF may approve vehicle allowance up to the cost of the travel benefit in any of the circumstances in the following table.

Item	When a member’s dependant...	that prohibits flying and...
1.	has a disability	has been classified under either of the following. a. <i>Social Security Act 1991</i> . b. Under this Determination, has a dependant with special needs.
2.	has a medical condition	a medical certificate has been provided.

4. A member and all eligible dependants may travel at different times and to different locations, according to the member’s choice under subsection 2.
5. Remote location leave travel may only be taken in the following period.
 - a. The period begins on the day the member commences the posting at the remote location.
 - b. The period ends on the day immediately before the member ends the posting at the remote location.

Note: Section 9.4.25A applies to the use of travel benefits under this section.
6. The remote location leave travel benefit may be transferred under the following conditions.

- a. A member, spouse or partner may transfer their benefit to remote location leave travel to a close family member. The decision must be made in writing.
Exception: Dependent children's benefits may not be transferred.
 - b. The transferred benefit must be used for the close family member to visit the member at the posting location.
 - c. The eligibility for a journey is transferred, not the value of a fare.
 - d. The travel is limited to travel to and from the family member's nearest capital city.
7. The CDF may approve the transfer of the benefit to another member of the member's family or household under subsection 6, if satisfied that exceptional circumstances apply.
8. All of the member's dependants are taken to have used one Scheme B remote location leave travel benefit when both these conditions apply.
- a. A member transfers their own remote location leave travel benefit.
 - b. The member's spouse or partner transfers their remote location leave travel benefits.

9.4.32 Scheme A – offset of benefit to another destination

1. This section applies to a member who has a remote location leave travel benefit that Scheme A conditions apply to.
 2. A member or dependants can use the amount that would otherwise be paid for a remote location leave travel benefit towards the cost of travel to another destination.
Note: The person taking the benefit must leave the member's posting location to be eligible to offset their Scheme A Remote Location Leave Travel benefit.
 3. Subject to subsection 3A, the maximum amount that may be paid under subsection 2 is the cost of the return air fare for travel between the posting location and the nearest capital city.
Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.
- 3A. If the member is posted to one of the following locations, the maximum amount payable under subsection 2 is the amount relevant for the location.
- a. For a member posted to Tindal, the amount that may be paid includes.
 - i. The lesser of either vehicle allowance or the cost of motor vehicle hire for return travel between Tindal and Darwin.
 - ii. The cost of return air fare for travel between Darwin and Adelaide.
 - b. For a member posted to Woomera, the amount that may be paid includes.
 - i. The cost of vehicle allowance for return travel between Woomera and the airport at Olympic Dam.
 - ii. The cost of return air fare for travel between Olympic Dam and Adelaide.
 - c. For a member posted to a remote location that does not have a commercial airport, the amount that may be paid includes.

- i. The lesser of either vehicle allowance or the cost of public transport for return travel between the posting location and the closest airport.

Note: The closest airport is the one closest by travel time to the remote location.

- ii. The cost of return air fare for travel between the closest airport and the nearest capital city.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

4. A remote location leave travel benefit that is used to fund an offset is taken to have been used by the member or dependant who the benefit originally accrued for.
5. The member or dependants can put the amount that would otherwise be paid for a leave travel benefit towards the cost of a holiday package tour. They will be reimbursed up to the lowest of the following three costs.
 - a. The cost of the return fare for travel to the holiday destination by the most economical means.
 - b. The cost of the return fare for travel between the member's posting location and the nearest capital city.

Exception: For locations in the Northern Territory, the cost limit will be the cost of the return fare for travel between the member's posting location and Adelaide.

- c. The cost of a package tour to be taken by the member or their dependant that meets all of the following.
 - i. If the travel is not taken during the COVID-19 pandemic, it contains commercially provided travel to the destination.
 - ii. It has been purchased from a travel agent accredited by Australian Federation of Travel Agents travel accreditation scheme (ATAS), or a similar organisation.
 - iii. Its components are not costed separately.

9.4.33 Schemes A and B – advances of benefit

1. This section applies to a member who has a remote location leave travel benefit that Scheme A or Scheme B conditions apply to.
2. The CDF may grant a member or dependants an advance of one remote location leave travel benefit, having regard to operational requirements relevant to the member.

Exception: The CDF may not grant a member or dependants an advance if it is reasonable to believe the benefit will not accrue.
3. A member or dependants who advance a remote location leave travel benefit do not have to repay the value of that travel, should the benefit not accrue.

9.4.34 Schemes A and B – lapsing of benefit

1. This section applies to a member who has a remote location leave travel benefit. The remote location leave travel benefit may have Scheme A or Scheme B conditions.
2. Remote location leave travel benefits lapse on the following days.

- a. If the benefit a member has accrued is for themselves — the earlier of the following.
 - i. The day before the member accrues the next remote location leave travel benefit for themselves.
 - ii. The last day of the member's posting to the remote location.
 - b. If the benefit a member has accrued is for their dependant — the earlier of the following.
 - i. The day before the member accrues the next remote location leave travel benefit for the dependant.
 - ii. The day before the dependant leaves the remote location.
 - iii. The day the dependant ceases to be a dependant of the member.
3. Despite subsection 2, a benefit that has been deferred under section 9.4.35 does not lapse during the period of deferral.

9.4.35 Schemes A and B – deferral of benefit

1. A member may apply to defer a remote location leave travel benefit that Scheme A or Scheme B conditions apply to.
2. The CDF may defer the lapsing of a benefit under subsection 9.4.34.2 for one year, having regard to operational requirements relevant to the member.

9.4.36 Schemes A and B – member changes category

A member's change of category has the following effects on remote location leave travel benefits.

- a. On the date of the change, all outstanding remote location leave travel benefits for the member and dependants lapse.
- b. On the date of the change, the member and dependants (if any) are forgiven any advances of remote location leave travel benefits.
- c. The member and dependants (if any) accrue new remote location leave travel benefits on the date of the change, as provided for under sections 9.4.26, 9.4.27 or 9.4.29.
- d. The member's and dependants' (if any) next accrual of remote location leave travel is on the anniversary of the member's commencement in the remote location.

Exception: As described in section 9.4.37, Schemes A and B – spouse or partner is a member.

9.4.37 Schemes A and B – spouse or partner is a member

1. This section applies to a member who has a remote location leave travel benefit that either Scheme A or Scheme B conditions apply to, in the following circumstances.
 - a. The member has a spouse or partner.
 - b. The dependant in paragraph a. is a member of the ADF.

- c. The member and their spouse or partner are posted to the same remote location on different dates.
2. Despite subsection 9.4.29.3, the member who arrives in the remote location second accrues remote location leave travel benefits at the following times.
 - a. The member's first benefit accrues on the day they arrive in the remote location.
 - b. The member's second and subsequent benefits accrue on the same day as the member who arrived in the remote location first.
 3. The member accrues remote location leave travel benefits at the following rate.
 - a. If the member or their dependant have a Scheme A remote location leave travel benefit — one of the following.
 - i. If the member is serving in a location that attracts ADF District allowance at the Grade A rate — one travel benefit per person.
 - ii. If the member is serving in any other remote location — 2 travel benefits per person.
 - b. If the member or their dependant have a Scheme B remote location leave travel benefit — one travel benefit per person.

9.4.38 Schemes A and B – spouse or partner is a Defence APS employee

1. This section applies to a dependant of a member who has a remote location leave travel benefit that either Scheme A or Scheme B conditions apply to, in the following circumstances.
 - a. The dependant is the member's spouse or partner.
 - b. The dependant in paragraph a. is an APS employee of the Department of Defence, who performs duty in the remote location.
 - c. The dependant is eligible for assisted leave fares allowance, as an APS employed by the Department of Defence.
2. A member's partner accrues one less remote location leave travel than is provided for in section 9.4.29.

9.4.40 Schemes A and B – Tindal travel arrangements

1. This section applies to a member if they or their dependants need to travel to or from Tindal as part of remote location leave travel.
2. The member may be paid whichever of these costs is less.
 - a. Vehicle allowance, for the journey between Tindal and Darwin.
 - b. Motor vehicle hire costs, as provided for under subsection 3.
3. For the purpose of paragraph 2.b, motor vehicle hire costs comprise these costs.
 - a. The cost of motor vehicle hire for the journey between Tindal and Darwin.
 - b. Reasonable insurance costs associated with the hire of the motor vehicle.

- c. Fuel costs for the journey between Tindal and Darwin.
- d. Reasonable additional compulsory charges.

9.4.40A Schemes A and B – additional travel arrangements

1. This section applies to a member if they or their dependants need to travel outside of the posting location to access commercial air travel as a part of their remote location leave travel.
2. The member is eligible for vehicle allowance for return travel by private vehicle between Woomera and the airport at Olympic Dam if all of the following apply.
 - a. The member is posted to Woomera.
 - b. The member does not drive to Adelaide.
3. If the member is posted to a location other than Woomera or Tindal — the member may be paid the lesser of the following for return travel between the posting location and the closest airport.
 - a. Vehicle allowance, if the member or their dependants travel by private vehicle.
 - b. The cost of travel by public transport for each eligible person travelling.

Note: The closest airport is the one closest by travel time to the remote location.

9.4.41 Schemes A and B – dependants under the age of 18

1. Dependants under the age of 18 may not make choices under this Division.
2. The member may make any choices under this Division on behalf of dependants under the age of 18.

Part 5: Payment of travel costs

Division 1: Members eligible and definitions

9.5.3 Purpose

This Division has two purposes.

- a. It explains special terms used in this Part.
- b. It sets out who may be eligible for assistance with the cost of travelling.

9.5.4 Member this Part applies to

This Part applies to a member who is required to travel in one of these situations.

- a. On Defence business for an overnight travel period.
Exception: A member on part-day travel can get limited benefits under this Part.
- b. To a new posting location.
- c. In preparation or immediately following the end of their continuous full-time service.

9.5.5 Member this Part does not apply to

1. This Part does not apply to any of these members.
 - a. The CDF.
 - b. The Vice Chief of the Defence Force.
 - c. A Service Chief.
 - d. A member who is eligible for vehicle allowance or aircraft allowance under Part 6 or 7 of this Chapter, except to the extent allowed for under those Parts.
2. This Part does not make a member eligible for payments for the costs of these types of travel.
 - a. Compassionate travel.
 - b. Pre- or post-deployment leave travel.
 - c. Recreation leave travel.
 - d. Remote location leave travel.
 - e. Reunion travel.

9.5.8 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
High-cost country centre	A location mentioned in Annex 9.5.A Part 2.
Meal period	A one-hour period that meets both of these conditions. <ul style="list-style-type: none"> a. It starts during a travel period. b. It starts at one of these times. <ul style="list-style-type: none"> i. Breakfast – 0700 ii. Lunch – 1300 iii. Dinner – 1900.
Medium cost country centre	A location specified in Annex 9.5.A Part 3.
Normal place of duty (for a member on Reserve service)	The location of the unit the member is posted to, as long as it is 30 km or less from the location of their residence.
Other country centre	A location in Australia that is not one of these locations. <ul style="list-style-type: none"> a. A capital city. b. A high cost country centre. c. A medium cost country centre.
Private vehicle	<ul style="list-style-type: none"> a. For travel on removal by a member or their dependant: a motor vehicle owned by the member or dependant to be removed. b. For other travel by a member: a motor vehicle they own, hire or borrow.
Rank	The rank substantively held by a member. It does not include these. <ul style="list-style-type: none"> a. Temporary rank. b. Acting rank. c. The rank of a position in which a member is performing higher duties.

9.5.9 Travel period – business travel

1. For this Part, a travel period for a member on business travel is the period when all these conditions apply to the member.
 - a. The member has been directed to travel to a location in Australia to perform duty.
 - b. The location for duty is not the member's normal place of duty.
 - c. The member is absent overnight from their normal place of residence to do the duty.

Exception: The member may be eligible for an allowance under this Part if section 9.5.10, Part-day travel period, applies to them.

2. The travel period for a member in a situation set out in an item in Column A of the following table starts from the day in Column B of the same item and ends on the day in Column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
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1.	The member travels direct to the duty location by the most economical means.	The day the member leaves their normal place of duty or residence	The day the member returns to their normal place of duty or residence.
2.	The member travels by another means that takes longer than the most economical means for a Service reason.		The day the member returns to their normal place of duty or residence.
3.	The member travels by another means that takes longer than the most economical means for a non-Service reason.	The day the member would have left their normal place of duty or residence if they had travelled by the most economical means	The day the member would have returned to their normal place of duty or residence, if they had travelled by the most economical means.
4.	The member takes a break unnecessarily or for private reasons during the period.	The day the member leaves their normal place of duty or residence.	The day the member returns to their normal place of duty or residence.
		The day the member resumes the travel for Service reasons.	

Note: A member may be required to isolate before they return to their normal place of duty or their residence. Their travel period includes the isolation period.

9.5.10 Part-day travel period

1. A member who meets all of the following conditions is eligible for part-day travelling allowance.
 - a. The member is required to travel outside their posting location on Defence business.
 - b. The member holds the rank of Colonel or lower.
 - c. The member is absent from their posting location for 10 hours or more.
 - d. The member is not absent from their posting location overnight.

Exception: A member who is eligible for part-day travelling allowance under section 13.3.15 for travel overseas is not eligible for payment under this section.

2. The rate of allowance is \$54.95 a day.
3. A member must not use the Defence travel card to claim part-day travelling allowance.

9.5.11 Travel period – posting travel

1. For this Part, a **travel period** for a member on posting travel is the period when all of these conditions apply to the member.
 - a. The member has been posted from one posting location in Australia to another.
 - b. The member must travel to get to the new posting location.
 - c. The travel extends overnight.

2. The travel period for a member in a situation set out in an item in Column A of the following table starts from the day in Column B of the same item and ends on the day in Column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
1.	The member travels direct to the duty location by the most economical means.	The day the member leaves their normal place of duty or residence at the losing location.	The day the member arrives at the new posting location.
2.	The member travels by another means that takes longer than the most economical means, for a Service reason.		The day the member arrives at the new posting location.
3.	The member travels by another means that takes longer than the most economical means, for a non-Service reason.		The day the member would have arrived at the new posting location, if they had travelled by the normal means.
4.	The member takes a break unnecessarily or for private reasons during the period.	The day the member leaves their normal place of duty or residence at the losing location.	The day the member returns to their normal place of duty or residence.
		The day the member resumes the travel for Service reasons.	The day the member arrives at the new posting location.
5.	The member travels by another means that takes longer than the normal means, because they go on leave between the former posting location (the "losing location") and the gaining location.	The day the member leaves their normal place of duty or residence at the losing location.	The day the member returns to their normal place of duty or residence.
		The day the member resumes the travel to the new posting location.	The day the member arrives at the new posting location.

3. If a member is required to isolate on arrival in their posting location in a place other than their residence, the member's travel period does not end until the isolation period has ended.

9.5.12 Travel period – ceasing continuous full-time service

1. This section applies to a member who meets all these conditions.
 - a. They are preparing to cease, or have just ceased, a period of continuous full-time service.
 - b. They are not ceasing the continuous full-time service on disciplinary grounds.
 - c. They are not ceasing the continuous full-time service because they have caused themselves to be medically unfit for duty.

2. For this Part, a member's travel period is the period when all these conditions apply to the member.
 - a. The member is travelling from their last place of duty, or the location where their service ended to another location in Australia. In this section, the destination is called the final location.
 - b. The member is not travelling in a vehicle that they own or hire.
 - c. The travel extends overnight.

3. The travel period for a member in a situation set out in an item in Column A of the following table starts from the day in Column B of the same item and ends on the day in Column C of the same item.

Item	Column A Member situation	Column B Start day	Column C End day
1.	The member travels direct to their final location by the most economical means.	The member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	The day the member arrives at their final location.
2.	The member takes a break unnecessarily or for private reasons during the period.	The member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	The day the member returns to their normal place of duty or residence.
		The member resumes the travel for Service reasons	The day the member arrives at the final location.
3.	is required to isolate in their final location in a place that is not their residence	when the member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	when the member has finished their isolation period.
4.	is required to isolate in a place that is not in their final location	when the member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	when the member arrives in their final location.

Division 2: Travel on Defence business

9.5.13 Purpose

This Division sets out basic benefits and limitations on use of the travel card.

9.5.14 Member this Division applies to

1. This Division applies to a member (including a member on Reserve service) who has a Defence travel card and is required to travel on Defence business.
2. A member who uses a travel card under this Division has no eligibility under Division 3 for travel on Defence business, except as provided by this Division.

9.5.15 Meaning of *normal accommodation stock*

Normal accommodation stock means any of the following.

- a. Accommodation that is made available through the contracted service provider for the period required.
- b. If the member is required to isolate and it is available — a quarantine residence.

9.5.16 Accommodation while living out on a journey

1. A member who lives out for up to 21 days during a travel period must use normal accommodation stock.

Exceptions:

1. A member who is provided with accommodation under section 9.5.18, Limits on payment for accommodation and meals.
2. A member eligible for payments under Division 3, Travelling allowance.

- 1A. For the purpose of calculating the number of days in the travel period in subsection 1, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

2. The CDF may approve use of accommodation provided by the contracted service provider that is not normal accommodation stock. The CDF must consider the following criteria.
 - a. Whether normal accommodation stock is available.
 - b. Whether normal accommodation stock is suitable.
3. The CDF may approve the use of accommodation that is not provided by the contracted service provider. The CDF must consider the following criteria.
 - a. Whether the contracted service provider is able to supply accommodation at the location.
 - b. The attempts made by the member to source accommodation from the contracted service provider.

- c. Whether it is possible to cancel or defer the travel.
- d. Whether the decision is consistent with the Whole-of-Australian Government (WoAG) travel services arrangements and the Commonwealth procurement rules.

Note: The Commonwealth has a contract with the contracted service provider to provide accommodation services to the whole of Government. Under that contract the contracted service provider is the sole provider of those services. Defence has promised to use accommodation from the contracted service provider.

4. A member who uses accommodation under this section must use the travel card to pay for it.
5. This section ceases to apply to a member from midnight on the 21st day of their travel period.

Note: Travel costs for travel after the 21st day are provided in section 9.5.22.

9.5.17 Meals and incidentals while living out on a journey

1. This section applies to the following members.
 - a. A member who lives out for up to 21 days with accommodation supplied under section 9.5.16.
 - b. A member who lives out for up to 21 days in non-commercial accommodation.
- 1A. For the purpose of calculating the number of days in the travel period in subsection 1, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

2. The maximum daily limits for meals and incidentals are the following.
 - a. For meals — the sum of rates for each meal period specified for the location in Annex 9.5.A Part 4, columns B, C and D for each day.
 - b. For incidentals — the rate in Annex 9.5.A Part 4, column E for each 24 hours of the travel period and for any part-day at the end of the journey.
4. If a member is entitled to receive an amount of field allowance determined by the DFRT in the travel period they are not eligible to be paid incidentals for the period the allowance relates to.
5. This section ceases to apply to a member from midnight on the 21st day of their travel period.

Note: Travel costs for travel after the 21st day are provided in section 9.5.22.

9.5.18 Limits on payment for accommodation and meals

1. A member is not to use the travel card for a meal or night of accommodation for which any of these conditions are met.
 - a. The member has been provided a meal or night of accommodation at no cost, not including accommodation supplied under section 9.5.16.

- b. They are included in the fare for travel.
- c. The member's travel continues overnight without a break for accommodation.
- d. The member is ranked Major or lower, and living-in accommodation is available to them.

Exception: The CDF considers that living in would make the member less efficient in the performance of their duties.

- 2. An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of subsection 1.
- 3. A member may use the travel card for accommodation but pay less than the maximum. In this case, they are not eligible for any of the difference between what they paid and the maximum.
- 5. A member is not eligible for an amount for accommodation provided on a non-commercial basis.
- 6. This table sets out what meal amounts apply if a member visits more than one location in a day.

Item	If the meal is on...	then the location for working out the amount for meals is...
1.	the last day of the journey	where the member is at the beginning of the day.
2.	any other time	where the member is at the end of the day.

9.5.19 When there is no eligibility for incidentals

A member is not eligible for incidentals for any part of a travel period when they meet any of these conditions.

- a. They are in hospital in a location that is not the location where they have been performing duty.
- b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.
- c. They are serving in the field as a member of a force on exercises.

Exception: They may be eligible if they are housed at a Service establishment that is not a camp set up for the exercises.

- d. They are serving in the field as a member of a survey party and using camping accommodation, but they are not entitled to field allowance.
 - i. They are part of a survey party but are not on exercise.
 - ii. They are part of a survey party and are not camping out, but are housed at a Service establishment.
- e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.
- f. They are on a journey related to discharge or dismissal for any of these reasons.

- i. Misconduct.
 - ii. Disciplinary reasons.
 - iii. Medical unfitness they caused.
- g. They are attending a live-in training course at the member's posting location.

Exceptions:

- i. After the first 21 continuous days of attendance at the course.
- ii. A member who qualifies under section 9.5.25, Incidentals for a member on a course.

9.5.20 Member occupying living-in accommodation

1. This section applies to a member who lives in during a travel period at a location that is not their normal place of duty.
2. The member is eligible for the following.
 - a. Compulsory mess charges.
 - b. Living-in accommodation charges.
 - c. Meals provided in the living-in accommodation.
 - d. The following for incidentals.
 - i. For each day of the travel period up to the end of the 21st day — the rate specified in Annex 9.5.A Part 4 column E.
 - ii. For each 24 hours of the travel period after the first 21 days and for any part-day at the end of the journey — \$10.30 per day.

Note: If the last day of the member's journey is for a part day, the full rate of incidentals applies for that day.
3. For the purpose of calculating the number of days in the travel period in subsection 2, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate under section 9.5.9.

9.5.21 Keeping accommodation while living in on temporary duty

1. This section applies to a member without dependants who meets all of these conditions.
 - a. They live out at their normal place of duty.
 - b. For Service reasons, they must live in during the travel period at a location that is not their normal place of duty.
 - c. They live in for a continuous period of more than 21 days.
2. The member is eligible for the reimbursement of the reasonable cost of keeping their accommodation at their normal place of duty for the period beyond 21 days.

9.5.22 Travel for more than 21 days

1. This section applies to a member who meets both of these conditions.
 - a. They live continuously in a location – whether they live in or out – for 21 days during a travel period.
 - b. They continue to live at the location for a further travel period after the 21st day.
2. The member is eligible for the following.
 - a. Accommodation on each night in the travel period at the rate set out in Annex 9.5.B Part 1.
 - b. Meals for each meal period at the rate set out in Annex 9.5.B Part 2.
 - c. Incidentals for the travel period at the rate of \$72.10 per week.

Note: This item also applies to a member who lives out, if they are required to live in beyond 21 days during a course of training at their posting location.

Note: Parts of a week are worked out on a pro rata basis.

3. For subsection 1, none of the following days are counted as days in the travel period.
 - a. A day on which the member is eligible for field allowance.
 - b. A day on which the member is required to isolate.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

4. This table sets out when the member's eligibility under this section ends.

Item	If the member leaves the location to return to their normal place of duty on...	then their eligibility ends at...
1.	the 22nd day	midnight on that day.
2.	any later day	midday on the day they leave the location.

5. If a member is required to isolate on return to their posting location in a place that is not their residence, the member is eligible for the following benefits for their isolation period.
 - a. Accommodation under section 9.5.16.
 - b. Meals and incidentals under section 9.5.17.

9.5.23 Limits on travel costs for journey longer than 21 days

1. A member's eligibility under section 9.5.22 ends if they do any of the following.
 - a. Leave the location to perform duty somewhere else.
 - b. Take recreation leave.
 - c. Undertake reunion travel.
- 1A. For the purpose of paragraph 1.a, a member performing duty somewhere else, does not include an isolation period.

2. This table sets out the eligibility of the member when they return to the location after losing their benefit under subsection 1.

Item	If the member...	then they are eligible for the amount that applies to them under...
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	either of the following. a. For a member living out – sections 9.5.16 and 9.5.17. b. For a member living in – section 9.5.20.
2.	returns to the location under any other circumstance	section 9.5.22 starting at midnight on the day they restart duty at the location.

3. A member to whom subsection 1 applies is eligible to use the travel card to pay to keep accommodation at the location for up to one week while they are absent from it.
4. The CDF may approve the member's use of the travel card to keep the accommodation for longer than one week, after considering all of these factors.
- The reason for and the length of the absence.
 - The expected period the member will stay at the location after their return.
 - The cost of keeping the accommodation during the absence.
 - If there is alternative accommodation at the location.
 - Any other factor relevant to the absence.

9.5.24 Accommodation and meals for dependants

A member may be directed to take a dependant with them on a journey for representational purposes. In this case, they may be eligible to use the travel card to pay for the dependant's accommodation and meals.

Item	If the member's dependant...	then the member ...
1.	occupies a room as the sole or first occupant	is eligible to use the Defence travel card to pay for a room from normal accommodation stock.
2.	occupies a room on a shared basis	is not eligible for an additional payment for the dependant's accommodation.
3.	eats meals in the travel period	is eligible for the sum of rates for each meal period specified for the location in Annex 9.5.A Part 4, columns B, C and D for each day.

9.5.25 Incidentals for a member on a course

A member who is living in and doing a course at any of the following institutions is eligible for incidentals at the rate set out in Annex 9.5.A Part 4 column E.

- The Monash Mount Eliza Business School in Victoria.

- b. The Australian Graduate School of Management at the University of New South Wales.
- c. The Melbourne Graduate School of Management at the University of Melbourne.
- d. Macquarie University.

9.5.26 Overnight stay following a period of Reserve service

1. Sections 9.5.16 and 9.5.17 or section 9.5.20 apply to a member on Reserve service if they stay overnight after a period of service and all of the following conditions have been met.
 - a. The member lives more than 30 km from their place of duty.
 - b. The CDF considers that occupational health and safety reasons to do with the travel make it necessary for them to stay overnight at their place of duty rather than go home immediately after the period of Reserve service.
2. For subsection 1, the CDF must be satisfied that either of these criteria is met.
 - a. The member has a qualification or skill that the unit cannot get from a member who lives closer to the place of duty.
 - b. The member needs training they cannot get at a place of duty closer to home.

9.5.27 Eligibility for incidentals at annual Reserve camp

A member is eligible for incidentals under the table in section 9.5.17 if they are on Reserve service in either of these circumstances.

- a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.
- b. During a Reserves activity comparable to those described in paragraph a.

9.5.28 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.
2. If the member travels by private vehicle or private aircraft, their eligibility under sections 9.5.16 and 9.5.17 will be limited to the amount of allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

9.5.29 Additional payment toward travelling costs

1. The member is eligible for an additional amount for the following costs if the CDF is satisfied it is reasonable.
 - a. Meal costs.
 - b. Incidental costs.
2. In making the decision in subsection 1, the CDF must consider all the following.
 - a. The places the journey is made through or to.

- b. The availability of suitable meals at those places.
- 3. In making the decision in subsection 2, the CDF must consider all the following criteria.
 - a. The places the journey is made through or to.
 - b. The availability of suitable meals at those places.
 - c. Whether the extra cost is reasonable.

9.5.30 End of eligibility

A member ceases to be eligible for any unused amount provided for meal and incidentals in connection with travel at the end of their travel period.

Division 3: Travelling allowance

9.5.32 Purpose

The purpose of this Division is to provide an allowance for accommodation, meals and incidentals for member in certain circumstances when undertaking Defence approved travel within Australia.

9.5.33 Member this Division applies to

This Division applies to a member, including a member on Reserve service, who meets any of the following.

- a. They are travelling on Defence business and any of the following apply.
 - i. They have not been issued a Defence Travel Card.
 - ii. They are eligible for part-day travelling allowance under section 9.5.10.
- b. They are travelling on posting travel.
- d. They are travelling on ceasing continuous full-time service.

9.5.34 Members this Division does not apply to

1. This Division does not apply to a member who is travelling on Defence business and who has a travel card.
2. This Division does not apply to travel for which a member is eligible for vehicle allowance or aircraft allowance under Part 6 or 7 of this Chapter, except to the extent allowed for under those Parts.

9.5.35 Travel costs while living out on a journey

A member who lives out for up to 21 days during a travel period is eligible for travelling allowance for accommodation, meals and incidentals. This table sets out their benefits.

Item	If the member's rank is...	then they are eligible for travelling allowance for...	at this rate...
1.	Brigadier or higher	accommodation on each night in the travel period	the rate specified in Annex 9.5.A Part 1 column B for the location.
		meals for each meal period	the sum of relevant rates specified in Annex 9.5.A Part 4 columns B, C and D.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate specified in Annex 9.5.A Part 4 column E.
2.	Colonel or lower	accommodation on each night in the travel period	the rate specified in Annex 9.5.A Part 1 column C for the location.
		meals for each meal period	the sum of relevant rates specified in Annex 9.5.A Part 4

		columns B, C and D.
	incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate specified in Annex 9.5.A Part 4 column E.

9.5.35A Quarantine residence while living out on a journey

A member who is required to isolate is eligible to occupy a quarantine residence for the isolation period if one is available.

9.5.36 Limits on travelling allowance for accommodation and meals

1. A member is not eligible for travelling allowance for a meal or accommodation for which any of these conditions are met.
 - a. The member has been provided a meal or night of accommodation at no cost
 - b. They are included in the fare for the travel.
 - c. The member's travel continues overnight without a break for accommodation.
2. An in-flight meal provided by a commercial carrier is not considered a meal for the purposes of subsection 1.
3. A member with the rank of Major or lower is not eligible for travelling allowance for accommodation or meals when living in accommodation is available to them.

Exception: The CDF considers that living in would be detrimental to the efficient performance of the member's duties.

4. The member is not eligible for the payment for a meal for any of these periods.
 - a. A meal period that begins before the member's journey.
 - b. A meal period that begins after the member's journey.
5. This table sets out what meal amounts apply if a member visits more than one location in a day.

Item	If the meal is on...	then the location for working out the amount is...
1.	the last day of the journey	where the member is at the beginning of the day.
2.	any other time	where the member is at the end of the day.

9.5.37 When there is no eligibility for incidentals

A member is not eligible for incidentals for any part of a travel period when they meet any of these conditions.

- a. They are in hospital in a location that is not the location where they have been performing duty.
- b. They are serving in a seagoing ship on temporary duty and performing duty necessary to the proper working of the ship.

- c. They are serving in the field as a member of a force on exercises.
Exception: They may be eligible if they are housed at a Service establishment that is not a camp set up for the exercises.
- d. They are serving in the field as a member of a survey party and using camping accommodation, but they are not entitled to field allowance.
 - i. They are part of a survey party but are not on exercise.
 - ii. They are part of a survey party and are not camping out, but are housed at a Service establishment.
- e. They are doing a period of recruit training in the Reserves and are not entitled to field allowance.
- f. They are on a journey related to discharge or dismissal for any of these reasons.
 - i. Misconduct.
 - ii. Disciplinary reasons.
 - iii. Medical unfitness they caused.
- g. They are attending a live-in training course at the member's posting location.
Exceptions:
 - i. After the first 21 continuous days of attendance at the course.
 - ii. A member who qualifies under section 9.5.38, Incidentals for a member on a course.

9.5.38 Incidentals for a member on a course

A member who is living in and doing a course at any of the following institutions is eligible for incidentals up to the maximum amount set out in Annex 9.5.A Part 4 column E.

- a. The Monash Mount Eliza Business School in Victoria.
- b. The Australian Graduate School of Management at the University of New South Wales.
- c. The Melbourne Graduate School of Management at the University of Melbourne.
- d. Macquarie University.

9.5.39 Member living in

1. This section applies to a member who lives in during a travel period at a location that is not their normal place of duty.
2. This table sets out the rates of travelling allowance that the member is eligible for accommodation, meals and incidentals in the travel period.

Item	The member is eligible for travelling allowance for...	up to a maximum amount of...
1.	compulsory mess charges	the charges.
2.	living-in accommodation	

3.	meals provided in the living-in accommodation	
4.	incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate specified in Annex 9.5.A Part 4 column E.
5.	incidentals for 24 hours of the travel period after the first 21 days and for any part-day at the end of the journey Note: If the last day of the member's journey is for a part day, they are eligible for the full rate of incidentals for that day.	\$74.55 a week.

3. For the purpose of calculating the 21 days in table items 4 and 5 of the table in subsection 2, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

9.5.40 Keeping accommodation while living in on temporary duty

1. This section applies to a member without dependants who meets all of these conditions.
 - a. They live out at their normal place of duty.
 - b. For Service reasons, they must live in during the travel period at a location that is not their normal place of duty.
 - c. They live in for a continuous period of more than 21 days.
2. The member is eligible for the reimbursement of the reasonable cost of keeping their accommodation at their normal place of duty for the period beyond 21 days, including these amounts.
 - a. The reasonable cost of caretaking or maintenance of any grounds.
 - b. The amount of housing assistance that the member currently receives for the accommodation under Chapter 7, ADF housing and meals.

Exception: This amount is not payable if the accommodation is sublet while the member is away.

9.5.41 Travel for more than 21 days

1. This section applies to a member who meets both of these conditions.
 - a. They live continuously in a location – whether they live in or out – for 21 days during a travel period.
 - b. They continue to live at the location for a further travel period after the 21st day.

- 1A. For the purpose of calculating the number of days in the travel period in subsection 1, a day on which the member is required to isolate in a place that is not their residence is not counted.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

2. In this case, section 9.5.35 does not apply to the member after midnight on the 21st day, regardless of rank. This table sets out how their benefit is worked out after that time. Parts of a week are worked out on a pro rata basis.

Item	If the member is eligible for travelling allowance for...	then they are eligible for a weekly maximum rate of...
1.	accommodation on each night in the travel period	the applicable rate in Annex 9.5.B Part 1.
2.	meals for each meal period	the applicable rate in Annex 9.5.B Part 2.
3.	incidentals for the travel period	\$74.55 a week This item also applies to a member who lives out, if they are required to live in beyond 21 days during a course of training at their posting location.

3. For subsection 1, none of the following days are counted as days in the travel period.
- A day on which the member is eligible for field allowance.
 - A day on which the member is required to isolate.

Note: A day a member is required to isolate may be included in the travel period under section 9.5.9 but not included for this purpose.

4. This table sets out when the member's eligibility under this section ends.

Item	If the member leaves the location to return to their normal place of duty on...	then their eligibility ends at...
1.	the 22nd day	midnight on that day.
2.	any later day	midday on the day they leave the location.

9.5.42 Limits on travel costs for journey longer than 21 days

- A member's eligibility under section 9.5.41 ends if they do any of the following.
 - Leave the location to perform duty somewhere else.

- b. Take recreation leave.
 - c. Undertake reunion travel.
2. This table sets out the eligibility of the member when they return to the location after losing their eligibility under subsection 1.

Item	If the member...	then they are eligible for to the rate of travelling allowance that applies to them under...
1.	a. leaves the location to perform duty somewhere else, and b. returns to the location after more than 7 days	section 9.5.35 or section 9.5.39.
2.	returns to the location under any other circumstance	section 9.5.41 starting at midnight on the day they restart duty at the location.

3. A member to whom subsection 1 applies is eligible for an additional amount of allowance to pay to keep accommodation at the location for up to one week while they are absent from it.
4. The CDF may approve an additional amount of allowance to assist the member to keep the accommodation for longer than one week, after considering all of these factors.
- a. The reason for and the length of the absence.
 - b. The expected period the member will stay at the location after their return.
 - c. The cost of keeping the accommodation during the absence.
 - d. If there is alternative accommodation at the location.
 - e. Any other factor relevant to the absence.

9.5.43 Accommodation and meals for dependants

A member may be directed to take a dependant with them on a journey for representational purposes. In this case, they may be eligible for travelling allowance to pay for the dependant's accommodation and meals.

Item	If the member's dependant...	then they are eligible for travelling allowance at...
1.	occupies a room as the sole or first occupant	the rate that applies to the member under section 9.5.35.
2.	occupies a room on any other basis	20% of the rate that applies to the member under section 9.5.35.
3.	is a child under six years old	10% of the rate that applies to the member under section 9.5.35 for accommodation.
4.	eats meals in the travel period	the rate that applies to the member under section 9.5.35 for the meals.

5.	is a child under 10 years old who eats meals in the travel period	half the rate that applies to the member under section 9.5.35 for the meals.
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9.5.44 Overnight stay following a period of Reserve service

1. A member on Reserve service is eligible for travelling allowance under sections 9.5.35 or 9.5.39 for an overnight stay after a period of service if both of these conditions are met.
 - a. The member lives more than 30 km from their place of duty.
 - b. The CDF considers that occupational health and safety reasons to do with the travel make it necessary for them to stay overnight at their place of duty rather than go home immediately after the period of Reserve service.
2. For subsection 1, the CDF must be satisfied that either of these criteria is met.
 - a. The member has a qualification or skill that the unit cannot get from a member who lives closer to the place of duty.
 - b. The member needs training they cannot get at a place of duty closer to home.

9.5.45 Eligibility for incidentals at annual Reserve camp

A member is eligible for incidentals under the table in section 9.5.35 if they are on Reserve service in either of these circumstances.

- a. During the period of a bivouac or camp of continuous training with their unit or sub-unit.
- b. During a Reserves activity comparable to those described in paragraph a.

9.5.46 Recall from recreation leave or long service leave

1. If a member on recreation or long service leave is recalled to duty, they are taken to be on duty from the time they start travel to return to duty.
2. If the member travels by private vehicle or private aircraft, their eligibility under this Division will be limited to the amount of travelling allowance that would be payable if they returned to duty by the most efficient and economical means of travel.

9.5.47 Additional travelling allowance

1. A member's maximum eligibility for travelling allowance may be less than they actually spend on accommodation, meals or incidentals during the travel period.
2. The CDF may approve an additional amount of travelling allowance for the member. The CDF must consider all of these criteria.
 - a. The places the journey is made through or to.
 - b. The availability of suitable meals and accommodation at those places.
 - c. Whether the extra cost is reasonable.
 - d. Any special needs due to the age or medical needs of the member's dependants.

9.5.48 Confirming actual travel costs

1. A member must confirm whether any travel period for which they have received travelling allowance has been taken, using the Defence travel management system. They must do this within 28 days after they end their travel.
2. If the member has received more travelling allowance than they were eligible for (including any extra amount approved by CDF), they must repay the difference.

Division 4: Travel allowance on removal

9.5.49 Member this Division applies to

This Division applies to a member who is eligible for the removal under Chapter 6 Part 5.

9.5.50 Definitions

In this Division, the following apply.

Person means the member or their dependant.

Travel allowance has the meaning given in section 9.5.51

9.5.51 Travel allowance on removal

Travel allowance means the sum of any of the following components that the member is eligible for.

- a. Accommodation.
- b. Meals on removal.
- c. Incidentals on removal.
- d. Door-to-door costs on removal.

Note: The total travel allowance on removal may be reduced by section 6.5A.12.

9.5.52 Measurement of distances

For the purpose of this Division, a distance is the number of kilometres to be travelled by the most direct and practicable route.

9.5.53 Accommodation on removal

1. A member is eligible for the accommodation component of travel allowance for a person for each night requiring an overnight stay in the allowable travel time if all the following apply.
 - a. The person is travelling in connection with the member's removal.
 - b. The person is travelling in a vehicle for which vehicle allowance is payable.
 - c. If the member were to drive a vehicle, the distance to be driven is equal to or greater than one of the following.
 - i. If the vehicle is towing an item — 360 km.
 - ii. If the vehicle is not towing an item — 480 km.
2. The rate of travel allowance for accommodation is the sum of the following.
 - a. For the member and every third person thereafter, one of the following rates.
 - i. If the member holds a rank of Brigadier or higher — the rate in column B of

item 12 of the table in Part 1 of Annex 9.5.A.

- ii. If the member holds a rank of Colonel or lower — the rate in column C of item 12 of the table in Part 1 of Annex 9.5.A.
- b. For every other person who is 6 years old or older — 20 % of the rate payable for the member under paragraph a.
- c. For every other person who is younger than 6 years old — 10 % of the rate payable for the member under paragraph a.

Note: A person is not generally expected to occupy a room with more than 2 other people.

9.5.54 Meals on removal

1. A member is eligible for the meals component of travel allowance if all of the following apply.
 - a. The person is travelling in connection with the member's removal.
 - b. A person is travelling over a meal period.
 - c. One of the following applies.
 - i. The person does not drive or is not a passenger in a vehicle and the meal is being provided by a carrier at an additional cost.
 - ii. The person drives a vehicle not towing an item and the distance to be driven is 480 km or greater.
 - iii. If the person drives a vehicle towing an item and, the distance to be driven is 360 km or greater.
2. A member is not eligible for the meals component of travel allowance for a meal which they have received another benefit for under this Determination.
3. The rate of travel allowance for meals is the sum of the following.
 - a. For every person who is 10 years old or older — the following rate specified in item 2 of the table in Part 4 of Annex 9.5.A.
 - i. For breakfast the amount in column B.
 - ii. For lunch the amount in column C.
 - iii. For dinner the amount in column D.
 - b. For every person who is less than 10 years old — 50% of the rate payable in paragraph a.

9.5.55 Incidentals on removal

1. A member is eligible for the incidentals component of travel allowance for each day of allowable travel time in connection with their removal under Chapter 6 Part 5 if the member were to drive a vehicle and the distance to be driven is equal to or greater than one of the following.
 - a. If the vehicle is towing an item — 360 km.

- b. If the vehicle is not towing an item — 480 km.
- 2. The rate of the travel allowance for incidentals is the rate specified in column C of item 2 of the table in Part 4 of Annex 9.5.A.

9.5.56 Door-to-door travel on removal

A member is eligible for the door-to-door travel component of travel allowance for a person if all of the following apply.

- a. The person is travelling in connection with the member's removal.
- b. A person is flying.

Note: Door-to-door travel is defined in section 9.1.12.

Annex 9.5.A: Amounts for accommodation, meals and incidentals

Part 1: Accommodation rates

The maximum rate for a member who is in a location specified in column A is either of the following.

- a. If the member holds a rank of Brigadier or higher, the rate in column B.
- b. If the member holds a rank of Colonel or lower, the rate in column C.

Item	Column A Location	Column B Brigadier or higher (\$)	Column C Colonel or lower (\$)
1.	Adelaide	183.00	137.00
2.	Brisbane	193.00	145.00
3.	Canberra	205.00	154.00
4.	Darwin (April to November)	269.00	202.00
5.	Darwin (December to March)	159.00	119.00
6.	Hobart	192.00	144.00
7.	Melbourne	196.00	147.00
8.	Perth	193.00	145.00
9.	Sydney	199.00	149.00
10.	High-cost country centres	See Part 2	See Part 2
11.	Medium-cost country centres (see Part 3)	160.00	133.00
12.	Other country centres	145.00	121.00

Part 2: High-cost country centres – accommodation

The maximum rate payable for a location specified in column A is the rate in column B of the following table.

Column A Location	Column B Rate (\$)
New South Wales	
Armidale	144.00
Bathurst	137.00
Bourke	160.00
Broken Hill	140.50
Cooma	153.50
Deniliquin	145.00
Dubbo	147.50
Gosford	139.50
Goulburn	149.00

Grafton	153.50
Griffith	138.00
Gunnedah	151.00
Inverell	140.50
Leeton	143.50
Lismore	141.50
Maitland	162.50
Mudgee	164.00
Newcastle	170.00
Nowra	146.50
Orange	175.50
Port Macquarie	166.00
Wagga Wagga	153.50
Wollongong	157.50
Northern Territory	
Alice Springs (April to November)	147.00
Alice Springs (December to March)	146.00
Katherine (April to November)	162.00
Katherine (December to March)	171.50
Yulara (April to November)	481.50
Yulara (December to March)	405.00
Queensland	
Bundaberg	147.00
Cairns	140.00
Charters Towers	140.50
Dalby	160.50
Emerald	143.00
Gold Coast	155.00
Hervey Bay	140.00
Kingaroy	151.00
Mount Isa	147.50
Rockhampton	138.50
Roma	145.50
Thursday Island	258.00
Townsville	139.00
Weipa	190.00
South Australia	
Border Town	142.00
Ceduna	137.50

Mount Gambier	141.50
Whyalla	144.00
Wilpena Pound	192.50
Tasmania	
Burnie	146.00
Launceston	142.50
Victoria	
Bairnsdale	155.00
Ballarat	158.50
Benalla	142.50
Bendigo	139.00
Bright	153.00
Castlemaine	137.50
Geelong	148.50
Hamilton	144.00
Horsham	139.50
Mildura	141.00
Portland	142.50
Seymour	143.50
Shepparton	141.50
Swan Hill	154.00
Wangaratta	157.50
Warrnambool	142.00
Wonthaggi	159.50
Western Australia	
Albany	170.50
Broome	153.00
Bunbury	156.50
Carnarvon	149.50
Dampier	149.00
Derby	169.50
Esperance	159.00
Exmouth	189.00
Geraldton	141.50
Halls Creek	139.50
Kalgoorlie	159.50
Karratha	196.50
Katanning	205.00
Kununurra	137.00
Mount Magnet	139.50
Newman	238.50
Northam	188.50
Wyndham	185.50
External Australian Territory	
Christmas Island (WA)	185.50

Horn Island (QLD)	294.50
Norfolk Island	173.00

Part 3: Medium-cost country centres

A medium-cost country centre is a location in the following table.

Medium-cost country centres
New South Wales
Albury
Coffs Harbour
Cowra
Moree
Narrabri
Queanbeyan
Tamworth
Tumut
Queensland
Gladstone
Mackay
Nambour
Tasmania
Devonport
South Australia
Naracoorte
Port Augusta
Port Lincoln
Port Pirie
Victoria
Ararat
Echuca
Sale

Part 4: Meals and incidentals

The rate of allowance for a location in column A is the rate for relevant meal in columns B, C and D and incidentals column E in the following table.

Item	Column A Location	Column B Breakfast (\$)	Column C Lunch (\$)	Column D Dinner (\$)	Column E Incidentals (\$)
1.	Capital cities and high-cost country centres	29.90	33.65	57.30	21.30

2.	Medium-cost country centres and other country centres	26.80	30.60	52.75	21.30
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Annex 9.5.B: Amounts for travel after 21 days

Part 1: Amounts for travel after 21 days – accommodation

This table outlines the maximum accommodation rates after 21 days.

Item	If, at their normal place of duty, the member is a member...	and during the travel period they are...	
		boarding (in a boarding house /hotel/motel with all-inclusive tariff), then their maximum benefit is...	renting, then their maximum benefit is...
1.	with dependants – living in own home	the cost of board	rent plus any additional charge for utilities.
2.	with dependants – renting (including service residence)	the cost of board	rent plus any additional charge for utilities.
3.	with dependants – boarding	the cost of board less any reduction in boarding costs at normal place of duty	rent plus any additional charge for utilities less any reduction in boarding costs at normal place of duty.
4.	with dependants – living in (no contribution for accommodation and meals)	the cost of board	rent plus any additional charge for utilities.
5.	with dependants – living in (contribution for accommodation and meals)	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 4 and 9.	rent plus any additional charge for utilities less amount equal to appropriate contribution for rent and meals under Chapter 7 Parts 8 and 9.
6.	without dependants – living in	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 4 and 9.	rent plus any additional charge for utilities less amount equal to appropriate contribution for rent and meals under Chapter 7 Parts 8 and 9.
7.	without dependants – living out	the cost of board less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 4 and 9.	rent plus any additional charge for utilities less amount equal to appropriate contribution for accommodation and meals under Chapter 7 Parts 8 and 9.

Part 2: Amounts for travel after 21 days – meals

The weekly maximum rate for a member who occupies a type of accommodation in column A that meets the condition in column B is the rate in column C of the following table.

Item	Column A Accommodation	Column B Condition	Column C Rate (\$)
1.	A boarding house, hotel or motel where the tariff is not all inclusive	Cooking facilities are not provided	845.95
		Cooking facilities are provided	473.80
2.	Rental accommodation	-	473.80

Part 6: Vehicle allowance

Division 1: General

9.6.4 Purpose

Vehicle allowance assists a member with reasonable costs when they are authorised to use a private vehicle in Australia.

9.6.5 Member this Part applies to

This Part applies to a member, including a member on Reserve service, who undertakes an authorised journey of a kind mentioned in the sections in this table.

Item	Authorised journey	Reference
1.	Authorised travel – on duty	Division 2 section 9.6.11
2.	Conditions	Chapter 6 Part 5A
3.	Public transport stoppages	Division 4 section 9.6.19
4.	Recall outside normal working hours	Division 4 section 9.6.20
5.	Recreation leave travel by private vehicle	Division 4 section 9.6.21
6.	Marriage or ADF recognition of partnership	Division 4 section 9.6.22

9.6.6 Member this Part does not apply to

This Part does not apply if a member is eligible for any of the following allowances when they travel.

- a. An allowance for travel on ceasing continuous full-time service.
- b. Executive vehicle allowance.

Exception: The CDF may approve payment of vehicle allowance for official travel by private vehicle if the difference between the vehicle allowance payment and the cost of travel arranged by Defence will produce a saving to the Commonwealth.

9.6.7 Definitions

This table defines terms used in this Part.

Term or concept	Definition in this Part
Additional costs	Any of these costs. <ol style="list-style-type: none">a. Registration or insurance fees levied as a result of eligibility for vehicle allowance.b. Bridge, road and ferry tolls.c. Parking fees in a restricted parking area, but only if they are reasonable because of the distance from the place of duty to the nearest unrestricted parking area.

	Additional costs do not include parking or traffic fines.
Authorised	Authorised for allowance under this Part by the CDF.
Greater efficiency from the use of a vehicle	The use of a private vehicle results in greater efficiency if any of these three criteria are met. <ul style="list-style-type: none"> a. Using the vehicle allows the member to perform duties more efficiently than the use of the normal means of travel. b. Using the vehicle enables the most effective use of Commonwealth personnel and vehicle resources. c. The CDF is satisfied that the member's personal interests would be harmed if they used the normal means of travel.
Private vehicle	<ul style="list-style-type: none"> a. For travel on removal by a member or their dependant: a motor vehicle owned by the member or dependant to be removed. b. For other travel by a member: a motor vehicle they own, hire or borrow.
Saving to the Commonwealth	If the Commonwealth would pay less for a member to use a private vehicle than the normal means of travel.

9.6.8 Insurance

1. The Commonwealth will not pay for any financial liability or loss if a private vehicle on an authorised journey is involved in an accident.
2. The member is responsible for checking how their insurance company classifies a vehicle used to travel on duty. If they classify it as a business vehicle and charge an additional premium, the member must arrange insurance as necessary.
3. The member may be reimbursed any additional premium if they are eligible for additional costs under Division 5 section 9.6.27, Additional vehicle allowance.
4. If the Commonwealth is found liable for damage from an accident involving the private vehicle, it may claim against the member to recover any damages awarded against it.

9.6.9 Journey varied or not made

This table sets out what happens when a member's journey is varied or not made.

Item	If a member's authorised journey is...	then they...
1.	shortened	must repay any vehicle allowance they received that covered the part of the journey they did not make.
2.	extended	are eligible for an additional amount to cover the costs of the extended journey.
3.	not made	must repay all the vehicle allowance they received.

Division 2: Authorised travel on duty and recall to duty from paid leave

9.6.10 Purpose

This Division sets out a member's benefits when they travel by private vehicle.

- a. On duty.
- b. On recall to duty from recreation or long service leave.

9.6.11 Authorised travel – on duty

1. A member's travel on duty in a private vehicle may be authorised by the CDF if the use of the vehicle has any of these results.
 - a. Greater efficiency.
 - b. A saving to the Commonwealth.
 - c. No disadvantage to the ADF.
2. Travel by private vehicle during normal working hours may take longer than it would take by the normal means of travel. In this case, the additional time will be taken off the member's recreation leave. If the travel is to do with Reserve training, the additional time will not be part of the member's training commitment.
3. For a member on continuous full-time service who does not have to be absent overnight from their normal place of residence, the authorised travel includes any travel between any of these places.
 - a. Their normal place of residence.
 - b. Their normal place of duty.
 - c. The place where their duty is to be performed.

Note: The allowance may be reduced by the return cost of public transport from home to work in some cases.

9.6.12 Recall from leave

1. A member recalled to duty from recreation leave or long service leave is taken to be on duty when they travel from the leave location to the place of duty and back again. The duty begins when they begin travel.
2. If the member is authorised to use a private vehicle for the journeys in subsection 1, they are eligible for vehicle allowance.
3. The member may have costs on those journeys they would not otherwise have paid. In this case, they may be reimbursed up to what they would have been paid if they had travelled on duty by the normal means.

Note: Payment is subject to the limits in Division 5 section 9.6.28, Limit to benefit.

9.6.13 Benefit – travel on duty

1. For authorised travel on duty, a member is eligible for these amounts.
 - a. Vehicle allowance at the rate worked out under Division 5 section 9.6.25.
 - b. Any increase that applies under Division 5 section 9.6.26.
 - c. Additional costs, if the use of the vehicle results in greater efficiency or a saving to Defence.
2. This subsection is about reducing the allowance by the return cost of public transport from home to work, in some cases. The benefit must be reduced if both of these circumstances exist.
 - a. The travel does not require an overnight absence (see subsection 9.6.11.3).
 - b. The total distance travelled is more than the distance from the member's normal place of duty and return by the normal means of travel.
3. The benefit must be reduced by the amount that the travel between the member's normal place of residence and normal place of duty would have cost by public transport.

Division 4: Authorised travel on other journeys

9.6.18 Purpose

This Division sets out a member's benefits when they travel by private vehicle in any of these circumstances.

- a. During a public transport stoppage.
- b. On recall to their normal place of duty outside their normal working hours.
- c. For recreation leave travel to a specified destination.
- d. For travel on their marriage or ADF recognition of their partnership.

9.6.19 Public transport stoppages

1. During a public transport stoppage, a member may travel in a private vehicle between their normal place of residence and their normal place of duty. The travel is taken to be authorised if both of these criteria are met.
 - a. The member does not normally use a private vehicle for the travel.
 - b. Other means of public transport meets either of the following.
 - i. Not available in the area they live in.
 - ii. Available in the area they live in, but it is impractical to use them.
2. The vehicle allowance would include the increased rate under Division 5 section 9.6.26 for any other members who travel in the vehicle.

9.6.20 Recall outside normal working hours

1. If a member is recalled to their normal place of duty outside their normal working hours, their travel in a private vehicle may be authorised by the CDF if they meet either of these conditions.
 - a. They are on continuous full-time service.
 - b. They are on Reserve service and travel on a separate and additional journey to their normal place of duty.
2. This subsection applies to a member who meets both of these criteria.
 - a. The member is on continuous full-time service.
 - b. Due to a recall the member does not need to make their usual journey to or from duty.

The member's benefit under subsection 1 must be reduced by the amount that the usual travel would have cost.

9.6.21 Recreation leave travel by private vehicle

If a member has been granted recreation leave travel under section 9.4.6, the CDF may authorise the member to travel in a private vehicle between the location of their nominated

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family and either of the following locations.

- a. The member's posting location.
- b. A location where a member is performing temporary duty.

Note: Travel costs for accommodation, meals and incidentals are not payable.

9.6.22 Marriage or ADF recognition of partnership

1. Part 3 Division 1 provides for a travel benefit for a member's new spouse or partner, on the member's marriage or ADF recognition of partnership, in some circumstances.
2. The member's spouse or partner may be authorised to undertake this travel in a private vehicle.
3. The member is then eligible for vehicle allowance for the spouse or partner's travel. All these rules must be observed.
 - b. The amount of vehicle allowance paid must not be more than the cost of the spouse's or partner's travel by the most economical means.
 - c. There is no eligibility for additional costs.

Note 1: There is no eligibility for an additional amount of allowance for transporting the member as a passenger.

Note 2: Other passengers may attract the passenger component of vehicle allowance under section 9.6.26 if they are eligible for travel.

9.6.23 Benefit

A member is eligible for the sum of the following amounts while undertaking travel authorised under this Division.

- a. Vehicle allowance at the rate worked out under section 9.6.25.
- b. Unless this Division specifically prevents it, the following.
 - i. Any increase to the allowance that applies under section 9.6.26.
 - ii. Any additional costs.

Division 5: Vehicle allowance amounts and limits

9.6.24 Purpose

This Division sets out how vehicle allowance is worked out. It also shows how it can be increased and the limits to the amount that will be paid.

9.6.25 Amount of allowance and calculation of distance

1. The amount of vehicle allowance is worked out using the following formula.

$$\text{vehicle allowance} = \frac{A \times B}{100}$$

where:

- A** is the number of whole kilometres for the shortest route it is reasonable to take.
- B** is, for a vehicle with an engine type in column A that has a capacity in column B, the rate in column C of the same item.

Item	Column A Engine type	Column B Engine capacity	Column C Rate per km (cents)
1.	Non-rotary	1600cc or less	71
2.	Non-rotary	1601cc – 2600cc	90
3.	Non-rotary	More than 2600cc	92
4.	Rotary	800cc or less	71
5.	Rotary	801cc – 1300cc	90
6.	Rotary	More than 1300cc	92
7.	Electric	–	71

2. The CDF may determine that vehicle allowance can be paid for a longer road distance than the one worked out under subsection 1. The CDF must be satisfied that the shortest route was not reasonable for the travel.

9.6.26 Increased rate for passengers, equipment etc

1. The rate of allowance for a vehicle under section 9.6.25 is increased by 0.96 of a cent per km for a member who meets any of these criteria.
 - a. They carry a passenger who would otherwise be eligible for travel expenses for the journey under this Determination.
 - b. They carry equipment, tools or materials that the Commonwealth owns or has hired. The cargo must weigh at least 100 kg.
 - c. They tow a caravan or a trailer that the Commonwealth owns or has hired.
2. The amount paid under subsection 1 must not exceed what a member would have been paid had the travel been by the most economical means.

9.6.27 Additional vehicle allowance

1. The CDF may approve an additional amount of vehicle allowance. The CDF must be satisfied that a member pays reasonable costs above the amount they are eligible for.
2. Costs arising out of non-standard vehicle modifications will not be reimbursed under this section.
3. The member must provide the CDF with written relevant information to support a claim for an additional amount. The information must be about the running costs of the vehicle over 12 months or as close as reasonably practical to that period. This table sets out the kind of information that may be relevant to a claim.

Item	Information that may be relevant
1.	Vehicle make, model, year, engine capacity, automatic or manual transmission.
2.	The period over which the claim is made.
3.	Estimated distance travelled on duty and private business.
4.	The total amount of vehicle allowance received over the nominated period.
5.	Vehicle usage – for example, is it used regularly or intermittently? is it used in city conditions or away from sealed roads?
6.	Depreciation. This is worked out by: <ol style="list-style-type: none"> a. establishing a vehicle's market value at the beginning of a nominated period, then b. deducting from that amount the vehicle's market value at the end of that period.
7.	Interest – the amount paid over the nominated period on a loan taken out to buy the vehicle.
8.	Comprehensive insurance. This includes the amount of premium paid, stamp duty, no-claim bonuses and any payment for removal of excess.
9.	Third party insurance, registration, driver's licence and motoring organisation subscription. Fees associated with each of these costs must be provided.
10.	Petrol – grade used, total expenditure over nominated period, prices generally paid.
11.	Repairs and maintenance. This includes both of the following. <ol style="list-style-type: none"> a. Preventive or corrective maintenance, such as regular grease and oil changes, and replacement of oil filters, air cleaners, spark plugs and battery. b. Repairs and maintenance arising out of normal wear and tear, for example, replacement of brake pads or shoes, or a muffler.
12.	Relevant costs associated with damage caused by accident, adverse road conditions, etc. The member should give details of both of the following. <ol style="list-style-type: none"> a. Circumstances leading to damage. b. Details of any settlement arising out of a claim against a comprehensive insurance policy or other party.
13.	Tyres – brand, type and size specifications. Wear and tear should be worked out using the formula below. $\frac{\text{Distance travelled on duty in nominated period}}{\text{Actual or expected tyre life (km)}} \times \text{Original tyre price (\$)}$

9.6.28 Limit to benefit

A member who is authorised to travel by private vehicle may also be eligible for travel costs. In this case, there is a limit to their total benefit. The maximum amount they are eligible for is the lesser of a. and b.

- a. The sum of these two amounts.

- i. The vehicle allowance the member would get for the journey.
 - ii. Travel costs under Part 5 of this Chapter for the actual period of the journey or for the allowable travel time, whichever is the lesser.
- b. The sum of the following amounts had the member travelled by the most economical means.
- i. The costs of the fares of the member and any dependants or other passengers who would otherwise travel at public expense.
 - ii. Travel costs as worked out under the following table.

Item	For a member...	travel costs are paid...
1.	who uses accommodation supplied through the Commonwealth's contracted service provider, as defined in section 9.0.3	in accordance with Part 5 Division 2.
2.	who does not meet the requirements of item 1	in accordance with Annex 9.5.A.

- iii. Any other charge to do with the journey.

Part 7: Aircraft allowance

9.7.1 Purpose

1. Aircraft allowance assists a member with reasonable costs when the CDF authorises them to travel by flying a private aircraft in any of these circumstances.
 - a. On temporary duty.
 - b. On posting or termination of service.
 - c. On recreation leave or recall from recreation leave.
2. The provisions authorising aircraft allowance are based on those in Part 6 of this Chapter authorising vehicle allowance. The criteria in section 9.6.7 apply.

9.7.2 Member this Part applies to

1. This Part applies to a member who undertakes authorised travel by flying a private aircraft. This includes a member on Reserve service.
2. To be eligible for aircraft allowance, a member must meet both of these criteria.
 - a. They must hold an appropriate pilot's licence in force under the *Air Navigation Act 1920* and the *Air Navigation Regulations 1947*.
 - b. They must comply with both of the following.
 - i. The *Air Navigation Regulations 1947*.
 - ii. Any requirements of the Department of Transport and Regional Services and the Civil Aviation Safety Authority.

9.7.3 When this Part does not apply

A member is not eligible for payment under this Part in relation to a light aircraft hired by the ADF.

9.7.4 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Authorised	Authorised for allowance under this Part by the CDF.
Private aircraft	An aircraft that is registered in Australia and that the member is licensed to fly.

9.7.5 Authorised travel by private aircraft

1. A member's travel by flying a private aircraft may be authorised in the same way as travel by a private vehicle is authorised under Part 6 of this Chapter. The same circumstances and conditions apply.

2. For subsection 1 above, both of these conditions must apply.
 - a. A private aircraft is the same as a private vehicle in relation to 'greater efficiency' under section 9.6.7.
 - b. Aircraft allowance is the same as vehicle allowance in relation to 'a saving to the Commonwealth' under subsection 9.6.7.

Note: Decisions are made in the same way as they are for deciding vehicle allowance. They may rely on the decision-maker being satisfied that the member's personal interests would be harmed if they used the normal means of travel.

9.7.6 Benefit

1. This section applies to a member authorised to travel by flying a private aircraft instead of travelling by the most economical means of travel.
2. Subject to section 9.7.8, the member has all of these benefits for the travel.
 - a. The allowance worked out under section 9.7.7.
 - b. Travel costs under Part 5 of this Chapter that they would otherwise be eligible for.
 - c. Any unavoidable costs or charges they pay for the use of the aircraft. To qualify, they must be eligible for the reimbursement of additional costs under Part 6 for use of a private vehicle in the same circumstances.

9.7.7 Amount of allowance

The amount of allowance is worked out using this formula.

$$\frac{\text{Distance} \times \text{Hourly cost}}{\text{Cruising speed}}$$

Term	Definition	
Distance	The distance must take into account these factors. <ol style="list-style-type: none"> a. It must be measured in nautical miles. b. It must be based on the straight-line ground distance between the airfield where the travel begins and the airfield where the travel ends. c. It may be adjusted, to take into account necessary fuel stops, and to be consistent with safe air navigation. 	
Cruising speed	The cruising speed of the aircraft in nautical miles an hour.	
Hourly cost	If...	the hourly cost is...
	the member owns the aircraft	the hourly cost of operating the aircraft. This is based on budgeting figures for the aircraft, taking all these factors into account. <ol style="list-style-type: none"> a. The aircraft type, model and engine capacity. b. The yearly cost of operating the aircraft. c. The average yearly flying time of the aircraft.
	the member hires the aircraft	the hourly hire charge for the aircraft.

9.7.8 Limit to benefit

The member's total benefit for the travel must not be more than the sum of these two amounts.

- a. Fares and travel costs under Part 5 of this Chapter, worked out as if they were travelling by the normal means of travel. This includes the benefit for any passenger they are authorised to carry and who would otherwise travel.
- b. Any other relevant charge. This includes the cost of transporting any goods owned or hired by the Commonwealth that they are authorised to carry.

9.7.9 Insurance

1. A member must provide the CDF with written evidence that the aircraft is insured before the CDF can authorise the travel. The aircraft must be covered by both comprehensive and third party insurance.
2. If a private aircraft is authorised for use on duty, the Commonwealth will not accept responsibility for any financial liability or loss arising from an accident it is involved in.
3. If the Commonwealth is found liable for damage from an accident involving the aircraft, it may claim against the member to recover any damages awarded against it.

Chapter 10: Clothing and personal effects

Part 1: General provisions

10.1.1 Definitions

In this Chapter the following apply.

Loss means the loss or theft of clothing or personal effects.

Personal effects means tangible property that might be worn or carried on or by the person.

Value means the current catalogue price of an item, reduced by the proportion of its life already expired.

Part 2: Personal purchase of uniform articles

10.2.1 Purpose

The purpose of this Part is to reimburse members who choose to buy approved articles of uniform and other requirements privately, instead of getting them through free issue.

10.2.2 Member this Part applies to

This Part applies to these members, including members on Reserve service.

- a. An officer on appointment.
- b. A Warrant Officer on enlistment or promotion.

10.2.3 Benefit

1. The member is eligible for the reimbursement of the cost of privately bought items of uniform and personal necessities. Both these conditions must be met.
 - a. The member is eligible to be provided with the item.
 - b. The CDF is satisfied that the purchase is reasonable. The CDF must consider all these criteria.
 - i. The availability of the items from Service sources.
 - ii. The member's posting location.
 - iii. The nature of the member's duties.
 - iv. If the member has a special need for the item because of a medical condition.
 - v. Any other factor relevant to the purchase of the item.
2. The member may not be reimbursed more for an item than the price listed in the Commonwealth list of prices of clothing, uniforms and personal necessities.

Part 3: Aide-de-camp, ADF advisor and other specified persons benefit

10.3.1 Purpose

The purpose of this Part is to assist certain members with the cost of purchase or hire of civilian clothing, to meet the requirements of representational roles for an aide-de-camp, an ADF advisor and other specified persons.

10.3.2 Member this Part applies to

1. This Part applies to the following members, including a member on Reserve service.
 - a. A member performing duty as one of the following.
 - i. An aide-de-camp, including an aide-de-camp designated by the CDF.
 - ii. An equerry.
 - iii. An escort officer.
 - b. A member who is a Defence Advisor to the Joint Standing Committee on Foreign Affairs, Defence and Trade.
 - c. A member posted to a location in Australia who is any of the following and approved by the CDF.
 - i. An ADF advisor.
 - ii. A member required to perform official representational duties.
 - d. The Personal Assistant to the CDF.
- 1A. Paragraph 1.a does not apply to an honorary aide-de-camp or an aide-de-camp to an official of a State or Territory.
2. For the purpose of 1.c., the CDF must have regard to the nature of the representational duties, and the associated clothing requirements.

10.3.3 Clothing benefit

1. A member is eligible to be reimbursed the cost of the purchase or hire of clothes if all the following apply.
 - a. The clothes are required for representational duties at a formal or business events in connection with, or as a part of, the member's duties.
 - b. The clothes are not normally required by the member when performing the duties of their role.
2. The maximum reimbursement for each posting is one of the following.
 - a. If the member is an aide-de-camp to any of the following — \$3,514.
 - i. The Governor-General.
 - ii. An overseas visiting dignitary.
 - b. For any other member — \$1,757.

Part 4: Loss or damage to clothing or personal effects

10.4.1 Purpose

This Part provides a payment to a member for loss or damage to their clothing or personal effects that is directly related to their service.

10.4.1A Member this Part applies to

This Part applies to any member, including a member on Reserve service.

10.4.2 Payment for loss or damage

1. Subject to subsection 2, a member is eligible for a payment for loss or damage to clothing or personal effects directly related to their service if the CDF is satisfied of all of the following.
 - a. The payment is reasonable.
 - b. The member took reasonable steps to avoid the loss or damage to the clothing or personal effects.
2. A member is not eligible for payment under subsection 1 if any of the following apply.
 - a. The member's clothing or personal effects were lost or damaged while the member was on leave, or during their return from leave.
 - b. The member is eligible for an amount for the loss or damage of the clothing or personal effects under Chapter 14 Part 6 Division 3.
 - c. The member's clothing or personal effects have been, or will be, repaired or replaced by Defence.

10.4.3 Amount of payment

1. The payment under section 10.4.2 is an amount set by the CDF having regard to all the following.
 - a. The value of the item at the time of the loss or damage.
 - b. The degree in which the member contributed to the extent of the loss or damage.
 - c. Any other amount paid or payable for damages, compensation or under a contract of insurance.
 - d. The cost of repairs.
2. If a member is paid an amount under this Part and recovers an amount for the loss or damage elsewhere, the member must repay the benefit up to the lesser of the following.
 - a. The recovered amount.
 - b. The amount of the payment.

Part 5: Plain clothes allowance

10.5.1 Purpose

The purpose of this Part is to reimburse the cost of the purchase or hire of plain clothing for a member who is posted to a Service police investigator position or the CDF Signals Detachment.

10.5.2 Plain clothes allowance

A member is eligible to be reimbursed the cost of purchase or hire of plain clothes necessary for the requirements of their duty if they are in one of the following situations.

- a. All the following apply.
 - i. They have been appointed to an investigator position in the Joint Military Police Unit.
 - ii. The Provost Marshal ADF has decided that the position requires the occupant to wear plain clothes as part of an investigation.
- b. All the following apply.
 - i. They are posted to the CDF Signals Detachment.
 - ii. The CDF has approved the payment of the allowance.

10.5.3 Limits on reimbursement

1. The maximum reimbursement is one of the following.
 - a. If subsection 10.5.2.a applies — \$1,757 every four years from the date the member is appointed to an investigator position.
 - b. If subsection 10.5.2.b applies — \$1,757 for each posting.

Chapter 11: ADF-related compensation

Part 2: Additional military compensation

Division 1: General provisions

11.2.1 Purpose

This Part provides for additional compensation for members who suffer an injury that results in death or severe impairment and in respect of which compensation is payable under the *Safety, Rehabilitation and Compensation Act 1988* (SRC Act).

11.2.3 Limits to application of benefits under this Part

1. This Part applies only to injuries that meet both these conditions.
 - a. A member suffered them after 10 June 1997 and before 1 July 2004.
 - b. They resulted in the death or severe impairment of the member.
2. This Part does not apply to any injury that a member is entitled to compensation for under the *Military Rehabilitation and Compensation Act 2004*.

11.2.4 Definitions

In this Part the following apply.

ADB means additional death benefit

Basic amount means the amount calculated under subsection 11.2.11.1.

Commonwealth authority has the same meaning as in section 4 of the SRC Act.

Compensation means SRC compensation, State compensation and State workers' compensation.

Dependent child amount means the amount payable under subsection 11.2.8.2 or 11.2.11.2.

Impairment has the same meaning as in section 4 of the SRC Act.

Interim payment amount means the amount calculated under subsection 11.2.13.3.

Member despite section 1.2.2, a reference to a member includes a member of the Reserves.

Non-economic loss has the same meaning as in section 4 of the SRC Act.

Permanent has the same meaning as in section 4 of the SRC Act.

Severe injury means an injury for the purpose of the SRC Act affecting the brain or spinal cord of a person and must result in quadriplegia, paraplegia, hemiplegia, an organic brain syndrome, chronic blindness or a condition of similar effect.

SIA means severe injury adjustment.

Spouse has the same meaning as in the SRC Act.

Spouse amount means the amount payable under subsection 11.2.8.1.

SRC Act means the *Safety, Rehabilitation and Compensation Act 1988*.

SRC Compensation means compensation payable under subsection 17(3) or 17(4), or section 24 or 27 of the SRC Act.

State compensation has the same meaning as in section 119 of the SRC Act.

State workers' compensation has the same meaning as in section 118 of the SRC Act.

The Secretary means the Secretary of the Department of Veterans' Affairs.

11.2.4A Dependent child

1. A **dependent child** means a person who meets all of the following.
 - a. They meet the definition of child under section 1.3.81.

Note: The conditions in sections 1.3.83 and 1.3.85 do not need to be met for the child to be considered a dependant under this section.
 - b. They are wholly or partly dependent on the member for economic support.
 - c. They meet one of the following.
 - i. They are under 16 years old.
 - ii. They are 16 or more years old, but less than 25 years old, and meet the education test.
2. In this section, **education test** means meeting both of the following.
 - a. The person is in full-time education at a school, college, university or other educational institution.
 - b. The person is not ordinarily in employment or working on their own account.

11.2.5 Some aspects of dependency

1. A child of a member is taken to have been wholly or partly dependent on a member at a time if the child would have been so dependent at that time but for an incapacity of the member as the result of an injury.
2. A child of a member who, immediately before the occurrence of an event, lived with the member is taken to have been wholly dependent on the member at the time of the occurrence of that event.
3. A child of a member who was born alive after the member's death is taken to have been born immediately before the member's death and to have been wholly dependent on the member at the time of the member's death.
4. A child of a member who was conceived before the time of an assessment of the member's SRC compensation mentioned in subsection 11.2.11.2, and was born alive after that time, is taken to have been born immediately before that time and to have been wholly dependent on the member at that time.
5. In deciding whether a child is or was dependent on a member at a time, none of these amounts payable for the child under the *Social Security Act 1991* are to be taken into

account.

- a. Family allowance.
- b. Family allowance supplement.
- c. Child disability allowance.
- d. Double orphan pension.

11.2.6 Damages or compensation recovered or received for the benefit of dependants

1. A reference in this Division to SIA, ADB, compensation or damages paid or payable to a dependant includes a reference to SIA, ADB, compensation or damages paid or payable to a person other than the dependant for the benefit of the dependant.
2. A reference in this Division to compensation or damages received or recovered by a dependant includes a reference to compensation or damages received or recovered by a person other than the dependant for the benefit of the dependant.

Division 2: Additional death benefit

11.2.7 Entitlement to additional death benefit

1. An additional death benefit is payable in relation to a member under this Division if all these conditions are met.
 - a. The member meets both of the following conditions.
 - i. On or after 10 June 1997, the member suffered an injury, being an injury or disease for the purpose of the SRC Act.
 - ii. The injury results in the member's death, regardless of the date of the death.
 - b. The member is survived by any of these sets of people.
 - i. A partner.
 - ii. One or more dependent children.
 - iii. Both a partner and one or more dependent children.
 - c. SRC compensation in respect of the injury is payable to, or for the benefit of, the partner or one or more dependent children.
2. The ADB in relation to a member is the total of the amounts payable in relation to the member under this Division.
3. The ADB is payable in addition to any SRC compensation that is payable in relation to the member.

11.2.8 Calculation of the ADB

1. The partner of a deceased member is entitled to a payment of \$47,395.78.
2. In addition to the partner amount (if any), an amount of \$70,277.43 is payable for each person who was a dependent child of the member at the time of the member's death.

Note: The dollar amounts in this section are indexed.

11.2.9 Who the ADB is payable to

1. The ADB is payable to the partner.
2. Subsection 3 or 4 applies if the deceased member is survived by a dependent child and one of the following conditions is met.
 - a. The deceased member is not survived by a partner.
 - b. The partner does not have primary responsibility for the daily care of the child.
3. If the child is under 18 years old, the dependent child amount is payable to a person who has primary responsibility for the daily care of the child.
4. If the child is 18 or more years old, the dependent child amount is payable to the child.

Division 3: Severe injury adjustment

11.2.10 Entitlement to a severe injury adjustment

1. A severe injury adjustment is payable in relation to a member under this Division if the member meets all these conditions.
 - a. The member suffered a severe injury in relation to service in respect of which SRC Act compensation is payable.
 - b. The injury set out in paragraph a. of this subsection occurred on a date set out in the following table.

Item	If the claim was...	the severe injury must be...
1.	made in relation to an injury (other than a disease) for the purposes of the SRC Act	suffered on or after 10 June 1997 but before 1 July 2004.
2.	made in relation to an injury that is a disease for the purposes of the SRC Act	suffered on or after 10 June 1997.

- c. The degree of permanent impairment of the member as a result of the injury is finally determined, under section 24 of the SRC Act, to be not less than 80%.
2. The SIA in relation to the member is the total of the amounts payable in relation to the member under this Division.
3. The SIA is payable in addition to any SRC compensation that is payable in relation to the member in respect of the injury.
4. The SIA is payable whether or not the member makes a request, under section 43 of the SRC Act, that the SRC compensation in respect of the injury not be paid to, or for the benefit of, the member.
5. The SIA is payable whether or not the member chooses, under section 45 of the SRC Act, to begin proceedings in relation to damages.

11.2.11 Calculation of the SIA

1. The basic amount of SIA in relation to a member is this amount.

A - B

where:

- A** is the total of the maximum amount of permanent impairment compensation payable under the SRC Act, plus \$68,063.38.
 - B** is the total amount of SRC Act compensation payable (or that would be payable but for a request under section 43 of the SRC Act or an election under section 45 of that Act) to the member in respect of the injury.
2. An amount of \$70,277.43 is payable, in addition to the basic amount, for each person who was a dependent child of the member at the time of the assessment of the member's SRC compensation under section 24 of the SRC Act.

Note: The dollar amounts in this section are indexed.

11.2.12 Who the SIA is payable to

1. The SIA in relation to a member is payable to the member.
2. If an amount is payable under subsection 11.2.11.2 and the member does not have primary responsibility for the daily care of the child, the payment is payable to the person who has primary responsibility for the daily care of the child.

11.2.13 Interim payment of SIA

1. This section applies if, under section 25 of the SRC Act, both these conditions are met.
 - a. An interim payment of SRC compensation is made to the member in respect of the injury.
 - b. The amount has been assessed on an interim determination that the degree of permanent impairment of the member is not less than 80%.
2. An interim payment of SIA is payable to the member.
3. The interim payment amount is this amount.

A – B

where:

- A** is the total of the maximum amount of permanent impairment compensation payable under the SRC Act, plus \$68,063.38.
 - B** is the maximum total amount of SRC Act compensation payable (or that would be payable but for a request under section 43 of the SRC Act or an election under section 45 of that Act) to the member in respect of the injury.
4. When, under section 24 of the SRC Act, the degree of permanent impairment of the member as a result of the injury is finally determined, there is payable to the member an amount of SIA equal to the difference (if any) between the basic amount and the interim payment amount.

Note: The dollar amounts in this section are indexed.

Division 4: Avoidance of double benefits

11.2.14 Notice of proceedings against a third party

1. This section applies if all these conditions are met.
 - a. SIA or ADB is payable (or would be payable but for this Division) in relation to a member in respect of an injury.
 - b. The injury happened in circumstances that appear to create a legal liability in a person (other than the Commonwealth, a Commonwealth authority or an employee of the Commonwealth) to pay damages in respect of the injury.
 - c. After 9 February 1998, the member or a dependant begins proceedings to recover damages from the person.
2. The member or dependant, as the case requires, must notify the Secretary in writing of the proceedings not later than seven days after the day the member or dependant begins the proceedings.

11.2.15 SIA or ADB not payable if damages are recovered

1. This section applies if both these conditions are met.
 - a. But for this section, SIA or ADB would be payable to a member or a dependant in respect of an injury suffered by the member.
 - b. The member or dependant recovered, or recovers, damages in respect of the injury.
2. If the member or dependant recovers damages on or after 9 February 1998, the member or dependant, as the case requires, must notify the Secretary in writing, within 28 days after the day the damages are recovered, of the recovery of the damages and the amount of damages.
3. If SIA or ADB was paid to the member or dependant before the damages are recovered, the member or dependant, as the case requires, must repay an amount equal to the amount (if any) of SIA or ADB that, when added to the amount of SRC compensation (if any) paid to the member or dependant, does not exceed the amount of the damages.
4. SIA or ADB is not payable to the member or dependant after the day the member or dependant recovered, or recovers, the damages.
5. Subsection 3 does not apply if the damages were recovered in proceedings instituted by the member under section 45 of the SRC Act, or by way of a settlement of the proceedings.
6. Subsection 4 does not apply if the damages were recovered in any of these ways.
 - a. As a result of proceedings begun by the member after making an election under section 45 of the SRC Act.
 - b. As a result of proceedings begun or taken over by the Commonwealth against a person (other than the Commonwealth, a Commonwealth authority or an employee of the Commonwealth).
 - c. In a settlement of those proceedings.
7. If a member or a dependant satisfies the Secretary that a part of the damages recovered by the member or dependant was not in respect of death, permanent impairment or non-economic loss as a result of the injury, this section has effect in relation to that member or

dependant, as the case requires, as if the amount of the damages recovered by the member or dependant were an amount equal to so much (if any) of the damages as was in respect of death, permanent impairment or non-economic loss as a result of the injury.

8. In this section, damages does not include an amount of damages paid under section 76 of the *Veterans' Entitlements Act 1986*.

11.2.16 No double benefit if State workers' compensation is received

1. This section applies if both these conditions are met.
 - a. But for this section, SIA or ADB would be payable in relation to a member or dependant in respect of an injury suffered by the member.
 - b. The member or dependant received, or receives, State workers' compensation in respect of the injury.
2. SIA or ADB is not payable in relation to the member or dependant in respect of the injury.
3. If SIA or ADB is paid to the member or dependant before the State workers' compensation is received, the member or dependant, as the case requires, must pay back an amount equal to the amount of SIA or ADB so paid.

11.2.17 No double benefit if State compensation is received

1. This section applies if both these conditions are met.
 - a. But for this section, SIA or ADB would be payable in relation to a member or dependant in respect of an injury suffered by the member.
 - b. The member or dependant received, or receives, State compensation in respect of the injury.
2. The amount of SIA or ADB payable in relation to the member or dependant in respect of the injury is so much (if any) of the amount that would be payable but for this section as, when added to the amount (if any) of SRC compensation determined in respect of the injury in relation to the member or dependant, exceeds the amount of State compensation.
3. If SIA or ADB is paid to the member or dependant before the State compensation is received, the member or dependant, as the case requires, must repay an amount equal to the amount (if any) of the SIA or ADB that, when added to the amount of SRC compensation (if any) determined in respect of the injury in relation to the member or dependant, does not exceed the amount of State compensation
4. If a member or dependant satisfies the Secretary that a part of the State compensation received by the member or dependant was not in respect of death, permanent impairment or non-economic loss as a result of the injury, this section has effect in relation to that member or dependant, as the case requires, as if the amount of the State compensation received by the member or dependant were an amount equal to so much of the State compensation as was in respect of death, permanent impairment or non-economic loss as a result of the injury.

11.2.18 Statutory declaration as to State workers' compensation etc.

The Secretary may require a member or dependant to give to the Secretary a statutory declaration stating whether any damages, State workers' compensation or State compensation has been paid to, or for the benefit of, the member or dependant for an injury

for which, but for section 11.2.15, 11.2.16, or 11.2.17, SIA or ADB would be payable.

11.2.19 Reduction of SIA or ADB if similar compensation received before commencement

1. Under this Division, a person is not required to repay an amount of compensation of the same kind as SIA or ADB that meets the following.
 - a. It was paid before 9 February 1998.
 - b. It was paid in respect of an injury for which SIA or ADB is payable under this Part.
2. The amount of SIA or ADB payable to a person under this Part is reduced by the amount of compensation a person has received under subsection 1.

11.2.20 Recovery of SIA or ADB that is repayable

The amount of SIA or ADB repayable under section 11.2.15, 11.2.16 or 11.2.17 is recoverable in a court of competent jurisdiction as a debt due to the Commonwealth.

Division 5: Authorisation of payment and review of decisions

11.2.21 Payment of SIA or ADB

1. The Secretary may authorise the payment to a person of an amount of SIA or ADB payable under this Part in relation to a member.
2. Without limiting the discretion of the Secretary under subsection 1, the Secretary may refuse to authorise a payment to a person if the person meets either of these conditions.
 - a. They failed, without reasonable excuse, to notify the Secretary under Division 4 section 11.2.14 of proceedings mentioned in that section.
 - b. They refused, or failed without reasonable excuse, to give a statutory declaration under Division 4 section 11.2.18.
3. If an amount is payable to a person who is under a legal disability, Chapter 1 Part 6 section 1.6.3 applies to the payment as if a reference to the CDF were a reference to the Secretary.

11.2.22 Notice of decisions

1. The Secretary must give notice of a decision to authorise, or not to authorise, a payment of an amount of SIA or ADB in relation to a member.
2. The notice must be given to each person who is, to the Secretary's knowledge, one of the member's dependants.
3. The notice must have with it a statement by the Secretary of the Secretary's reasons for making the decision.
4. The notice must include a statement to the effect that, if dissatisfied with the decision, the person may do these things.
 - a. In the case of notice of a decision (other than a decision made by the Secretary under section 11.2.23 confirming or varying an earlier reviewable decision of the Secretary) – request reconsideration of the decision under section 11.2.23.
 - b. In the case of notice of a decision made by the Secretary under section 11.2.23 confirming or varying an earlier reviewable decision of the Secretary – apply to the Administrative Appeals Tribunal for review of the decision so confirmed or varied.
5. Failure to comply with subsection 4 in relation to a decision does not affect the validity of the decision.

11.2.23 Reconsideration of decisions

1. A person who is dissatisfied with a decision of the Secretary (other than a decision made under this section) may, by notice in writing to the Secretary, request the Secretary to reconsider the decision.
2. The notice must be given to the Secretary within either of these times.
 - a. 30 days after the day the person first receives notice of the decision.
 - b. Any further period that the Secretary allows.

3. The person must set out in the notice the reasons for the request.
4. The Secretary must reconsider the decision. The Secretary may do either of these things.
 - a. Confirm the decision.
 - b. Vary or revoke the decision.

11.2.24 Review by Tribunal of reconsidered decisions

An application may be made to the Administrative Appeals Tribunal for review of a decision of the Secretary to confirm or vary a decision under subsection 11.2.23.4.

Division 6: General

11.2.25 Reimbursement for cost of financial advice

1. If a person is paid an amount of SIA or ADB under this Determination and obtains professional financial advice about the investment of that amount, the person is entitled to be reimbursed up to \$1,405.62 for the cost of that advice.
2. For subsection 1, an amount that is made up of an interim payment and a final payment is to be taken as one amount.

Note: The dollar amounts in this section are indexed.

11.2.26 Indexation of amounts

1. Section 13 of the SRC Act applies to the dollar amounts specified in subsections 11.2.11.1 and 11.2.11.2 and sections 11.2.13 and 11.2.25 as if both these conditions were met.
 - a. Those amounts were relevant amounts mentioned in subsection 13(1) of the SRC Act.
 - b. References in that section to the SRC Act were references to this Part.
2. Section 13AA of the SRC Act applies to the dollar amount specified in subsections 11.2.8.1 and 11.2.8.2 as if both these conditions were met.
 - a. That amount was a relevant amount mentioned in subsection 13AA(1) of the SRC Act.
 - b. References in that section to the SRC Act were references to this Part.

11.2.27 Exercise of powers by Secretary

In this Division, a reference to the Secretary includes a reference to another person authorised by the Secretary for the purpose of the provision in which the reference occurs.

Part 3: Payment of financial entitlements on death

11.3.1 Purpose

This Part sets out financial benefits that may be provided on the death of a member. They include payments for leave not taken, bereavement payments and reimbursement for financial or legal advice.

11.3.2 Entitlement for leave and other compensation

1. This section applies if a member, including a member of the Reserves, dies.
2. A person is eligible for the sum of what would have been payable to the member for the following if they had ceased to be a member on the day they died.
 - a. Recreation leave.
 - b. Long service leave.
 - c. War service leave.
 - d. Compensation for loss or damage to clothing or personal effects.
3. In this section, **a person** means a person who is eligible to receive a payment under section 1.6.4.

11.3.3 Bereavement payment

1. In this section the following apply.

Dependent person means a person who was financially dependent on the deceased member during the relevant pay period.

Note: The conditions in sections 1.3.83 and 1.3.85 do not need to be met for the person to be considered a dependent person under this section.

Gross fortnightly pay means the greater of the following amounts.

- a. The total amount of the fortnightly instalments of salary and allowances the member would have been entitled to for the relevant pay period, and includes amount payable for any of the following.
 - i. Income tax.
 - ii. Superannuation.
 - iii. A debt due to the Commonwealth.
- Note:** For a member on a flexible service determination—the total amount is what would have been payable if the member was not on a flexible service determination.
- b. The average amount of gross fortnightly pay that the member was entitled to for each completed pay period in the last three months of service.

Relevant pay period means the fortnight that ends on the day immediately before the day the member died.

2. This section applies if all of the following have occurred.

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- a. The member has died.
- b. During all or part of the relevant pay period, the member met one of the following.
 - i. They were on continuous full-time service and salary was payable.
 - ii. They were on a flexible service determination.
3. This section does not apply if there is no dependent person.
4. A dependent person is eligible to receive four times the member's gross fortnightly pay as a bereavement payment.
5. Payment must be made in four equal fortnightly instalments, and begins on the first day of the pay period immediately after the member's death.

11.3.4 Payment for financial or legal advice

1. This payment assists persons with legal or financial responsibility upon a member's death to carry out their duties. It is intended to assist the person to make sound and rational decisions associated with their role.
2. This section applies to a person who meets both of the following conditions.
 - a. They must be a member of the family as defined under section 58A of *Defence Act 1903*.
 - b. They hold any of the following roles.
 - i. An executor of the deceased member's will.
 - ii. A beneficiary of the deceased member's estate.
 - iii. A legal personal representative of the beneficiary of the deceased member's estate.
3. The person may be eligible for a payment under this section if all of the following have been met.
 - a. The CDF forms a belief that the person would have difficulty making decisions required of them, but that this is unlikely to result in the appointment of another person to make the decision on their behalf.
 - b. The CDF believes the difficulty is caused by either of the following.
 - i. A lack of demonstrated adult cognitive maturity.
 - ii. Another cognitive or functional impairment.
 - c. The CDF decides that based on his belief, the person needs the support to carry out their role in making sound and rational decisions on financial or legal matters.
4. The person may be reimbursed up to \$2,000 for each of the following costs.
 - a. Financial advice obtained from a financial advisor who holds a current Australian financial services licence.
 - b. Legal advice obtained from a legal practitioner.

Exception: The payment is not for legal or court costs or for obtaining legal advice relating to disputes.

Part 4: Funeral and transportation costs on death

11.4.1 Overview

1. Financial assistance may be provided to assist members and dependants when a death occurs.
2. This Part describes assistance that may be available on the death of a member, a former member or a dependant.

11.4.3 Dual entitlement

If a deceased member was also a dependant of a member the conditions and benefits that apply are those set out in Division 1.

11.4.4 Administration

To be eligible for reimbursement of approved costs under this Part, the claimant must submit all relevant invoices and receipts to Defence Member and Family Support.

11.4.4A Legal personal representative

In this Part, **legal personal representative** means one of the following.

- a. The executor of the deceased member or former member's will.
- b. The administrator of the deceased member or former member's estate.

Division 1: Funeral costs, floral and non-floral tributes for deceased members or former members

11.4.5 Purpose

The purpose of this Division is to provide financial assistance for funeral costs, floral and non-floral tributes to a member's dependants when a member or a former member dies.

11.4.6 Member or former member this Division applies to

1. This Division applies in relation to a deceased member or former member who was in any of the following classes immediately before they died.
 - a. A member of the Permanent Forces.
 - b. A member of the Reserves in any of the following circumstances at the time of death.
 - i. On continuous full-time service.
 - ii. Undergoing training.
 - iii. Attending a parade or bivouac.
 - iv. The death is due to injuries suffered, or illness contracted, while serving in the ADF.
 - v. The member had been on overseas operational deployment within the previous 12 months.
 - c. A member of the Reserves or a retired member who met one of the following conditions before death.
 - i. The member held the rank of two-Star or above.
 - ii. The relevant Service Chief has requested that a benefit be provided for the member under this Part, having regard to the member's distinguished career.
 - iii. A member of the Air Force who held a one-star rank or above before 7 May 1999.
 - iv. A Chaplain who was appointed as a Principal Air Chaplain before 7 May 1999.
 - d. A recipient of the Victoria Cross or the Victoria Cross for Australia.
2. The Director General Defence Member and Family Support may approve funeral expenses for a deceased member or former member not specified under subsection 1 if requested by the relevant Service Chief.

11.4.7 Member this Division does not apply to

This Division does not make any provision in relation to the following deceased members.

- a. A member who was absent without leave at the time of death.
- b. A member who died while on duty overseas and who has an overseas funeral.

11.4.9 Funeral costs

1. The Director General Defence Member and Family Support may approve an application for the payment for costs related to a deceased member or former member's funeral, up to \$14,000.
2. When considering whether to approve costs under subsection 1, the Director General Defence Member and Family Support must have regard to the following.
 - b. The person's wishes, as communicated through the deceased member or former member's legal personal representative.
 - c. Any requirements of the relevant religion, faith or culture of the deceased member or former member.
3. The Director General Defence Member and Family Support may approve payment of additional costs related to the funeral amount specified in subsection 1, if satisfied that there are exceptional circumstances.
4. The approved costs under this Division may be paid to any of the following people.
 - a. The deceased member or former member's dependant.
 - b. The deceased member or former member's legal personal representative.
 - c. The service provider.

11.4.10 Funeral overseas

1. This section applies if both of the following conditions are met.
 - a. An eligible member or former member dies in Australia.
 - b. The deceased member or former member's family choose to have a private funeral overseas.
2. The Director General Defence Member and Family Support may approve costs up to the amount specified in subsection 11.4.9.1.
3. Overseas funeral arrangements are the responsibility of the deceased member or former member's next of kin or legal personal representative.

Note: A mourner's travel and accommodation costs will not be paid for.

11.4.10A Memorial services after the COVID-19 pandemic

1. In this section:

Beneficiary, in respect of a member, means one of the following persons.

- a. A dependant of the member.
- b. The member's legal personal representative.

COVID-19 control measure means a measure, however described, taken to limit the spread of COVID-19 issued by the Commonwealth government or a State or Territory government.

Member means a deceased member or deceased former member.

2. A beneficiary is eligible for financial assistance towards the costs of a memorial service of a member if all the following apply.
 - a. The member's funeral occurs while COVID-19 control measures relating to funerals are in place.
 - b. The memorial service is to be held in Australia.
 - c. Director General Defence Member and Family Support is satisfied of the following.
 - i. The memorial service is consistent with the member's wishes.
 - ii. The memorial service is consistent with the requirements of the member's faith, religion or culture.
3. The memorial service must occur between the following days.
 - a. The day COVID-19 control measures relating to funerals ends.
 - b. The day 12 months after COVID-19 control measures relating to funerals ends.
4. The maximum financial assistance available is the greater of the following.
 - a. The lesser of the following.
 - i. The cost of the memorial service.
 - ii. \$14,000 less the amount paid under section 11.4.9 or 15.9.3, if any.
 - b. If there are exceptional circumstances — the amount approved by the Director General Defence Member and Family Support.
5. The financial assistance available under this section may be paid to a service provider.

11.4.11 Travel and accommodation

1. In this section, **member** means a deceased member or deceased former member.
- 1A. Subject to subsection 1B, any of the following persons are eligible for travel and two nights' accommodation in Australia to attend the funeral or memorial service of a member.
 - a. A dependant of the member.
 - b. A person accompanying the dependant if the dependant is very young, aged, has an illness or is severely distressed.
 - c. The member's parents.
- 1B. Section 1A does not apply if any of the following apply.
 - a. The funeral or memorial service is to be held in the location where the person eligible for travel and accommodation under subsection 2 lives.
 - b. The funeral or memorial service is to be held overseas under one of the following.
 - i. Section 11.4.10, Funeral overseas.
 - ii. Section 15.9.3, Assistance if member dies.
- 1C. A person eligible for accommodation under subsection 1A is eligible for an additional night's accommodation if all the following apply.

- a. The person is attending a funeral to which section 11.4.9 applies.
Note: This does not apply to memorial services.
 - b. The Director General Defence Member and Family Support is satisfied that it is required due to travel requirements and the time of the funeral service.
2. A person eligible for accommodation under subsection 1A is eligible for an additional night's accommodation if all the following apply.
- a. The person is attending a funeral to which section 11.4.9 applies.
Note: This does not apply to memorial services.
 - b. The Director General Defence Member and Family Support is satisfied that it is required due to travel requirements and the time of the funeral service.
3. Travel and accommodation must be organised using Defence business travel arrangements up to the maximum amount that would have been paid if they were eligible for travel and accommodation costs under Chapter 9.
4. The Director General Defence Member and Family Support may approve a higher maximum amount payable for accommodation under subsection 3 if either of the following occurs.
- a. There is no accommodation under the Defence business travel arrangements at the rate specified under Annex 9.5.A.
 - b. There is no accommodation under the Defence business travel arrangements at the funeral location.
5. People approved under subsection 1 will be reimbursed the cost of meals, up to the amount they would have been paid if they were eligible for meal costs under Annex 9.5.A.
- Note:** The cost of incidentals will not be reimbursed.

11.4.12 Floral and non-floral tributes

- 1. The CDF may approve floral and non-floral tributes in respect of a member for any of the following events.
 - a. An annual celebration of remembrance for a deceased member or deceased former member.
 - b. A memorial occasion of national importance for the remembrance of a deceased member or deceased former member.
- 2. The maximum amount payable for floral and non-floral tributes is \$250.

Division 2: Assistance on death of a dependant in Australia

11.4.13 Purpose

The purpose of this Division is to provide financial assistance to a member when a dependant dies.

11.4.14 Member this Division applies to

This Division applies to a member if all of the following conditions apply.

- a. The member has a dependant who is a recognised dependant for Defence benefit purposes.
- b. The member's dependant dies in Australia.
- c. The dependant is not in the location where the funeral is to take place.

11.4.15 Assistance provided when a dependant dies

1. The Director General Defence Member and Family Support may approve assistance with the following costs.
 - a. The reasonable cost of the preparation of the dependant's remains.
 - b. Reasonable transport costs for the deceased dependant to either of the following locations.
 - i. To the location in Australia where the funeral will be held.
 - ii. To the nearest Australian departure point when the funeral will be held outside of Australia.

Exception: No transport costs are paid if the deceased dependant is at the Australian departure point.
2. The member may elect that the assistance under this section be paid to any of the following people.
 - a. The deceased dependant's legal personal representative.
 - b. The service provider.
 - c. The person who paid for the preparation or transportation of the deceased dependant.