



Defence Determination 2016/19, Conditions of service

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

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Includes amendments up to: Defence Determination 2018/41

This compilation is in 4 volumes

Volume 1	Chapter 1 – Chapter 5
Volume 2	Chapter 6 – Chapter 11
Volume 3	Chapter 12 – Chapter 17
Volume 4	Endnotes

About this compilation

This compilation

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

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

Uncommenced amendments

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

Application, saving and transitional provisions for provisions and amendments

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

Modifications

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

Self-repealing provisions

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

Chapter 6: ADF relocation on posting in Australia

6.0.1 Overview

This Chapter contains information about a member's benefits when they relocate on posting in Australia. It deals with the range of allowances available, selling and buying a home, removals and storage of furniture and effects, and other related conditions.

6.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Relocation allowances
- Part 2 Loss on sale of furniture, effects and private vehicles
- Part 3 Travel for removal purposes in Australia
- Part 4 ...
- Part 5 Removals and storage
- Part 6 Expenses when a posting is cancelled

6.0.3 Definitions

This table defines terms that apply in this Chapter.

Term	Definition in this Chapter
Approved service provider	Approved service provider means Toll Transitions Pty Ltd, its subcontractors, or other removalists who provide removal services under a contract with the Commonwealth.
Breakdown of marriage	When there is no hope of reconciliation between the parties in the foreseeable future. Examples: A marriage may be seen to have broken down in any of these situations. a. Either party has begun legal proceedings to end the relationship. b. The member has been re-categorised as a member without dependants. c. One or both parties declare that the relationship has ended.
Breakdown of partnership	When there is no hope of reconciliation between the parties in the foreseeable future. Examples: A partnership may be seen to have broken down in any of these situations. a. Either party has begun legal proceedings to end the relationship. b. The parties no longer maintain a common household. c. The member has been re-categorised as a member without dependants. d. One or both parties declare that the relationship has ended.

Term	Definition in this Chapter
Essential household items	Household items that are essential because they meet all of these criteria. - Their absence for more than 72 hours would unduly inconvenience the member or their dependants. - They are in everyday use in the normal household. - There is no alternative item included in the member's inventory. Examples: - bedding - children's requirements (excluding toys) - cooking utensils - cutlery and crockery - refrigerators - washing machines.
Furniture and effects	All portable household items ordinarily used for domestic purposes and convenience.
Non-portable	An item that cannot be carried by two people and would require additional equipment (such as a crane or a forklift) to move it.
Non-Service spouse	A member's spouse who is not a member.
Non-Service partner	A member's partner who is not a member.
Private vehicle	A motor vehicle that is registered in the name of the member or their dependant. Examples: Cars, trucks, motor cycles (and sidecar), motor scooters. Non-examples: Recreational or hobby vehicles that cannot be registered.
Suitable own home	The same meaning as in Chapter 7. See: Chapter 7 Part 2, Suitable own home
Towable item	A caravan or trailer that is registered in the name of the member or their dependant, is roadworthy and is capable of being towed by a member's private vehicle. This includes any of the following. - An animal trailer. - A boat trailer. - A recreational vehicle and its trailer.
Urgently required items	Essential household items for urgent removal. This could include these items. - Clothing. - Crockery. - Cutlery. - Any furniture and effects required for a baby or an invalid.

Part 1: Relocation allowances

6.1.1 Overview

This Part describes allowances that compensate members for a range of costs involved in their removal to a new location in Australia.

6.1.2 Contents

This Part includes the following Divisions.

Division 1	Disturbance allowance
Division 2	Childcare costs on removal
Division 3	Pet relocation

Division 1: Disturbance allowance

6.1.3 Purpose

A member may be compensated for some of the costs involved in a Commonwealth 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.

See: Chapter 7

Part 4 Division 3 subsection 7.4.23, Living-in accommodation on deployment – six months or longer

Part 6 Division 7 subsection 7.6.38, Service residence for member on deployment

Part 7 Division 1 section 7.7.11, Effect on accommodation when a member is deployed

Part 8 Division 5 subsection 7.8.31, Rent allowance on deployment

Note: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for disturbance allowance. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

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. These members get transfer allowance. However, they also get disturbance allowance for the removal within Australia on return from overseas.

See: Chapter 14 Part 3 Division 3, Transfer allowance

- 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.

Example 1: A member has married and is moving to a larger home.

Example 2: The member's marriage or partnership has broken down and they are moving to a smaller home.

6.1.6 Amount of allowance

1. In this section, temporary accommodation includes commercial or living-in accommodation that the member occupies for less than six weeks.
2. The amount of disturbance allowance is the amount specified in the following table which coincides with both of the following.
 - a. The circumstances of the member.
 - b. The number of the current removal, as defined in section 6.1.7.

Item	Circumstances of member	Number of the current removal	Amount \$
1.	Member with dependants		
	Removal to a new location	1st or 2nd removal	1,212
		3rd or 4th removal	1,616
		5th or 6th removal	2,020
		7th or subsequent removal	2,424
	Removal within the same location	each time	606
	Removal from overseas	1st or 2nd removal	242
		3rd or 4th removal	485
		5th or subsequent removal	727

2.	Member without dependants or member with dependants (unaccompanied)		
	Removal to a new location:		
	from living out to living out	1st or 2nd removal	606
		3rd or 4th removal	808
		5th or 6th removal	1,010
		7th or subsequent removal	1,212
	a. from living out to living in, or b. from living in to living out	1st or 2nd removal	303
		3rd or 4th removal	404
		5th or 6th removal	505
		7th or subsequent removal	606
	from living in to living in	1st or 2nd removal	152
		3rd or 4th removal	202
		5th or 6th removal	252
		7th or subsequent removal	303
	Removal within the same location:		
	from living in to living in, between different establishments, units or bases	each time	152
	a. from living out to living in, or b. from living in to living out	each time	152
	from living out to living out	each time	303
	Removal from overseas	1st or 2nd removal	121
		3rd or 4th removal	242
		5th or subsequent removal	364
	Removal from storage to living-in accommodation, after deployment of more than 6 months.	each time	152
	Removal from storage to living-out accommodation, after deployment of more than 6 months.	each time	303

3. A removal to or from living out is taken to be a single removal under subsection 2, regardless of whether temporary accommodation is used during the removal.

Example: A member without dependants living out is posted from Sydney to Brisbane. The member occupies temporary living in accommodation for a period less than six weeks while they secure live out accommodation in the new posting location. The member is to be paid at the relevant living out to living out rate in the table in subsection 2.

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 at Commonwealth expense 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 \$230 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 at Commonwealth expense.
 - 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.

Note: The amount is based on what Telstra charges for connecting a telephone in a normal suburban environment where cabling is already available in the street the member intends to live in, or in living-in accommodation on a base. The amount is reviewed each year.

See: Telstra Home Phone Services

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.

See also: Chapter 8 Part 5, Emergency Support for Families Scheme

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 deals with situations where a member's adult dependant is also a member, and they would both be eligible for assistance with childcare costs on removal. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

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

A member may be reimbursed some of the costs of relocating household pets in Australia.

6.1.21 When costs may be reimbursed

1. A member who pays for the commercial transportation and boarding of one or more household pets may be reimbursed their costs. The CDF must be satisfied that the costs are reasonable.
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.

Example 1: Costs of the services of a commercial provider of transport for pets. This includes hire of pet containers.

Example 2: Costs of the commercial boarding or kennelling of pets when the member is on temporary accommodation allowance in the former and new locations. This includes accommodation in a serviced apartment.

Example 3: Vet fees for sedating a pet when a vet or a transporter recommends sedation during transportation.

3. Payment under subsection 1 may only be for a service provided by a business that meets all the following requirements.
 - a. The business has an Australian Business Number.
 - b. The business conducts a business for profit in the transportation or boarding of household pets.
 - c. The business is registered or licensed.

Exception: Where registration or licensing is not required under State or Territory law.

Non-example: A member's brother is a licensed plumber and has an Australian Business Number. The member's brother offers to transport the member's dog to the new posting location for \$100. The cost of relocating the dog will not be reimbursed to the member because his brother's business is not transporting or boarding household pets.

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.

See: Section 6.1.21, When costs may be reimbursed

6.1.23 When costs will not be reimbursed

A member is not eligible for reimbursement of their costs in these cases.

- a. When they buy equipment or other items used in transporting or boarding pets.

Examples: Pet containers, food and drink containers, protective animal clothing.
- b. When the animal transported or boarded is used mainly for economic or business purposes.
- c. When they buy goods or services for a pet's continuing use, including pet containers or vaccination.
- d. When the transportation or boarding of a pet is not provided on a commercial basis.

See: Subsection 6.1.21.3, When costs may be reimbursed

Example 1: A member pays a friend or relative to leave a pet in their backyard.

Example 2: A member pays a friend or relative to transport a pet to the new posting location.

6.1.24 Applying for reimbursement

A member must fill in the approved service provider's form to claim reimbursement. The member can get the form from the approved service provider in their new location.

See: Section 6.0.3, Definitions, for definition of *approved service provider*

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

A member may choose to sell furniture and effects instead of having them removed to another location in Australia at Commonwealth expense. They are eligible for reimbursement if they make a loss on the sale. A dependant of a deceased member is also eligible.

Note: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for reimbursement if they make a loss on the sale of furniture and effects. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

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.

Example 1: A member's stored goods are valued at \$200. They sell them for \$140, a loss of \$60. Storage has cost the Commonwealth \$100 at the time the member sells the goods. The member is not eligible for reimbursement. They do not have to pay the \$40 gap.

Example 2: A member's stored goods are valued at \$200. They sell them for \$60, a loss of \$140. Storage has cost the Commonwealth \$100 at the time the member sells the goods. The member is eligible for a \$40 reimbursement.

4. The amount is not to be reduced under subsection 3 in these circumstances.
 - a. It would cost the Commonwealth 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 at Commonwealth expense.
 - 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.

See: Chapter 7
 Part 4 Division 3 section 7.4.23, Living-in accommodation on deployment – six months or longer
 Part 6 Division 7 section 7.6.38, Service residence for member on deployment
 Part 7 Division 1 section 7.7.11, Effect on accommodation when a member is deployed
 Part 8 Division 5 section 7.8.31, Rent allowance on deployment
 - 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 1: The person would be responsible for making the administrative arrangements for a sale.

Note 2: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for reimbursement if they make a loss on the sale of a private vehicle. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

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. What the Commonwealth would have paid if it had the vehicle removed.
 - b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.

Example: Incidental costs might include advertising.

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. What the Commonwealth would have paid to store the vehicle in a commercial storage facility for the period of the member's deployment.
 - b. The difference between the valuation and the amount of the sale price after reasonable incidental costs have been deducted from it.

Example: Incidental costs might include advertising.

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.

See: Option 1 in the table in Part 5 Division 11 of this Chapter for more information on these places.

Part 3: Travel for removal purposes in Australia

6.3.1 Overview

1. A member may travel at Commonwealth expense in either of these situations.
 - a. Supervise packing of their furniture and effects.
 - b. Accompany their dependants to a new location.
2. For full details about travel for removal purposes in Australia.

See: Chapter 9 Part 2 Division 3, Travel for removal purposes in Australia.

Part 4: ...

Part 5: Removals and storage

6.5.1 Overview

This Part describes assistance available to members and their dependants with removal and storage arrangements in Australia. It applies to members of the Permanent Forces and Reserves who are required to move as part of their service.

6.5.2 Contents

This Part includes the following Divisions.

Division 1	Removals and storage overview
Division 2	Removal of furniture and effects
Division 3	Removal to a personal location where benefits are provided
Division 4	Postings or deployments
Division 5	Vehicle removal
Division 6	Removal on ceasing continuous full-time service
Division 7	Storage of furniture and effects
Division 8	When a member becomes a member with dependants
Division 9	When a member ceases to be a member with dependants
Division 10	Assistance for non-Service person on breakdown of marriage or partnership
Division 11	Removal on death of a member

Division 1: Removals and storage overview

6.5.3 Purpose

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

6.5.4 Members eligible for a removal

1. If a member is in any of the circumstances in the following table their eligibility for a removal can be found in the corresponding Division.

Item	For a member who...	see...
1.	is posted within Australia on a posting of six months or more	Division 4, Postings or deployments
2.	is required to vacate Service accommodation or accommodation for which rent allowance is payable. This must be for reasons beyond their control.	Division 4, Postings or deployments.
3.	meets the criteria in section 6.5.30 or 6.5.46 for a removal in anticipation of a posting or ceasing continuous full-time service.	Division 4, Postings or deployments, section 6.5.30 Division 6, Removal on ceasing continuous full-time service, section 6.5.46.
4.	purchases a suitable own home in their posting location.	Division 4, Postings or deployments, subsection 6.5.29.1, table item 2
5.	is deployed	Division 4, Postings or deployments.
6.	ceases to be a member. Exceptions: See 6.5.4.b and c.	Division 6, Removal on ceasing continuous full-time service.
7.	becomes a member with dependants in any of the following circumstances. a. On marriage. b. On ADF recognition of a partnership. c. On gaining a dependant for the purposes of Chapter 1 Part 3 Division 2.	Division 8, When a member becomes a member with dependants.
8.	ceases to be a member with dependants. Example: On the breakdown of a marriage or partnership.	Division 9, When a member ceases to be a member with dependants.
9.	dies and the member's dependants are eligible for a removal at Commonwealth expense.	Division 11, Removal on death of a member.
10.	is a gap year participant with a posting for less than six months	Division 4, Postings or deployments, section 6.5.28.
11.	is a gap year participant with a posting for six months or more	Division 4, Postings or deployments, section 6.5.26.

2. The CDF may approve a removal if satisfied that any of the following exceptional circumstances apply to the member or their dependants.
 - a. The safety or welfare of the member or dependants would be at high risk if they stayed in their accommodation.
Example: The member or dependant needs to be removed to a place of safety.
 - b. A change in family circumstances requires urgent action.
Example: A dependant has died violently at the accommodation.
 - c. The removal is necessary to prevent an emergency from happening.
Example: The member may be in imminent danger because they are a witness to a serious criminal offence.
 - d. The member has specific housing needs during rehabilitation or as a result of an acquired disability.
Example: The member has an acquired disability and needs to be located near rehabilitation facilities.
3. A member of the Reserves is eligible for removal at Commonwealth expense on either or both of these occasions.
 - a. When they are to begin continuous full-time service on a posting of more than six months.
 - b. When they complete that continuous full-time service.
4. To apply for a removal the member needs to complete the approved service provider's application for relocation form.

6.5.5 Members not eligible for a removal

A member is not eligible for a removal at Commonwealth expense in any of these circumstances.

- a. When their posting results from a voluntary exchange of posting with another member outside the normal cycle of posting.
- b. When they are discharged for disciplinary reasons.
- c. When they are posted to the same location or an adjacent location and the residence is in the location of the new posting. However, they may be eligible for a removal if Service reasons require them to relocate.
- d. If the decision to grant a member an extended posting location is revoked at the member's request.

See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia

- e. The member is part of the Puckapunyal housing trial and either of the following occurs.

See: Chapter 7 Part 1 Division 3 section 7.1.16A, Puckapunyal housing trial member

- i. The member is in the Puckapunyal posting location and their posting location has been extended under subsection 1.3.55.3.

See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia

- ii. The member ceases to participate in the Puckapunyal housing trial and the member elects to relocate within the Puckapunyal posting location.
- f. If a member is on a flexible service determination and chooses to vacate the member's accommodation during a nonworking period.
- g. If a member is on a flexible service determination and both of the following apply.
 - i. The member had previously chosen to vacate their accommodation during a nonworking period.
 - ii. The member returns to accommodation at the posting location.

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 at Commonwealth expense 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.

See: Chapter 8 Part 3 Division 1 subsection 8.3.6.3, Member who may be classified as a member with dependants (unaccompanied)
 - 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.

Note 1: Subparagraph 6.5.6.2.b.ii does not include furniture and effects for the member's dependants.

Note 2: Section 7.8.25 provides that a member with dependants unaccompanied can get assistance to hire items similar to those that the member's dependants need to keep at the losing location.

See: Chapter 7 Part 8 Division 4 section 7.8.25, Furniture rental

6.5.7 ...

Division 2: Removal of furniture and effects

6.5.8 Purpose

This Division describes what will and will not be removed at Commonwealth expense.

6.5.9 Items removed at Commonwealth expense

The Commonwealth will cover the costs of removing all of an eligible member's portable household items. They must be 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 at Commonwealth expense under this Part.

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

6.5.10 Limitations on certain items

This table describes certain items that will be removed if they are portable and within specific limits.

Item	If the item is a...	then it will be removed only if it...
1.	small boat, canoe, kayak or other small watercraft	is no longer than 5.7m and no heavier than 51kg.
2.	larger boat capable of being carried on a trailer	falls within the definition of a towable item.
3.	lawn locker or tool shed	has been dismantled and packed securely by the member.
4.	motor bike, trail bike or mini-bike	is: a. packed and crated by the member, and b. drained of all petrol and oil.

6.5.11 Items not removed at Commonwealth expense

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.

Examples: Heavy machinery items and workshop equipment such as forges are not portable items.

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 at Commonwealth expense 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.

Example: Urgently required household items might include clothing, crockery, cutlery and any furniture and effects needed for a baby or an invalid.
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.

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 removal was at Commonwealth expense.
 - 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. Members are to be reimbursed the 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.

Example: A member receives technical help to dismantle a TV antenna. In the new residence, the member chooses to have a different TV antenna installed. The reimbursement is limited to the cost of dismantling the original antenna as the item installed is not the item that was dismantled.
 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 Commonwealth 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 Commonwealth 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.

See: Division 4 section 6.5.30, Removal in anticipation of a posting – before posting authority issued
 - b. In advance of ceasing continuous full-time service.

See: Division 6 section 6.5.46, Removal on 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 – eligibility

1. For a privately arranged removal, the member is eligible for the reimbursement of costs up to the amount the Commonwealth would have paid the approved removalist to do the removal.
2. The member is eligible for storage at Commonwealth expense if both of these criteria are met.
 - a. The items are in the Commonwealth removalist's store.
 - b. The items would have been stored at Commonwealth expense if the Commonwealth had arranged the removal.
3. If the member carries out the removal personally, the CDF may approve reimbursement of reasonable costs. These costs may be reimbursed.
 - 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. The amount payable must be no more than the limit of vehicle allowance in Chapter 9 Part 6 Division 3.

See: Chapter 9 Part 6 Division 3, Authorised travel on removal

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 describes 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.

Related Information: This exclusion may extend to housing assistance. Chapter 7, ADF housing and meals, provides more information on housing eligibility.

See: Chapter 8 Part 3 Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)

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) may be provided with Commonwealth assistance for a removal for their dependants to a personal location if both of the following conditions are met.

- a. The CDF is satisfied that there are substantial compassionate reasons for the removal of the dependants to a personal location.
- b. The CDF determines the removal is in the interests of the ADF.

See: Chapter 8 Part 3 Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)

Note: Removals under this section are subject to the limits set out in Division 2, Removal of furniture and effects.

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.

Example: A member lives in Wagga Wagga. The member's daughter needs ongoing medical care. That care is only available from a hospital in Melbourne. The family decides that the member's dependants should move to Melbourne. The member may be eligible for a removal under this section.

Non-example: A member needs child care for their young child. The member would like their mother to provide that care, while the member works. The member's mother lives in another city. The member's mother is not the only source of child care available. Alternative child care could be found at the member's location. The member is not eligible for a removal under this section.

- 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 at Commonwealth expense 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.

Example: A member and dependants live in Canberra. The member is posted to Adelaide, but the member's partner gets a job in Melbourne. The personal location is closer to Adelaide and meets the distance requirements.

2. The CDF may extend the removal period under paragraph 1.b if it is considered reasonable in the circumstances.

Example: The member's posting to the new location is to commence on 1 July. The member's partner is to commence employment at the personal location on 16 March. It is considered reasonable for the early removal of the dependant's possessions to allow for the member's partner to commence their employment.

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 Commonwealth would have paid to move the member's 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 in storage at Commonwealth expense.

Note: Removals under this section are subject to the limits set out in Division 2, Removal of furniture and effects.

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 – Army and Air Force

1. If a member of the Army or Air Force is posted to a remote location for six months or more, the Commonwealth will pay to remove their dependants to a personal location. It will not pay more than it would have paid for a removal to the remote location.

Note: The list of remote locations is in Annex 5.4.A, Remote locations within Australia – additional recreation leave.

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. a. Items Removal is of items that would have been approved for removal to the remote location. b. Journey From the member's residence and store 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.
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.

Item	Situation	The Commonwealth will pay	The member must pay
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 to a personal location where benefits are provided instead of a remote location – Navy

1. This section applies to a member of the Navy who is posted to a remote location for six months or more. The member may remove their dependants to a personal location.
2. The Commonwealth's contribution towards the cost of the removal is limited to the greater of the following amounts.
 - a. The cost of removal to a remote location under the conditions set out in the table in subsection 6.5.20.2.
 - b. The cost of full removal of furniture and effects to the member's home port when the home port is not in a remote location.
 - c. The cost of removal to the member's home port when the home port is in a remote location. The conditions for a removal to a remote location set out in the table in subsection 6.5.20.2 apply.
3. The member may choose in writing to remove only their effects to the personal location. The Commonwealth will pay both the following.
 - a. Costs that would have been paid to remove the effects to a Service residence in the remote location.
 - b. Storage for furniture and effects not needed at the personal location.

6.5.22 Removal of dependants from personal location to current posting location

1. This section sets out removal benefits where both 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.

Item	If the costs of removal to the personal location were...	then the Commonwealth pays...	and the member pays...
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.

Example: A member's spouse moved away from the member's posting location because she wanted to live somewhere else. The family paid for the removal. The member is posted to a new location, and the spouse decides to rejoin the member. The Commonwealth does not provide a removal for the spouse to move to the member's new location.

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 Commonwealth will not pay 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.

See: Chapter 14 Part 3 Division 1 section 14.3.13, Benefits if enlisted overseas

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.

See: Chapter 9 Part 3 Division 4 subsection 9.3.30.2, Frequency and cost of reunion travel

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 at Commonwealth expense.

See: Chapter 7 Part 1 Division 3 section 7.1.14, for the definition of resident child carer

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 at Commonwealth expense from the losing posting location to the gaining posting location.
2. The removal of furniture and effects is subject to the limits described in the item in the following table, that is relevant to the residence at the gaining location.

Item	If the residence at the gaining posting location is...	the removal from the losing location will include...
1.	a furnished or partly furnished residence	necessary furniture and effects.
2.	an unfurnished residence	all furniture and effects.

Example: A member has been allocated a Service residence in the gaining posting location. The residence includes built-in wardrobes in all the bedrooms. The member has portable wardrobes that will not be needed in the new residence. The wardrobes will not be moved to the new residence.

3. Furniture and effects that are not removed to the gaining location may be stored at Commonwealth expense under Division 7, Storage of furniture and effects.

See: Division 7, Storage of furniture and effects

6.5.27 Posting of member with dependants (unaccompanied)

1. A member is eligible for a removal at Commonwealth expense if the following circumstances apply.
 - a. The member goes on a posting for duty in Australia of six months or more.
 - b. The member is a member with dependants (unaccompanied).
2. The member may be granted a removal at Commonwealth expense of furniture and effects necessary to furnish the member's accommodation at the gaining location.

Note: Chapter 7 Part 8 Division 4 section 7.8.25 provides that a member with dependants unaccompanied can get assistance to hire items similar to those that the member's dependants need to keep at the losing location.

3. If the member has more than six months of posting period to serve at the gaining location, the member may use the removal assistance provided under subsections 6.5.26.2 and 6.5.26.3 to remove their dependants to the gaining location.

6.5.28 Removal of gap year members

1. In this section, ADF gap year means a program of up to 12 months in duration, for members of the Australian community to experience military training and lifestyle on a placement in the Permanent Forces or Reserves.

See: Military Personnel Policy Manual Part 2 Chapter 4, *Australian Defence Force Gap Year*

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.

Related Information:

1. A gap year member who is posted for six months or more and to whom paragraph 6.5.28.2.b does not apply, may be eligible for a removal under section 6.5.26, Posting of six months or more.
2. Members in this situation may also be eligible for storage. See Division 7 section 6.5.55, Newly enlisted members.
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.

See: Section 6.5.26, Posting of six months or more

6.5.29 Removal between residences in the posting location – Australia

1. This table describes benefits for members who must move between residences in a posting location in Australia. (For overseas removals, see Chapter 14, Relocating to or from a long-term posting overseas.)

Item	If an eligible member...	then they are eligible for a removal of furniture and effects...
1.	a. is required to vacate Service accommodation for reasons beyond their control; or See: Chapter 7 Part 6, Service residences b. must vacate accommodation for which rent allowance is payable for reasons beyond their control Note: Reasons beyond a member's control does not include the breakdown of a marriage or partnership	a. from that accommodation to another residence; or b. to an approved store in the same location.
2.	a. is occupying a service residence or accommodation for which rent allowance is payable, and b. acquires a suitable own home in the posting location.	to that home. This only applies if the member is to serve in the posting location for a period of 12 months. Exception: A home described in subsection 3.
3.	a. has been approved to proceed on posting as a member with dependants (unaccompanied); and b. their dependants are occupying a service residence or accommodation for which rent allowance is payable; and c. they acquire a suitable own home in the dependants' location.	to that home. This only applies if the member's dependants are to remain at the new home for a period of 12 months. Exception: A home described in subsection 3.

Item	If an eligible member...	then they are eligible for a removal of furniture and effects...
4.	a. has an own home in their posting location but is not required to live in it, and b. must vacate a Service residence or accommodation for which rent allowance is payable; and c. the reason for the move is beyond their control; and d. consequently intends to occupy their suitable own home Note: Reasons beyond a member's control does not include the breakdown of a marriage or partnership. See: Chapter 7 Part 2 Division 2, Home becomes unsuitable Division 3, Home may be unsuitable if it is rented out	a. to that home; or b. to an approved store while they wait for vacant possession of their own home; and then c. to that home.
5.	must vacate a suitable own home for reasons beyond their control Example: The member's home is damaged by fire and is uninhabitable. Non-example: The member decides to carry out work on the home. This reason is within the member's control.	a. to an approved store while they await repair of the home or alternative suitable accommodation, and then b. to that home.
6.	is a member with dependants (unaccompanied) who has been granted Commonwealth assistance to remove their dependants to the gaining location	a. from the member's accommodation to the new home; and b. from the dependants' home in the losing location to the new home.

2. The CDF may approve Commonwealth payment of storage costs for the member. The CDF must be satisfied that the member needs the storage for reasons beyond their control.
3. If all these circumstances apply to a member they are not to be paid Commonwealth assistance for a removal between homes in the posting location.
 - 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.

Example: A medical certificate.
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 is still eligible to be reimbursed the costs of removal if the anticipated long-term posting does not happen for Service reasons. If non-Service reasons prevent the posting, they must repay to the Commonwealth any amount they received.

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. If the member is eligible for a removal, the Commonwealth will pay the lesser of these two costs.
 - 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

The CDF may approve removal of a member's furniture and effects at Commonwealth expense before the effective date of posting. The CDF must be satisfied that both of these criteria are met.

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

6.5.33 Posting changed or cancelled for Service reasons after removal

1. A member is not responsible for any removal or storage costs when both of the following happen.
 - a. A removal has taken place.
 - b. The posting is changed or cancelled for Service reasons.
2. This table shows what happens in this case.

Item	If the member is on a posting for...	then the Commonwealth will remove...
1.	six months or more	all furniture and effects to the actual posting location or store it at Commonwealth expense.
2.	less than six months	only the member's effects from the cancelled posting location to the actual posting location. Their furniture will be stored at Commonwealth expense until the 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. 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 item 2 above, the CDF may approve a removal at Commonwealth expense. The CDF must consider both these criteria.
- Any compassionate grounds.
 - 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. See: Section 6.5.28, Removal of gap year members

6.5.36 Posting to a seagoing ship or Navy aircraft squadron

- A member is eligible for a removal of furniture and effects if they are posted for six months or more to either of the following locations.
 - A seagoing ship.
 - A Navy aircraft squadron in which they will be liable to serve on a seagoing ship.
- A member is eligible for a removal from the original location to a location they choose from one of the following options.
 - The ship's home port.
 - If the member's dependants are removed to the member's home port – that port.
 - The ship's refitting port.

Exception: Navy aircraft squadron members.

- d. For a Navy aircraft squadron member, the Navy aircraft squadron air station.
3. If the member chooses a removal to a ship's home port and the ship then refits at another port for at least six months, the member is eligible for a removal to the location of the refit.
4. When a refit is completed, the member is eligible for a removal back to the ship's home port. They must have at least six months to serve in their ship.

Related Information: A member may need a removal to a location not listed in this section. In this case, they may meet the requirements to be eligible for a removal under Division 3, Removal to a personal location where benefits are provided.

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. This includes a removal of a member of the Navy if their home port is in a remote location.

Note: The list of remote locations is in Annex 5.4.A.

2. This table explains how removal and storage benefits depend on the kind of housing at the remote location.

Item	If the housing in the remote location is...	then the member is eligible for a removal of...	and storage of...
1.	a. a furnished Service residence, or b. a furnished non-Service residence	furniture and effects that: c. they need, and d. are not provided	the remainder of their furniture and effects.
2.	an unfurnished residence	all furniture and effects	items of furniture and effects that are not: a. needed in the residence, and b. able to be housed in the residence.

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

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.

See: Chapter 7

Part 4 Division 3 subsection 7.4.23.2, Living-in accommodation on deployment – six months or longer

Part 6 Division 7 section 7.6.38, Service residence for member on deployment

Part 7 Division 1 section 7.7.11, Effect on accommodation when a member is deployed

Part 8 Division 5 section 7.8.31, Rent allowance on deployment

- ii. The CDF decides that a member must leave the living-in accommodation under subsection 7.4.23.5.

See: Chapter 7 Part 4 Division 3 subsection 7.4.23.5, Living-in accommodation on deployment – six months or longer

- 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.

See: Division 7, Storage of furniture and effects

Division 5: Vehicle removal

6.5.39 Purpose

This Division describes conditions under which vehicles may be removed at Commonwealth expense. This includes towable items and recreational or hobby vehicles.

6.5.40 Removal of vehicle on posting

1. Subject to this Division, a member is eligible for the removal of two private vehicles at Commonwealth expense on each removal.
2. This subsection applies to a member with dependants and whose spouse or partner is also a member. The family is eligible for the removal of two private vehicles on each posting occasion.
3. The member or a dependant will normally drive a private vehicle to remove it to a new location. In these cases, vehicle allowance is payable. The amount paid is subject to the limits set out in Chapter 9 Part 6 Division 3, Authorised travel on removal.
4. The CDF may authorise transportation of a private vehicle if all of these conditions are met. The transportation may be over all or part of the removal journey.
 - a. The vehicle must be owned by the member or one of their dependants.
 - b. The member or dependant must be authorised to travel at Commonwealth expense.
 - c. The vehicle must be registered and roadworthy.
 - d. One of the following conditions must be satisfied.
 - i. The vehicle may be damaged if driven because of the conditions of the road or route to the destination.
 - ii. No-one can drive the vehicle. That may be because the member or their dependants are ill, or there is no competent driver, or a similar reason.
 - iii. The journey includes a sea crossing.
 - iv. The distance to be travelled is more than a set amount, shown in this table.

Item	If the vehicle is a...	then it can be transported if the distance is more than...
1.	car or truck	1,288 km.
2.	motorcycle (including a sidecar)	483 km.
3.	motor scooter	322 km.

5. A vehicle approved for transportation at Commonwealth expense may be transported by road, rail or sea. The most cost-effective method within the required time frame must be used.

6.5.41 Removal of towable items

1. A member may get assistance from the Commonwealth to remove two towable items on each posting.
2. This table sets out the types of assistance that may be provided by the Commonwealth under subsection 1.

Item	If a towable item...	the Commonwealth will...
1.	is approved to be transported by freight under section 6.5.42	pay the cost for a Commonwealth removalist to transport the towable item.
2.	is towed by the member's private vehicle	provide the member both of the following benefits at Commonwealth expense. a. vehicle allowance. See: Chapter 9 Part 6, Vehicle allowance b. additional travelling time. See: Chapter 9 Part 6 Division 1 section 9.6.7, Definition of <i>allowable travel time</i>

3. The benefit under subsection 1 is limited to either of the following.
 - a. Two towable items.
Example: A caravan and a boat.
 - b. One recreational or hobby vehicle and one other towable item.
Example: A vintage car and a boat.
Note: A recreational or hobby vehicle is classified as a towable item.
See: Section 6.5.43, Removal of recreational or hobby vehicles
4. If a member with dependants has a spouse or partner who is also a member, the family is eligible for the removal of two towable items on each posting occasion.

6.5.42 When a towable item may be transported by freight

The Commonwealth will transport a towable item by freight if one of the following criteria is met.

- a. The vehicle the member uses to tow the item is being transported by freight at Commonwealth expense under subsection 6.5.40.4.
- b. The member would be eligible to have their private vehicle transported by freight under subsection 6.5.40.4, but decides not to do so.
- c. If a member owns two towable items and tows the one that would cost the most to freight.

Example: A member has a boat and a caravan. The cost to freight the boat is \$450. The cost to freight the caravan is \$550. The member will tow the caravan with their private vehicle and the Commonwealth will pay to transport the boat.

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

6.5.43 Removal of recreational or hobby vehicles

1. A member may wish to have a recreational or hobby vehicle removed.
2. The CDF may decide that a vehicle is a recreational or hobby vehicle. The CDF must have regard to all these criteria.
 - a. If the member bought the vehicle to use it for recreational purposes.

Example: A member would not have this intention if they bought the vehicle for business use.
 - b. If the member is a member of relevant clubs and associations.
 - c. If a recreational or hobby vehicle under restoration can be moved as a single unit.
 - d. If the member has an active interest in restoring the vehicle. This may be 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.
3. A recreational or hobby vehicle and (if applicable) its trailer are one towable item for the purposes of section 6.5.41.
4. If the recreational or hobby vehicle and (if applicable) its trailer are to be transported, they must meet both of these criteria.
 - 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.

6.5.44 Collection and delivery of transported vehicles

1. Vehicle collection and delivery will be door-to-door if practical.
2. A transporting agent may be unable to pick up or deliver a vehicle because access to it is restricted or the member or their representative is unavailable. If so, the member must arrange for the vehicle to be delivered to or picked up from the agency's depot.
3. If the CDF decides that the costs are reasonable, a member is eligible for the reimbursement of their costs for delivering a vehicle to the transporting agency's depot, or collecting one from it.

Example: The costs could include the following.

- a. Drainage of fuel tanks.
- b. Unavoidable storage charges.
- c. Fares for the most economical means to and from the depot.

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.

Note: 'Ceasing continuous full-time service' includes all forms of discharge. This includes on retirement, retrenchment, and on completing a period of engagement. Note that Division 1 section 6.5.5 prevents some members who cease continuous full-time service from having a removal benefit.

6.5.46 Removal on ceasing continuous full-time service

1. A member who qualifies for a removal on ceasing continuous full-time service is eligible for the removal of their furniture and effects at Commonwealth expense. This table sets out different members' benefits.

See: Division 1 section 6.5.4, Members eligible for a removal

Item	If the member...	then their removal benefit is...
1.	plans to live at a different location in Australia after ceasing continuous full-time service.	from the posting location that the member was last removed to before ceasing continuous full-time service to a home in another Australian location, that the member will live in after ceasing continuous full-time service inclusive of any move from the posting location to a Commonwealth removalist's store in either the posting location or the location of the member's new home. See: Division 7 section 6.5.60, Storage on ceasing continuous full-time service.
2.	meets both the following conditions. a. The member occupies and receives housing assistance for any of: i. living-in accommodation; or ii. a Service residence; or iii. a rent allowance residence. b. The member plans to live in Australia in the same location after ceasing full-time service.	from the living-in accommodation, service residence or rent allowance residence to the home in the same location that the member will live in after ceasing continuous full-time service inclusive of any move to a Commonwealth removalist's store in the posting location. See: Division 7 section 6.5.60, Storage on ceasing continuous full-time service.

Item	If the member...	then their removal benefit is...
3.	meets both the following conditions. a. The member occupies a home where they are not receiving housing assistance under Chapter 7, Parts 6 or 8. b. The member plans to live in the Australian posting location that the member was last removed to before ceasing continuous full-time service.	no removal benefit.
4.	plans to live at a different location in Australia and meets both of the following conditions. a. Has moved their goods to store in that location at Commonwealth expense. b. Moves to a location other than the one where the goods were stored.	no removal benefit.
5.	plans to relocate overseas after ceasing continuous full-time service	from the location where the member last had a removal to the Australian capital city that is the nearest point of deployment to the overseas destination. The Commonwealth will remove and deliver their goods to the agent they use to ship those goods overseas from that capital city. This will fulfil all Commonwealth obligations.
6.	is a member of the Reserves on continuous full-time service, appointed or enlisted in Australia	from the location where the member last had a removal to one of these locations. a. The location where they lived immediately before they began full-time service. b. Another destination. The Commonwealth will only pay up to the amount that option a. would have cost.

Item	If the member...	then their removal benefit is...
7.	is a member of the Reserves on continuous full-time service, appointed or enlisted from an overseas country	from the location where the member last had a removal to one of these locations. a. The capital city in Australia that is the nearest point of deployment to the overseas destination. The Commonwealth will pay only for removal and delivery to the agent the member uses to ship their goods overseas from that capital city. b. Another destination, if the member intends staying in Australia after ceasing. The Commonwealth will only pay up to the amount that Option a. would have cost.

Example for table item 4: A member is posted in Townsville. On ceasing continuous full-time service the member chooses to have their items moved to storage in Brisbane while they search for a home there. The member then receives a job offer in Sydney and wants their items moved to a home in Sydney. The items in storage in Brisbane will not be relocated to Sydney at Commonwealth expense.

2. The removal can be timed in accordance with this table.

Item	The member may be removed...	if...
1.	before ceasing continuous full-time service	the member has received a discharge authority. The removal may take place at either of these times. a. During long service leave or other leave that comes immediately before the date of ceasing. b. Any time during the final 12 months of service.

Item	The member may be removed...	if...
2.	for compassionate reasons before ceasing continuous full-time service	the CDF is satisfied that at least one of the following conditions is met. 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 or children is not available in their current posting location. d. There are other exceptional reasons that require the member to move. The member must provide copies of relevant documents to the CDF. A medical certificate is one example. The member need not have received a discharge authority. The removal can be more than 12 months before ceasing.
3.	after ceasing full time service	it is no more than 12 months after the date of ceasing. Exception: The CDF may extend this period if the CDF considers it reasonable in the circumstances. See: Division 7 subsection 6.5.60.4, Storage on ceasing continuous full-time service

3. This subsection applies to a member who does not complete their service at the time notified in the discharge authority, and who continues to serve. The member must pay to the Commonwealth any amount they received for the removal. This does not apply if the removal coincides with a posting during the final 12 months of service.

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.

Example: A member posted in Melbourne is removed to Perth in advance of ceasing. The member continues to serve past their expected date of ceasing. They are then posted to Sydney. They are eligible for a removal only to the value of a removal from Melbourne to Sydney.

3. If the member's next posting is to a seagoing ship, they are eligible for a removal to the value of a removal from their home port.
4. The limits on the benefits in subsections 2 and 3 do 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.

See: Division 3 section 6.5.19, Compassionate removal to a personal location where benefits are provided
 - ii. The Commonwealth did not place cost limits 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 who ceases continuous full-time service at their own request is eligible for a removal to one of the locations in the table in Division 6 section 6.5.46. To qualify, they must meet the relevant conditions in this table.

Item	If the member is...	then the condition for removal is that...
1.	a. an other rank member, or b. an officer on a fixed tenure appointment. Note: 'Other rank' members are listed in DFRT Determination No. 2 of 2017, <i>Salaries</i> , Part A Division 1 section A.1.9, General (definitions)	they must have completed one of these periods. a. Their initial period of engagement or appointment. b. Six years' continuous full-time service.
2.	an officer on an indefinite appointment	they must have completed, in total, six years' continuous full-time service.

2. The member might not meet the conditions in the table in subsection 1 above. In this case, the CDF may still approve a removal if satisfied that the member meets all of these conditions.
 - a. There are compassionate reasons for ceasing continuous full-time service that cannot be resolved by any other means.
 - b. The compassionate reasons are beyond the member's control.
 - c. The circumstances leading to the request to cease continuous full-time service have come about since the member enlisted or was appointed, or have seriously worsened since that time.

3. For a member with less than three years' continuous full-time service who is offered a removal under subsection 2, the Commonwealth subsidy for a removal is limited. It covers only the cost of a removal to one of these places.
 - a. The member's place of enlistment.
 - b. For an overseas applicant, the port of entry to Australia.

6.5.49 Removal of a vehicle on ceasing continuous full-time service

A member's eligibility for the removal of a vehicle on ceasing continuous full-time service is the same as for removal of a vehicle on posting. This includes removal of a towable item or a recreational or hobby vehicle.

See: Division 5 section 6.5.40, Removal of vehicle on posting

Division 7: Storage of furniture and effects

6.5.50 Purpose

This Division describes members' eligibility for storage of their furniture and effects at Commonwealth expense.

6.5.51 Period for which storage is provided – general

1. A member's eligibility for storage at Commonwealth expense 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 at Commonwealth expense.
 - b. Three years from the date the items were first put into storage.

See: Section 6.5.63, Review of storage of furniture and effects

3. If it is reasonable, all furniture and effects stored at Commonwealth expense are stored in the nearest available approved store in the location the member leaves.

6.5.52 Member with dependants

1. This table describes 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.

Item	If a residence in the new location is...	then the member is eligible for the storage of...
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. 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. 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. Example: A member is eligible for three-bedroom housing assistance. The member occupies a one-bedroom house. The CDF must consider the size of a three-bedroom home. b. Items that are the same as non-portable items in the residence. Example: Wardrobes, if built-in wardrobes are fitted. Related Information: Chapter 7 Part 8 Division 2 section 7.8.9, Rent ceilings – member with dependants
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.

Item	If a residence in the new location is...	then the member is eligible for the storage of...
5.	an inner-city residence ('Defence Choice housing')	the furniture and effects the CDF considers cannot reasonably be housed in the residence. The CDF must consider both the following. 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. i. The residence the member has chosen. ii. Storage at Commonwealth expense. iii. Storage at the member's own cost. Example: A member is eligible for three-bedroom housing assistance. The member occupies a one-bedroom house. The CDF must consider the size of a three-bedroom home. b. Items that are the same as non-portable items in the residence. Example: Wardrobes, if built-in wardrobes are fitted.

2. A member will no longer be eligible for storage at Commonwealth expense when these events occur.
 - a. They reject the offer of a suitable Service residence.
 - b. As a result, they become ineligible to receive temporary accommodation allowance or rent allowance.

See: Chapter 7
Part 5 Division 1 sections 7.5.8, Member not eligible (temporary accommodation allowance)
Part 8 Division 1 section 7.8.6, Member not eligible (rent allowance).
3. A member is not eligible for storage at Commonwealth expense for items not already so stored if all these conditions 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.

See: Chapter 7

Part 4 Division 3 section 7.4.23, Living-in accommodation on deployment – six months or longer

Part 6 Division 7 section 7.6.38, Service residence for member on deployment

Part 7 Division 1 section 7.7.11, Effect on accommodation when a member is deployed

Part 8 Division 5 section 7.8.31, Rent allowance on deployment

- ii. The CDF decides that a member must leave the living-in accommodation under subsection 7.4.23.5.

See: Part 4 Division 3 subsection 7.4.23.5, Living-in accommodation on deployment – six months or longer

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.
 - b. Commercial storage of a vehicle and towable item, while the member is deployed.

Exceptions:

1. Where the vehicle or towable item can be stored on base.
2. Where the member has claimed loss on sale for a vehicle or towable item under section 6.2.4.

6.5.54 Member without dependants

1. This table describes the storage benefits of a member without dependants who is eligible for a removal at Commonwealth expense. This includes a member posted to a seagoing ship, or an aircraft squadron where they will be liable to serve on a seagoing ship.

Item	If the member...	then the member is eligible for...
1.	a. chooses or is required to live out, and b. is eligible for rent allowance	long-term storage of the furniture and effects that the CDF considers cannot reasonably be housed in the residence. The CDF must consider both of the following: 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. i. The residence the member has chosen to rent. ii. Storage at Commonwealth expense. iii. Storage at the member's own cost. Note: The member's rent allowance ceiling is intended to provide assistance with the renting of up to a two-bedroom home. Example: A member's rent ceiling provides assistance to rent up to a two bedroom residence. The member chooses to rent a one bedroom house. The CDF must consider the size of a two bedroom home. b. items that are the same as non-portable items in the residence. Example: Wardrobes, if built-in wardrobes are fitted. Related information: Chapter 7 Part 8 Division 2 subsection 7.8.10.3, Rent ceilings – other members
2.	a. chooses to live out, and b. is not eligible for rent allowance	no long-term storage of their furniture and effects.
3.	a. chooses or is required to live out, and b. is eligible for rent allowance, and c. is then required to live in	long-term storage of their furniture and effects for the period of living-in.
4.	a. chooses to live out, and b. then chooses to live in	no long-term storage of their furniture and effects for the period of living in.

Item	If the member...	then the member is eligible for...
5.	a. is living in, and b. is required to move to other living-in accommodation	long-term storage of their furniture and effects that cannot be housed in their living-in accommodation.
6.	a. is deployed for six months or longer, and b. either i. chooses to vacate their accommodation, or ii. is directed to vacate their living-in accommodation	a. storage of their furniture and effects until the member is rehoused after the deployment, and b. commercial storage of a vehicle and towable item, while the member is deployed. Exception: There is no storage benefit if either of the following circumstances apply. 1. The vehicle or towable item can be stored on base. 2. The member has claimed loss on sale for a vehicle or towable item under section 6.2.4. See: Part 2 section 6.2.4, Private vehicles – loss on sale Related Information: See Chapter 9 Part 6 section 9.6.17 for vehicle allowance for members who choose to store their vehicle under other arrangements.

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.

See: Chapter 7 Part 5, Temporary accommodation allowance

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 items at Commonwealth expense.
2. In spite of subsection 1, the CDF may approve storage if satisfied that they cannot store the items with their family.
3. The eligibility for storage at Commonwealth expense stops 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.

Note: Statutory officers are CDF, VCDF and Service Chiefs.

2. If the member has less than three garage spaces, they are eligible for the storage of one vehicle at Commonwealth expense 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

1. A member living in a suitable own home in the posting location is not eligible for storage at Commonwealth expense.
2. In spite of subsection 1, the CDF may approve storage if the CDF is satisfied that items of furniture to be stored are the same as non-portable items in their own home.

Example: A member may wish to store a wardrobe while living in a suitable own home with built-in wardrobes. They could then use the wardrobe on a later posting where built-in wardrobes are not available.

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 at Commonwealth expense.

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. When a residence becomes available, the member is eligible to have stored items removed to it within 12 months of ceasing continuous full-time service.

Exception 1: If the CDF has extended the removal period under subsection 6.5.46.2 table item 3, the member is eligible to have stored items removed at Commonwealth expense during the extended period.

Exception 2: If subsection 6.5.46.1 table item 3 applies to the member, the member is not eligible for Commonwealth assistance for the cost of removing their stored items under this subsection.

See: Division 6 section 6.5.46, Removal on ceasing continuous full-time service

5. When a member's eligibility for storage stops, Commonwealth insurance cover on the stored goods also stops. The member may wish to take out their own cover.

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.

Note: For removal benefits on death of a member with dependants, see Division 11 section 6.5.86.

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.

Example: A member lives in rented furnished accommodation. They have less than six months of a posting left. They are offered a Service residence. The CDF considers that the removal of their furniture and effects from storage to the Service residence is necessary for them to occupy that residence. The CDF also considers it would be cost-effective. The CDF approves the removal.

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.
See: Subsection 6.5.51.2, Period for which storage is provided – general
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 at Commonwealth expense.
 - b. Have the items removed at Commonwealth expense 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 at Commonwealth expense under paragraph 3.b.
 - a. Continue to store the items at that location, at the member's expense.

Note: When a member's eligibility for storage stops, Commonwealth insurance cover on the stored goods also stops. The member may wish to take out their own cover.

- b. Relocate the items to the member's residence at Commonwealth expense.

See also:

Section 6.5.60, Storage on ceasing continuous full-time service

Section 6.5.61, Storage on death of a member with dependants

6.5.64 Discretion in special circumstances

1. The CDF may approve any of the following benefits for a member who is not otherwise eligible under this Division.
 - a. Storage at Commonwealth expense.
 - b. Removal to and from storage at Commonwealth expense.
2. Approval under subsection 1 may only be given if the CDF is satisfied that all of the following conditions are met.
 - a. The member is not eligible for a 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 describes 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.

See: Chapter 1 Part 3 Division 2

Section 1.3.81, Child

Section 1.3.92, Spouse

Section 1.3.88, Partner

Section 1.3.83, Dependants

Related information: Section 1.3.80 explains how Defence benefits may be provided for certain people.

See: Chapter 1 Part 3 Division 2 section 1.3.80, Purpose

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 both the following conditions.
 - a. The member has a marriage or de facto relationship recognised with a person from outside their posting location.
 - b. The marriage or relationship is recognised in Australia, or while the member is serving in any of the following.
 - i. A seagoing ship.
 - ii. An aircraft squadron, where the member is liable to serve on a seagoing ship.
2. The member is eligible for a removal at Commonwealth expense 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 an aircraft squadron has a choice of removal destination. They must make the choice in writing. This table outlines the options.

Item	If the member is serving...	then their removal destination may be...
1.	in a seagoing ship	either of the following locations. a. the ship's home port, or b. the member's home port.
2.	in an aircraft squadron	any of the following locations. a. the home port for the ship in which the squadron is embarked, or b. the air station where the squadron is based, or c. the member'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. If a member is not otherwise eligible for a removal under this Division, they and their dependants will be eligible for a removal when next posted.
2. The member has a choice of where they are removed from if either of these conditions is met.
 - a. Their marriage took place in Australia.
 - b. Their spouse has been living at the location they are eligible for a removal from.
3. The member has a choice of where they are removed from if either of these conditions is met.
 - a. Their partnership was recognised based on a common household maintained in Australia.
 - b. Their partner has been living at the location they are eligible for a removal from.
4. A member eligible under subsection 1 or 2 may choose to be removed from one of these places.
 - a. The place of marriage.
 - b. The place where the member's common household with their partner was at the time the partnership was recognised for Defence benefit purposes.

See: Chapter 1 Part 3 Division 2 section 1.3.88, Partner, for the current arrangements that provide for recognition.
 - c. The location of their current posting.
 - d. Their home port or their ship's home port, if they are serving in a seagoing ship or an aircraft squadron where they will be liable to serve on a seagoing ship.
5. If the member married or had an ADF recognised partnership outside Australia, the removal will be from the spouse or partner's point of entry into Australia.

6. The removal may be from any other location in Australia. The removal costs that the Commonwealth will pay are limited to the cost of a removal from either of these locations.
 - a. The member's posting location when they married or were recognised by the ADF as having a partner.
 - b. The member's home port if they have been serving in a seagoing ship or an aircraft squadron where they will be liable to serve on a seagoing ship.

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.iii 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.

Example: A member may take a removal when they bring their partner to Australia. They are not eligible for another removal under this Division if they later marry.

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

6.5.74 Purpose

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

Note: For removal and storage benefits of a non-Service spouse or non-Service partner when their relationship with a member breaks down, see Division 10.

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 at Commonwealth expense. 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.
3. ...
4. A member may cease to be a member with dependants for reasons other than the death of their dependants. This table describes the storage conditions that apply at Commonwealth expense.

Item	If the member was...	then their storage benefit is...
1.	occupying an unfurnished residence with their dependants	no benefit.
2.	a. occupying a furnished residence with their dependants, and b. has furniture and effects in store at Commonwealth expense in another location	continued storage for another three months.
3.	not accompanied by dependants	three months' storage for items: a. already in store at Commonwealth expense, and b. removed into store 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.

See also: Chapter 7 Part 6 Division 9 subsection 7.6.59.3, Dependants not at the Service residence

2. The member is eligible for a removal of their furniture and effects to new accommodation in the posting location at Commonwealth expense as provided under Division 2.

See: Division 2, Removal of furniture and effects

3. The member is eligible for removal of their furniture and effects to storage in the posting location at Commonwealth expense as provided under Division 7.

See: Division 7, Storage of furniture and effects

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.

See: Division 7 section 6.5.54, Member without dependants

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

6.5.76 Purpose

This Division describes the following benefits.

- a. Removal and storage benefits for a non-Service spouse when their marriage with a member posted in Australia breaks down.
- b. Removal and storage benefits for a non-Service partner when their partnership 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 spouse or 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.

See: Chapter 14 Part 3 Division 6 section 14.3.27, Ceasing to be a member with dependants overseas.

- 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 spouse or 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 spouse or 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 spouse or non-Service partner's ability to make separate living arrangements.
2. The non-Service spouse or 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.

See: Part 1 Division 3, Pet relocation
 - c. Costs of delivering and collecting a vehicle from a transporter's depot.

See: Division 5 section 6.5.44, Collection and delivery of transported vehicles
 - d. Compensation for loss or damage.

3. The non-Service spouse or 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 the time of enlistment or appointment.	This option is only available if the marriage or ADF recognition of the partnership took place in Australia.
2.	The non-Service spouse or 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 spouse or non-Service partner's passage to Australia was at Commonwealth expense.
3.	Any other location in Australia where the spouse or 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 the Commonwealth will pay is limited to the cost of a removal to the location in item 4.

6.5.79 Removal of vehicles

1. A non-Service spouse or 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. The Commonwealth will remove the recreational or hobby vehicle only if it meets one of these conditions.
 - 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.

See: Division 5 section 6.5.43, Removal of recreational or hobby vehicles
5. A non-Service spouse's or non-Service partner's benefits for collection and delivery of a vehicle are the same as for a member under section 6.5.44.

See: Division 5 section 6.5.44, Collection and delivery of transported vehicles

6.5.80 Limits on cost of removal

1. The Commonwealth will remove a non-Service spouse's or non-Service partner's items only if one of these conditions has been met.
 - a. Consent orders have been made and filed with the Family Court of Australia.
 - b. The Family Court of Australia has issued a property settlement ruling.
 - c. A property order has been made under relevant State or Territory legislation.
 - d. The member has given their written consent.
2. A non-Service spouse or 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 Commonwealth will pay costs of storage only during the removal from the old location to the new location.

6.5.81 Time limit for removal

The non-Service spouse or non-Service partner must complete their removal within 12 months of the marriage breakdown. The CDF may extend the period if satisfied it would be reasonable to do so.

6.5.82 Private arrangements for removal

1. A non-Service spouse or non-Service partner may make private arrangements for a removal of their furniture and effects. They are eligible for the reimbursement of their costs in the same way as a member under section 6.5.16.

See: Division 2 section 6.5.16, Privately arranged removals – eligibility

2. If the non-Service spouse or non-Service partner makes urgent private arrangements, they may be reimbursed costs the CDF considers reasonable.

6.5.83 Hire of household items

A non-Service spouse or non-Service partner is eligible for the reimbursement of the cost of hiring replacement household items. They are eligible in the same way as a member under section 6.5.13.

See: Division 2 section 6.5.13, Hire of replacement household items

Division 11: Removal on death of a member

6.5.84 Purpose

This Division describes 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. 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. 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.	a. The Commonwealth may pay 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. 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, the Commonwealth will pay 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 Commonwealth will not pay more than the cost of 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 Commonwealth will not pay more than the cost of the relevant benefit in the option in item 1. If the CDF is satisfied that the dependants have established or intend to establish a permanent home in the location, the Commonwealth will pay for the removal as if it was a normal Service removal. The CDF must consider these criteria. 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. Example: Correspondence with real estate agents.

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. It does not matter whether the items were originally removed and stored at Commonwealth or private expense.

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 furniture and effects may be removed to the Commonwealth removalist's store. They may be stored at Commonwealth expense for up to three months while the recipient arranges to accept them. The CDF may extend this period if satisfied it is reasonable. The CDF must consider both of these factors.
 - a. The length of time needed to administer the member's estate.
 - b. Any 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 Commonwealth will not pay for costs involved in removing, storing or insuring furniture and effects that dependants gain after the member's death.

See: Division 7 section 6.5.61 for information about storage of furniture and effects following the death of a member.

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. If the member had taken up the posting, some or all of their costs may have been covered by a relevant allowance. In this case, any amount they are reimbursed must be no more than they would have received under the allowance.
2. This table sets out the relevant allowances.

Item	Allowance	Reference
1.	Disturbance allowance	Part 1 Division 1
2.	Reimbursement for loss on sale of a vehicle	Part 2
3.	Housing assistance	Chapter 7
4.	Education assistance	Chapter 8 Part 4
5.	Reimbursement for loss of a child's scholarship	Chapter 8 Part 4 Division 3
6.	Reimbursement for equipment costs	Chapter 13 Part 3 Division 2
7.	Transfer allowance	Chapter 14 Part 3 Division 3

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

7.0.1 Overview

This Chapter contains information about housing and meal benefits available in Australia. Housing assistance helps a member handle the hardships caused by the need to move location regularly or at short notice.

7.0.2 Contents

This Chapter includes the following Parts and Annexes.

Part 1	General information and indexes
Part 2	Suitable own home
Part 3	Home sale or purchase
Part 4	Living-in accommodation
Part 5	Temporary accommodation allowance
Part 6	Service residences
Part 7	Member choice accommodation
Part 8	Rent allowance
Part 9	Meals
Part 10	Utilities
Annex 7.A	Contributions for Service residence or rent band choice accommodation
Annex 7.B	Regional rent bands
Annex 7.C	...
Annex 7.D	Contributions for rent allowance
Annex 7.E	Rent ceilings
Annex 7.F	Contributions for food – temporary accommodation allowance
Annex 7.G	Example of how the rent ceiling and member's contribution works

7.0.3 Definitions

Definitions that apply in this Chapter can be found in Part 1 Division 3.

See: Part 1 Division 3, Definitions and key concepts

Part 1: General information and indexes

7.1.1 Overview

This Part gives an overview of the assistance that an eligible member may get for their housing and meals. It defines key terms and concepts. An index helps the member find information quickly based on their family type.

7.1.2 How it assists

Housing assistance helps a member handle the hardships caused by the need to move location regularly or at short notice.

7.1.3 Types of housing assistance – contributions and choices

1. This table sets out the types of **housing assistance** an eligible member may get. The member may also have to contribute towards the cost.

Assistance	Description
Housing	The Commonwealth makes available living-in accommodation and Service residences for a member to occupy. See: Part 4, Living-in accommodation Part 6, Service residences
Temporary accommodation allowance	A member who cannot live in suitable accommodation for a short time may be given an allowance to pay for a stay in a serviced apartment or hotel. See: Part 5, Temporary accommodation allowance
Rent allowance	A member who lives in a rented home may be able to get an allowance to assist with the rent. See: Part 8, Rent allowance
Meal costs	A member who has to live in may be provided with meals in the mess. See: Part 9 Division 1, Contribution for meals
	Some members who live out may be given an allowance to pay for meals. See: Part 9 Division 2, Food allowances for certain members who live out
Utility costs	The Commonwealth may pay part of the cost of utilities, such as water, gas and electricity. See: Part 10, Utilities

2. Housing assistance does not provide all the cost of the housing, meals and utilities. The member may have to pay some of the cost. The payment is called a contribution. In some cases, the contribution is reduced or not charged to the member.

See: The relevant Parts in this Chapter for contributions for different kinds of accommodation.

7.1.4 Contents

This Part includes the following Divisions.

Division 1	Introduction
Division 2	Family type fast-find index
Division 3	Definitions and key concepts
Division 4	House-hunting trips

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.

See:

Division 3 section 7.1.17, Suitable accommodation, for the definition of *suitable accommodation*
Chapter 8, Members and their dependants

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. The CDF may approve payment of an amount to a member who is not otherwise eligible for an allowance or reimbursement under this Chapter for reasons beyond the member's control. Approval may only be given if the CDF is satisfied that it is reasonable in the special circumstances and consistent with the purposes of this Chapter.
2. However, the amount must not be more than that payable in the circumstances to a member who is eligible for an allowance or reimbursement under this Chapter.

7.1.9 Amount of allowance for member serving a period of detention

1. This section applies to a member who is serving a period of detention under Service law.
2. The member is eligible for any allowance that would otherwise have been payable to the member under this Chapter, if the allowance was payable to the member immediately before the member began to serve a period of detention.

Note: Regulation 68 of the *Defence Force Regulations 1952* provides that a member undergoing detention under service law forfeits all allowances, other than those specifically provided for under this Determination.

Division 2: Family type fast-find index

7.1.10 Overview

Many housing conditions depend on a member's dependant category. This Division is an index to the housing conditions that apply to each type of member. It provides a quick reference to the main features of housing assistance for members. The references link to the rules for housing benefits.

7.1.11 ...

7.1.12 ...

7.1.13 ...

Division 3: Definitions and key concepts

7.1.14 Definitions

This table defines terms used in this Chapter.

Term	Definition in this Chapter
Date of purchase	The date they enter into a contract to buy their own home. Example: The member formally exchanges contracts.
Date of sale	For a member's own home, the date they enter into a contract to sell the home.
Hotel	Includes a motel, boarding house or similar accommodation. It does not include a serviced apartment. See: The definition of serviced apartment in this section.
HomeFind	The electronic database and home allocation system maintained by the Defence Housing Australia.
Incomplete cycle	If a member does not complete a member's cycle, it is the part of the cycle that has been completed.
Member's cycle	Is the repetitive pattern in the member's flexible service determination that consists of the pattern of service and nonworking periods.
Own home and 'ownership'	a. The member is taken to own a home when one or a combination of these people hold an interest as an owner of the home. i. The member. ii. A dependant of the member. iii. A company, trust, partnership or joint venture that the member or their dependant hold a controlling interest or equal share in. b. The interest can be a controlling interest or an equal share. Example: Three members buy an equal third share in a home. They rent it out when posted out of the home's location. When one of the members returns to the home's location, the member is taken to own the home. c. The interest in the home may be legal or equitable. Example 1: The member is the sole beneficiary of a trust. Their dependant is the trustee who holds the legal title. The home is still the member's because they have an equitable interest in it. Example 2: The member's home is mortgaged to a lender. The member is still taken to own the home even though the lender also has an interest in it. See: Chapter 7 Part 2
Posting location	See: Division 3 section 7.1.15
Rank	Worn rank.

Term	Definition in this Chapter
Rent	A charge for a rented home for which rent allowance is payable. It includes both these charges if they apply. a. A charge for a garage at the home. b. A charge for rental of furniture or household appliances for the home. See: Part 8 Division 4 section 7.8.19, Working out rent allowance
Rent ceiling	An amount that is the maximum fortnightly rent that can be used to work out a member's rent allowance. See: Part 8 Division 2, Rent ceilings Annex 7.E, Rent ceilings
Resident child carer	A person who has not been recognised as a dependent for conditions of service purposes and who is living with the member's family for the purpose of providing child care for the member's dependent children. Note: A resident child carer is not provided at Commonwealth expense. This relationship is an arrangement between the member and the child carer. See: Part 6 Division 2 section 7.6.8, Resident child carer, for Service residences Part 8 Division 4 section 7.8.22, Resident child carer, for rent allowance
Service residence	A home provided by the Commonwealth.
Serviced apartment	Accommodation that the CDF is satisfied is a serviced apartment. The CDF must consider all these criteria. 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. Note: As a guide, these would be regarded as suitable cooking and dining facilities. i. A kitchen separate from bedrooms. ii. A stove with two rings and an oven. iii. A microwave. iv. A suitable sized refrigerator. v. A sink for washing dishes, with hot water supply. vi. A pantry or other food storage area. vii. Enough pots, pans, cutlery and crockery for the member or dependants. viii. A dining table and dining chairs.
Suitable accommodation	See: Division 3 section 7.1.17
Utilities	See: Part 10 section 7.10.2, Utilities – definition
Utility connection deposit	A deposit required before water, gas or electricity services can be supplied to a home.

7.1.15 Posting location

Chapter 1 Part 3 Division 1 section 1.3.55 defines the basic meaning of **posting location** for service within Australia. This table defines exceptions and particular cases under this Chapter. This makes sure that housing assistance is targeted at a member's home even if they are away from it.

Item	If the member is...	and the member...	then their posting location is...
1.	a former member	rejoins the ADF	where they lived just before they rejoined the ADF.
2.	a member with dependants	meets both these conditions. a. They are undergoing initial training. b. They are not eligible for a removal See: Chapter 6 Part 5 Division 1 for removals	where the dependants lived immediately before the member joined the ADF.
3.	a member with dependants (unaccompanied)	meets both of these conditions. 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	is deployed for six months or longer	either of these places. 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	meets all these conditions. 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. The dependants continue to live in the rented home in the losing location.	where their dependants live until the end of the calendar year. See: Part 6 Division 9 section 7.6.61, Member keeps a Service residence at losing location
6.	a member with dependants (unaccompanied)	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)	has dependants who live in a personal location for which housing assistance benefits are not provided	the location where the member is posted.

Item	If the member is...	and the member...	then their posting location is...
8.	a member with dependants (unaccompanied)	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 or without dependants	is posted to any of these locations. a. A seagoing vessel. b. A Navy aircraft squadron or a flight liable to embark on a seagoing ship	the location they are given a removal to. See: Chapter 6 Part 5 Division 4 section 6.5.36.
10.	a member with or without dependants	is posted to a location in a greater area approved by the CDF under Chapter 1 Part 3 Division 1 paragraph 1.3.55.1.b	whichever of these locations 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. See: Examples below
11.	A Sydney/Holsworthy housing scheme member, described in section 7.1.16	retains housing assistance in the Sydney location	Sydney.
12.	participating in the Puckapunyal housing trial, described in section 7.1.16A	is posted to Puckapunyal Military Area and has their posting location extended by CDF under subsection 1.3.55.3	Seymour.

Examples of item 10:

1. A member is posted to Newcastle. They are given permission to live at Singleton. Their posting location extends to Singleton. They are only eligible for the rent ceiling for Singleton as it has the lower rent ceiling.
2. A member is posted to Singleton. They are given permission to live in Newcastle. Their posting location extends to Newcastle. They are still only eligible for the rent ceiling for Singleton, as it has the lower rent ceiling.

7.1.16 Sydney/Holsworthy housing scheme member

1. A Sydney/Holsworthy housing scheme member is a member who meets all of the following conditions.
 - a. The member is in the Navy.
 - b. The member is posted to 2 Commando Regiment, Holsworthy Barracks, Liverpool.
 - c. The member was posted to the Sydney posting location immediately before their posting to 2 Commando Regiment.
 - d. The member had a Service residence or rent allowance residence in the Sydney posting location immediately before their posting to 2 Commando Regiment, Holsworthy.

- e. The member has applied to have their posting location extended to include their current Service residence or rent allowance residence in the Sydney posting location.
- f. The CDF has decided the member has an extended posting location from Holsworthy, using the powers in section 1.3.55.
See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia
- g. The member is living in a location that would normally fall within the Sydney posting location.
- h. The member has given the following to the Housing Management Centre Manager for the Sydney location.
 - i. A copy of the member's application for an extension of posting location.
 - ii. A copy of the approval.
- 2. If the member moves to the Holsworthy area which does not also form part of the Sydney area, the extended posting location is revoked and the normal Holsworthy posting location applies.

7.1.16A Puckapunyal housing trial member

- 1. This section applies to a member who is posted to the Puckapunyal Military Area between 11 January 2018 and 31 December 2020.
- 2. A member may apply for an extension of the posting location for the Puckapunyal housing trial under subsection 1.3.55.3 for either of the following reasons.
See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia
 - a. To enable the member's spouse or partner to undertake specified employment or study.
Note: Specified employment does not include home based employment.
 - b. To enable the member to access professional services for a dependant with special needs.
- 3. A member who has their posting location extended under subsection 1.3.55.3 is eligible for a Service residence or rent allowance in the extended posting location.
See:
Part 6 Division 7 section 7.6.28, Suitable Service residence
Part 8 Division 1 section 7.8.5, Member eligible and period of eligibility
- 4. If the member's participation in the housing trial ceases and the member elects to relocate to the posting location, the member is eligible for housing assistance within the Puckapunyal posting location.

7.1.17 Suitable accommodation

1. **Suitable accommodation** must meet all of these conditions.

- a. It is in the member's posting location.
- b. It can accommodate the member and dependants, if any.
- c. It meets any levels or standards that depend on the rank of the member.

Exception: A rented home or an own home.

See:

Part 4 Division 3 section 7.4.16 for levels of living-in accommodation

Part 6 sections 7.6.13 and 7.6.16 for rank groups and allocation principles

- d. It is available within a reasonable time.

2. The type of housing that is suitable also depends on the category of member, as shown in this table.

Item	If the member...	then suitable accommodation may be...
1.	is a member with dependants	any of the following. a. The member's suitable own home (see Part 2). b. A suitable Service residence (see Part 6). c. A home for which rent allowance is payable (see Part 8).
2.	is a member with dependants (unaccompanied)	a. for the member, any of the following. i. Suitable living-in accommodation (see Part 4 Division 3 section 7.4.15). ii. A rented home for which rent allowance is payable (see Part 8). iii. A surplus Service residence (see Part 6 section 7.6.30). iv. Accommodation provided under Part 7. v. An appointment, tied or assigned Service residence under Part 6 Division 6. b. for the member's dependants – the accommodation that was approved as suitable for them to live in at the losing location.
3.	meets both the following conditions a. The member is a member with dependants (unaccompanied). b. The member has dependants at a personal location for which housing assistance benefits are not provided.	a. for the member, any of the following. i. Suitable living-in accommodation (see Part 4 Division 3 section 7.4.15). ii. A rented home for which rent allowance is payable (see Part 8). iii. A surplus Service residence (see Part 6). iv. Accommodation provided under Part 7. b. for the member's dependants – not applicable.

Item	If the member...	then suitable accommodation may be...
4.	is a member without dependants	any of the following. a. The member's suitable own home (see Part 2). b. Suitable living-in accommodation (see Part 4 Division 3 section 7.4.15). c. A rented home for which rent allowance is payable (see Part 8). d. A surplus Service residence (see Part 6 section 7.6.30). e. Accommodation provided under Part 7. f. An appointment, tied or assigned Service residence under Part 6 Division 6.

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.
See: Chapter 6 Part 5, Removals and storage – overview
 - 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.
See: Chapter 6 Part 5, Removals and storage – overview
- 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 Member to apply in writing

A member must apply by completing the Defence Housing Australia Request for a house hunting trip form.

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.

See: Chapter 9 Part 1, Basic travel benefits
 - b. Accommodation and meal costs up to what would be paid if the member and dependant (if any) were eligible for travelling allowance.

See: Chapter 9 Part 5, Payment of travel costs

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.

See: Chapter 5 Part 9 Division 6, Travelling leave

7.1.24 Costs that will not be paid

The Commonwealth will not pay these 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.

7.1.26 Families with special needs

A member who has a dependant who is recognised as having special needs may be eligible for a special needs pre-posting visit. This visit is separate from a house-hunting trip but may be taken at the same time as a house-hunting trip.

See:

Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
Chapter 8 Part 6 section 8.6.7, Special needs pre-posting visits

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.

See:

Part 6, Service residences
Part 8, Rent allowance

2. If the member rejects a reasonable offer, they must repay to the Commonwealth 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 to the Commonwealth 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.

Example: The member gains an extra dependant.

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.

Examples: Hotel, meals and hire car receipts or statutory declaration of expenses.

3. The member must repay to the Commonwealth 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.

See: Sections 7.2.11, 7.2.12, 7.2.16, 7.2.17 and 7.2.18

7.2.3 Contents

This Part includes the following Divisions.

Division 1	Introduction to suitable own home
Division 2	Home becomes unsuitable
Division 3	Home may be unsuitable if it is rented out

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 or their dependant.

See: Part 1 Division 3 section 7.1.14, for the definition of *own home and 'ownership'*, for how to work out who owns the home.

- b. It is at the member's posting location.

See:

Part 1 Division 3 section 7.1.15, Posting location

Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia.

- c. It has the number of bedrooms a member and their dependants need to live in. The table is a guide to how this can be worked out. These principles apply.

- i. The presence of a member's spouse or partner has no effect on the number of rooms needed. This is because they are taken to share with the member.
 - ii. A child in year seven and over has their own bedroom.
 - iii. Children of the same gender with an age difference of more than four years have their own separate bedrooms.

See: The definition of dependant in Chapter 1 Part 3 Division 2.

Guide to minimum bedroom requirement				
Item	If the member has...	and the children are...	and their gender is...	then the minimum bedroom requirement is...
1.	no children	—	—	1 bedroom or a studio apartment
2.	one child	any age	any gender	2 bedrooms
3.	two children	in school year 6 or under	the same	2 bedrooms
4.	two children	in school year 7 or over	the same	3 bedrooms
5.	two children	in school year 6 or under	different	3 bedrooms
6.	two children	in school year 7 or over	different	3 bedrooms
7.	an adult dependant who is not a spouse or partner. Example: an elderly parent	—	—	2 bedrooms

Non-example: A member has a spouse, a 12 year old son and a six year old daughter. The member has a resident child carer. The member owns a three bedroom home in the posting location. The resident child carer is not considered as a factor when deciding whether a member's own home is suitable. The member's three-bedroom own home is considered suitable for the purpose of assessing eligibility for housing assistance.

See: Part 1 Division 3 section 7.1.14, for the definition of resident child carer

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.

Example: A member has six teenage children and a seven bedroom eligibility. They are posted to a very small town. There are no homes with seven bedrooms for rent or sale in the town. The only available Service residences have four bedrooms. The member buys a six-bedroom home. Two of the children share a room. The member would not be eligible for housing assistance at that location.

4. A suitable own home is taken to include any of these homes.

See: Section 7.2.6, Own home bought with Defence assistance

- a. A home for which the member has received home purchase assistance (HPAS).
- b. A home for which the member has received home sale and purchase expenses allowance (HPSEA).
- c. A home that the member lives in at the posting location and has a real or equitable interest in, although the interest is not an equal or controlling share.
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.

See: Division 2 section 7.2.12, CDF may decide a member's home is 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 one of these types of assistance.

- a. Home purchase assistance scheme (HPAS).

See: Chapter 7 Part 3 Division 1, Initial home purchase

- b. Reimbursement for home purchase expenses (HPSEA).

See: Chapter 7 Part 3 Division 2, Sale of home or subsequent purchase – general

- c. A Defence Service Home Loan.
- d. Defence Home Owner Scheme.
- e. Defence Home Ownership Assistance Scheme.

See:

Defence Home Ownership Assistance Scheme Act 2008

Defence Home Ownership Assistance Scheme Regulations 2008

Department of Veterans' Affairs website: www.dhoas.gov.au

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 that home's location.

Exception: This subsection does not apply if the home ceases to be suitable for any of the following reasons.

- a. The number of the member's dependants 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 to live in a greater posting location and purchases a home in it using a benefit listed under subsection 1.

See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia

- b. The member's marital or interdependency status changes.

7.2.7 No housing assistance for member who has a suitable own home

1. A member may be posted to a location where they have a suitable own home. They are not eligible for housing assistance when they live at that posting location.
2. If the home stops being suitable for the member and their dependants, then the member may be eligible for housing assistance.

See:

Division 2, Home becomes unsuitable

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

3. If the member purchases a suitable own home in their posting location, their eligibility for housing assistance stops.

Exception: The CDF may decide that housing assistance may continue until the end of the posting.

See:

Division 2 section 7.2.12, CDF may decide a member's home is unsuitable

Part 6 Division 9 section 7.6.58, Member buys a suitable own home

Part 8 Division 5 section 7.8.30, Member moves to other suitable accommodation

7.2.8 Member to give notice of home ownership at posting location

A member must notify the Housing Management Centre Manager if they own, buy or sell a residential property in or near their posting location.

Note: When a member is posted to a new location, they can notify the Housing Management Centre Manager by writing in the space provided on the DHA *Application for relocation* form.

See: Section 7.1.14, Definition of *own home* and *'ownership'*

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.

See: Division 3, Home may be unsuitable if 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.

Example: A tied residence.

See: Part 6 Division 6, Appointment, tied and assigned residences

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.

Related Information: Members may also be granted permission to live in an equivalent Service residence. See Part 6 Division 5 section 7.6.26, Service residence alternative to tied or appointment residence.

7.2.12 CDF may decide a member's home is unsuitable

1. The CDF may decide that a member's home is not a suitable own home for any of the following reasons.
 - a. There are not enough bedrooms for the member's dependants.

Examples:

 - a. The member has more dependants than when they last lived in the home.
 - b. The member needs an additional room to accommodate a recognised live-in carer.
 - b. The member or a dependant has medical needs that the home cannot meet.

Exception: It may be reasonably practical to modify the home to meet the member's or dependant's needs. In this case the CDF may decide that it remains a suitable own home.

Examples:

1. A child in a wheelchair may not be able to access a second-floor apartment if the only entrance is by a staircase. The member would not be expected to install a lift.
2. A member owns a two story home. The member is undergoing rehabilitation and is unable to climb stairs. The member would not be expected to install a lift.
3. A member's dependant has special needs and a qualified medical specialist has declared in writing that the dependant needs to live close to the hospital. The family home is further away than the specialist's requirement.

Non-example: A child with severe allergy to dust mites may be able to live in a home if the member removes the carpet or gets a special vacuum cleaner.

- c. The member's marriage has broken down and all these conditions are met.
 - i. The member's spouse or partner lives in the home.
 - ii. The member can show they are unable to live in the home.
 - iii. The member is not receiving rent for the home from their spouse.
 - iv. A final property settlement has not been made.

Example: A member could show this using these documents.

- a. Statutory declarations from the member and spouse.
 - b. Family Court orders (including consent orders).
 - c. Letters from the Defence Community Organisation or a Defence Chaplain.
- d. The home was advertised for sale before the member was posted to the location but has not been sold by the time the posting commences.
 - e. It is not reasonable for the member or their family to live in the home for reasons beyond the member's control, having regard to the following matters.
 - i. Whether a qualified person has certified the home as uninhabitable, or recommended it not be lived in.

Example: The member's home is damaged by fire and a qualified building assessor or structural engineer has certified it uninhabitable.

- ii. The severity of any risk to the safety of the member or family members associated with living in the home.

Example: The member buys a home not knowing that it is contaminated with loose-fill asbestos. The house is technically habitable but only if no cavities are disturbed and large parts of the property cannot be used or repaired. The home insurance policy excludes any claim for asbestos contamination.

- iii. Whether there is an insurance policy or compensation scheme that could assist the member with replacement housing or remedy the problem.

Related Information: Chapter 6 Part 5

Division 1 section 6.5.4, Members eligible for removal

Division 4 section 6.5.29, Removal between residences in the posting location – Australia

2. To avoid doubt, if CDF decides a home is unsuitable under this section, that decision displaces any previously applicable decision or rule that provided the home was a suitable own home for the purposes of eligibility for housing assistance.

3. A decision under subsection 1 is subject to the following limitations.

- a. The CDF must not make a decision if satisfied that the primary reason that the member has applied for a decision under subsection 1. is that the member has arranged for work to be done on the home.

Example: The member's suitable home continues to be suitable when the member decides to remove the carpet and install polished flooring instead.

- b. This paragraph applies if a member has demolished their residence before a decision under subsection 1 is made. The CDF must make the decision as if the residence had not been demolished.

Exception: If the demolition was outside of the member's control this paragraph does not apply.

Example: This paragraph does not apply if the member's home is destroyed in a bushfire.

4. A decision under subsection 1 may be made for a specified period of time. It may be revoked or varied if there is a change in the circumstances it was made to address.

Examples:

1. A member's home has been flooded, and this has caused some structural problems. An appropriately qualified person has assessed it will take four weeks for the work to be done so that the home is fit to live in. The CDF decides that the home is unsuitable for four weeks.

2. A structural engineer's report shows a member's home is so damaged it is unable to be repaired. The member plans to knock it down and build another home on the block. The CDF decides the member's home is unsuitable until the new home is built.

5. The CDF may revoke a decision made under subsection 1.d. if satisfied that the member is not making reasonable attempts to sell the home.
6. The Director Relocations and Housing may also decide that it is unreasonable for a member to live in a home if, after the member's written notice of their posting to the location is issued, the member decides to sell the home and it is advertised for sale.
7. The Director Relocations and Housing must consider all of the following factors.
- a. Advice from the member's Service Director-General of Personnel about the service requirements of the member.
- b. The period of time between the date of the member's written notice of posting being issued and the following dates.
- i. The date when the posting order commences.
- ii. The date the member's home is advertised for sale.
- c. The circumstances in which the member has decided to sell the home.
- d. Any other matter that the Director Relocations and Housing considers relevant.
8. Decisions under subsection 6 are subject to the limits in subsections 3 and 5.

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.

See:

Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia
Part 1 Division 3 section 7.1.15, Posting location
Division 1 section 7.2.6, Own home bought with Defence assistance

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.

See: Division 1 section 7.2.5, Suitable own home

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 Housing Management Centre 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.

Example: A member has rented out their home for a fixed term of 12 months. A release clause is included in the lease. It provides that the lease can be ended with two months' notice. They are posted back to the home's location seven months into the lease. They must wait two months before they can live in the home. They are eligible for housing assistance for the period that their home is unsuitable.

7.2.17 CDF discretion to grant assistance

1. The CDF may grant housing assistance to the member. The CDF must take into account whether the member has done all the following.
 - a. Notified the tenant in writing that the lease is to be terminated at the earliest practicable date.
 - b. Taken any other formal steps under the relevant legislation needed to get vacant possession of the home.
 - c. Written to the Housing Management Centre giving the earliest date they would be able to live in the home and what action they have taken to get vacant possession.

Example: The member writes to the Housing Management Centre to explain that they could not include a release section under the legislation. However, the member can still get vacant possession after the posting starts because the tenant has given notice to leave. The CDF authorised person approves housing assistance until the tenant leaves.

2. A member who is refused housing assistance by CDF is subject to these conditions.
 - a. The Housing Management Centre Manager may offer them a Service residence (if available) at Defence Housing Australia rent for the period that they are not eligible for housing assistance.
 - b. No rent allowance or other assistance is provided to the member for the period.

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.
2. No housing assistance is available to a member whose suitable own home is unavailable because it is commercially leased.

Example: A member leases their home to the Defence Housing Australia for it to use as a Service residence for five years.

Part 3: Home sale or purchase

7.3.1 Overview

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 the home purchase assistance scheme (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 the home purchase or sale expenses allowance (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 ...

7.3.5 Contents

This Part includes the following Divisions.

- Division 1 Initial home purchase
- Division 2 Sale of home or subsequent purchase – general
- Division 3 Sale of home or subsequent purchase – particular situations and costs that may be reimbursed

7.3.6 Definitions

This table defines the terms that apply to this Part.

Term	Definition in this Part
Agent	A person or organisation who is doing one of the following. a. Conducting business as a real estate agent. They must be 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.
Auctioneer	A person conducting business as an auctioneer. They must be registered or licensed if that is required by the law of the state or territory where they do business.
Eligible person	A member or their dependant.
Home	A dwelling in Australia. This includes a flat or other dwelling forming part of a building. It does not include a caravan or mobile home. Ownership means the following. a. For a member's own home, ownership exists when one or a combination of these people hold an interest as an owner of the home. i. The member. ii. A dependant of the member. iii. A company, trust, partnership or joint venture that the member or their dependant hold a controlling interest or equal share in. b. The interest can be a controlling interest or an equal share. Example: Three members buy an equal third share in a home as tenants in common. They rent it when posted out of the home's location. When one of the members returns to the home's location, they are seen to own the home. c. The interest in the home may be legal or equitable. Example: The member is the sole beneficiary of a trust. Their dependant is the trustee who holds the legal title. The home is still the member's because they have an equitable interest in it. See also: Chapter 7 Part 2, Suitable own home
Land broker or conveyancer	A person licensed or authorised under the law of a state or territory to transact business relating to the registration of titles to land.

Term	Definition in this Part
Posting	A posting that a Service authority intends should last at least 12 months.
Previous benefit	a. For Division 1, either of these payments. i. Home purchase or sale expenses allowance (HPSEA) for a first home on or before 30 June 2000. ii. Payment under the home purchase assistance scheme (HPAS) on or after 1 July 2000. b. For Divisions 2 and 3, the reimbursement to the member of expenses the member was most recently eligible for, before or after 1 July 2000.
Professional fees and disbursements	Fees for work performed by a solicitor, land broker or conveyancer. The fees must relate to a sale or purchase and related disbursements. They include fees for a valuation, pest inspection, building inspection, survey or similar. They do not include a procurement fee for arranging or negotiating a mortgage. The fees may be incurred by the solicitor, land broker or conveyancer on the member's or eligible person's behalf. This also includes mandatory fees imposed by relevant State or local authorities.

7.3.7 Location of eligibility

This table defines the location where the eligibility arises.

Item	If the member is...	then the eligibility is located...
1.	a member with dependants (unaccompanied)	where the dependants live.
2.	a member who is unaccompanied, but not a member with dependants (unaccompanied)	where the member is posted.
3.	another member	where the member is posted.

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 the home purchase assistance scheme (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 to the Commonwealth.

7.3.9 Members eligible

A member is eligible for assistance with initial home purchase if they meet the conditions set out in this Part and has had no previous benefit.

7.3.10 Purchase of land only

A member is not eligible for assistance with purchasing land.

7.3.11 Purchase of home – definition

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

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

7.3.12 Conditions of eligibility

1. For a member to qualify for HPAS, all of these criteria must be met.
 - a. They must not have had a previous benefit.
 - 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.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

7.3.13 When the home must be occupied

An eligible person must occupy the home within a specific time. This table explains the periods of time for different kinds of purchasing or building situations.

Item	When the member...	then an eligible person must occupy the home within...
1.	signs a contract for a home to be built	the earlier of the following two periods. a. One month after the day it is ready for occupation. b. 12 months after an eligible person signs the contract.
2.	begins to build a home as an owner-builder	the earlier of the following two periods. a. One month after the day it is ready for occupation. b. 12 months after an eligible person begins to build it.
3.	purchases a home in the new location: a. after official written notice of the posting is issued, and b. before they begin duty there	one month after the earlier of these two dates. a. The day they begin duty in the new location. b. The date of settlement of the contract to purchase it.
4.	purchases a home in any other circumstance	one month after the date of settlement of the contract to purchase it.

7.3.14 Amount of benefit

1. The amount of the benefit is a one-off payment of \$16,949 (before tax).

Note: This amount will be included in the member's taxable income. Tax will be deducted at the time of payment. The payment is not reportable for fringe benefit tax purposes.

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.

See: Section 7.3.6, Definitions, for the definition of *Eligible person*

Example 1: A member purchases with one other person. The HPAS payment will reflect the share of ownership. For example, equal shares would result in payment of 50% of the HPAS amount.

Example 2: A member, their spouse and the member's non-dependent father jointly purchase a home. The member and spouse live in the home with their two children. The member is eligible for 50% of the HPAS payment.

7.3.15 When a member must repay HPAS

1. A member must repay the HPAS payment to the Commonwealth 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.

See: Division 3 section 7.3.31, Amounts and kinds of costs that may be reimbursed, for the maximum amounts that may be reimbursed to the member.

- b. An eligible person does not occupy the home within the relevant period under section 7.3.13, When the home must be occupied.

Note: If Service reasons prevent an eligible person from occupying the home, the member does not have to repay the amount to the Commonwealth.

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 to the Commonwealth for reasons described in this section.

- 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 home purchase or sale expenses allowance (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 the home purchase assistance scheme (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.
 - b. The member then has four years after they start duty at the new posting location to purchase a home. The claim for reimbursement can be made at any time after the purchase is completed.

7.3.18 Definitions

This table defines terms that apply to this Division.

Term	Definition in this Division
Purchase of home	An eligible person has purchased a home when they do any one of the following. a. They sign a contract to purchase it. b. They enter into an agreement for it to be built. c. They begin to build it, if they are an owner-builder.
Sale of home	An eligible person has sold a home when they sign a contract to sell it. An eligible sale is the sale of a home under the conditions of HPSEA.

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 previous benefit was for purchasing a home.

Note: Section 7.3.29 explains what happens when this home is at a previous posting location and the member is posted back to that location.

See: Division 3 section 7.3.29, Posting back to previous location

- d. The home is sold within two years of when official written notice of a posting to the new location is issued.

See: Section 7.3.23, Time limit on sale and purchase, for more details on time limits

See: Division 3 section 7.3.31, Amounts and kinds of costs that may be reimbursed

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 previous benefit was for selling a home.

Note: Section 7.3.29 explains what happens when this home is at a posting the member is returning to.

See: Division 3 section 7.3.29, Posting back to previous location

- 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.

See: Division 3 section 7.3.31, Amounts and kinds of costs that may be reimbursed

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.

Note: For the meaning of *tied or appointment Service residence*, see Part 6 Division 6.

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.
2. This does not mean that a home must be sold or purchased following each posting. The continuity of sale-purchase must be maintained.

Example: A member gets HPSEA for purchase of a home in Melbourne while on posting there. The member is then posted to Brisbane, occupies a Service residence there and keeps the home in Melbourne. After that, the member is posted to Sydney. They then sell the home in Melbourne and purchase in Sydney. If the sale and purchase are within the specified time limits, the member maintains continuity of the sale-purchase cycle.

See: Section 7.3.23, Time limit on sale and purchase

3. However, continuity of the sale-purchase cycle is broken if all the actions shown in this table happen. This table shows the effect on a member's HPSEA benefit.

Step	Action	Effect on the sale-purchase cycle	Effect on HPSEA
1.	A member gets HPSEA for the purchase of a home in a former posting location. The member relocates. The former home is not sold within the two years from official written notice of posting to a new location.	The sale-purchase cycle is broken.	The sale does not qualify for HPSEA. It is outside the two-year time limit for sale. Further, the member is excluded from HPSEA for purchasing a home in the new location – Step 2.

Step	Action	Effect on the sale-purchase cycle	Effect on HPSEA
2.	The member then purchases a home in the new posting location.	The sale-purchase cycle has been broken.	The purchase does not qualify for HPSEA. If the member had sold their former home within the specified time limit, the purchase would have qualified for HPSEA.
3.	The member then sells the last home because of posting to another location. The sale takes place within two years of official written notice of posting to the new location.	The sale-purchase cycle is re-established.	The sale of this home qualifies for HPSEA. The member also qualifies for HPSEA if they purchase a home in the new posting location within the specified time limit.

See also: Division 3 section 7.3.29, Posting back to previous location. This section sets out the rules that affect the sale-purchase cycle if the member is posted back to their previous posting location.

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 HPSEA 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 See: Chapter 1 Part 3 Division 1 section 1.3.55, Posting location – within Australia, for details on defined distances for daily travel.	

Item	If a member is posted to...	then their two-year period for sale begins on...
4.	a specified location. These are locations in Australia where an eligible person could not reasonably be expected to purchase a home See: Division 3 section 7.3.28, Specified locations	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.

Example: A member is posted overseas. They receive written notice of posting to another location. The new location is not listed in subsection 2 above. They have two years to sell their home in their original location from the date official written notice of posting is issued.

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.
- The date official written notice of the posting is issued.
 - 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 home purchase or sale expenses allowance (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.

Example: A member purchases a block of land three years into their posting at a location. They build a house and move into it eighteen months later, or 4.5 years into their posting. They qualify for reimbursement of the relevant costs of purchasing the land and building the house.

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

1. An eligible person cannot reasonably be expected to purchase a home in some specific locations in Australia. This is because of their remoteness and the quantity and standard of housing available in them. The Commonwealth normally provides the housing there.

See: Division 2 section 7.3.23, Time limit on sale or purchase

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

Item	State/Territory	Specified location
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
		Rottne 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. In this case, the member is eligible for reimbursement of costs for the following transactions.
 - a. Selling the home in the second location.
 - b. Selling the home in the first location and purchasing the home in the second location. However, they are eligible only if they do both of the following before they get written notice of posting back to the first location.
 - i. Sign the contract for selling or purchasing.
 - ii. Incur the costs involved.

Example 1: A member is posted from Canberra to Adelaide. Before the posting the member was reimbursed for the costs of buying a home in Canberra. The member signs a contract to sell the Canberra home within the two-year sale period. The member is then posted back to Canberra.

As the a contract to sell the Canberra home was signed before the written notice of posting back to Canberra, the member can be paid sale expenses.

Example 2: A member is posted from Melbourne to Canberra. Before the posting the member was reimbursed for the costs of buying a home in Melbourne. The member signs a contract to buy a Canberra home, and intends to sell her Melbourne one. However, the member is posted back to Melbourne before the Melbourne house is sold, but within the two-year sale period.

As the contract to buy the Canberra home was signed before the written notice of posting back to Melbourne, the member can be paid purchase and sale expenses for the Canberra 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 previous benefit was for purchasing a home.
 - d. An eligible person signs a contract for sale within 12 months before or after the date they cease 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.

7.3.31 Amounts and kinds of costs that may be reimbursed

1. This table describes what costs a member may be reimbursed when an eligible person purchases or sells a home. The costs must be assessed as reasonable by a legal firm contracted by the Commonwealth to provide this advice.

Item	When a member incurs costs for...	they can be reimbursed up to...
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 a related mortgage or discharge of a related mortgage, including an amount of professional fees and disbursements 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.	items 1 or 2 above if they did not engage a solicitor or land broker. This does not include any procurement fee paid to negotiate the mortgage.	reasonable costs.
4.	an agent's commission to purchase the home on behalf of the eligible person	the amount generally charged by an agent in the state or territory where the home is located.
5.	commission, fees or advertising expenses of an agent or auctioneer who is engaged to sell the home and sells it	the amount generally charged by an agent or auctioneer in the state or territory where the home is located.
6.	advertising the home for sale if the eligible person did not engage an agent or auctioneer to sell it	10% of the amount generally charged for such a sale by an agent in the state or territory where the home is located.
7.	an 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	an amount equal to six months' interest at the rate payable on the date of the discharge of the mortgage.
8.	an amount a mortgagee requires the eligible person to pay for mortgage insurance for the purchase	the amount a mortgagee requires the eligible person to pay for mortgage insurance for a loan amount up to and including the purchase price of the home.
9.	an amount of 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. Any Goods and Services Tax included in the professional and other charges mentioned in items 1 to 8 above is a transaction cost. It may be reimbursed as a part of the cost of those charges.
3. If other people hold a registered proprietary interest in a home along with an eligible member, the member is eligible for a share of the total reimbursement amount. The share is based on the proportion of the interest the member holds. A member's dependant does not count as a holder of a registered proprietary interest when the member holds an interest.

Example: A member purchases with one other person. The HPSEA reimbursement will reflect the share of ownership. For example, equal shares would result in payment of 50% of the HPSEA amount.

7.3.32 Costs that may not be reimbursed

1. 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.
Example: Building materials.
 - 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.
Example: Council rates, utilities.
 - d. Costs that can be put down to reasons of a non-Service nature.
2. **Examples** of costs that may not be reimbursed are listed below. The list does not cover all possible costs of this kind.
 - a. Soil reports.
 - b. Site surveys before construction to set levels and positioning and similar matters.
 - c. Owner-builder permits or licences.
 - d. Workers compensation premiums or levies.
 - e. Long service leave levies.
 - f. Architectural fees for design or inspections.
 - g. Local authority fees relating to construction.
 - h. Building or other insurances.
 - i. Pest control treatments, including under-slab treatments.
 - j. Carpet and other home cleaning costs.
 - k. House or contents insurance premiums.
 - l. Yard or garden cleaning or maintenance services.
 - m. Home inspection, architectural or engineering survey for future structural changes or renovation of existing premises. This is not the same as pre-purchase/sale inspections or survey of an existing home to determine its structural soundness.
 - n. Costs of inspections carried out before selling to determine any treatments or repairs needed. Prospective purchasers would normally bear these costs.
 - o. Utility connection fees.
 - p. Council or local authority rates.
 - q. TV antenna installation or realignment.

- r. Costs involved in the removal of a home by a home removalist.
- s. Swimming pool installation, inspections and treatments.
- t. Installation of water tanks in rural areas where the home is not connected to town water.

Part 4: Living-in accommodation

7.4.1 Overview

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.
See:
Division 2 section 7.4.8, Member required to live in
Annex 7.4.A, Licence to live in
 - b. When a member may choose to live in.
See:
Division 2 section 7.4.9, Member who may choose to live in
Annex 7.4.A, Licence to live in
 - c. The standard and type of living in accommodation that may be available to a member.
See: Division 3, Suitable living-in accommodation
 - d. The contributions a member must make for the living-in accommodation.
See:
Division 4, Contribution for living-in accommodation
Division 5, Exemptions from contribution
 - e. Special rules for members based on the condition and location of their ship or nuship.
See: Division 6, Members posted to seagoing ships and nuships

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 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 Contents

This Part includes the following Divisions.

Division 1	Licence to live in overview
Division 2	Being required or choosing to live in
Division 3	Suitable living-in accommodation
Division 4	Contribution for living-in accommodation
Division 5	Exemptions from contribution
Division 6	Members posted to seagoing ships and nuships
Annex 7.4.A	Licence to live in
Annex 7.4.B	Rates of contribution for living-in accommodation

7.4.4 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Accommodation manager	means a person responsible for managing living-in accommodation on behalf of the Department of Defence. The person may be any of the following persons. a. An employee, agent, subcontractor of a contracted service provider, or person authorised to act on behalf of the contracted service provider. b. An ADF member or an APS employee who's duties require them to manage living-in accommodation.
Common areas	means areas inside and outside of the accommodation buildings which can be used or accessed by the member. These areas can include, but is not restricted to, any of the following. a. Barbeque areas. b. Laundries and clothesline areas. c. Car parks. d. Common rooms.
Contracted service provider	means a body corporate, including a joint venture, that manages living-in accommodation under a contract with Defence. The contracted service provider may not actually own the property which the member lives in.
Defence	means the Commonwealth, as represented by the Department of Defence, and includes the contracted service provider, unless otherwise stated.
Key	includes an access card or a keypad access code.
Licence	is the name for the rights and responsibilities that attach to a benefit granted to the member when they are permitted to live in. Note: A licence under this Part does not come in the form of a paper document.
Service property	has the meaning given in the purposes of the <i>Defence Force Discipline Act 1982</i> and includes living-in accommodation, and any furnishings and fixtures that are in the accommodation.

Term	Definition in this Part
Fair wear and tear	means the normal deterioration of an element of the room or building due to the ageing process and use.
Non-fair wear and tear	means the faster deterioration of an element of the room or building caused by neglect or mistreatment.

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**.

Note: A licence under this Part does not come in the form of a paper document.

See: Section 7.4.4, Definitions, for the definition of *licence*.

2. A licence to occupy living-in accommodation can be granted by the Commonwealth as represented by the Department of Defence, or by the contracted service provider that manages the accommodation that is subject to the licence.
3. A licence to live in is granted subject to conditions that must be complied with.

Related Information: Section 7.4.6, Conditions for licence to live in – easy guide

4. A member's licence to live in has the following conditions.

- a. The licence may be terminated by changes in circumstances.

Related Information:

Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

Division 2 section 7.4.14, Revoking a licence to live in

Division 3 section 7.4.17, Change in member's rank group

Division 3 section 7.4.18, CDF may decide that accommodation is unsuitable

Division 4 section 7.4.31, Failure to make contributions

- b. The licence may be varied.

Related Information: Division 3 section 7.4.17, Change in member's rank group.

- 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.

7.4.6 Conditions for licence to live in – easy guide

1. The conditions that relate to a licence to live in are described throughout this Part and Annex 7.4.A.

See: Annex 7.4.A, Licence to live in

2. The following table provides a quick reference guide for this Part.

Item	Subject	Reference
A.	About the licence	
1.	Definitions	Sections 7.4.4 and 7.4.5
2.	Condition reports	Section 7.4.13
3.	What is a licence to live in?	Section 7.4.A.1
4.	Start of a licence to live in	Section 7.4.A.6
5.	Permitted use	Section 7.4.A.7
6.	When a licence to live in ends	Section 7.4.A.22
7.	What happens if a member fails to comply with the licence to live in	Section 7.4.A.24
8.	Disputes	Section 7.4.A.25
9.	Licence to live in – Quick guide	Annex 7.4.A Part 1
10.	What happens if you don't comply with the conditions of the licence	Section 7.4.A.5
11.	Conduct and values	Section 7.4.A.9
B.	Member's benefits	
12.	Right to own room	Section 7.4.19
13.	Exemptions from contribution	Division 5
14.	What you get	Section 7.4.A.2
15.	Conduct – security	Section 7.4.A.14
16.	Access to a member's room	Section 7.4.A.18
C.	Member's duties	
17.	What you must do and not do	Section 7.4.A.3
18.	Care of the living-in accommodation	Section 7.4.A.8
19.	Absence from the accommodation	Section 7.4.A.21
20.	Vacating the accommodation	Section 7.4.A.23
21.	Conduct of visitors to your accommodation	Section 7.4.A.17
D.	Eligibility	
22.	Swapping rooms	Section 7.4.A.19
23.	Member who can live in	Section 7.4.7
24.	Member required to live in	Section 7.4.8
25.	Member who may choose to live in	Section 7.4.9
26.	Licence to live on a ship	Section 7.4.42
27.	Accommodation on board for seagoing member	Section 7.4.43
28.	Accommodation ashore for seagoing member	Section 7.4.44
29.	Accommodation and contributions for seagoing member on temporary duty	Section 7.4.47
30.	Member required to share room	Section 7.4.19

Item	Subject	Reference
E.	Care of the property	
31.	Care of the living-in accommodation	Section 7.4.A.8
32.	Conduct – animals	Section 7.4.A.10
33.	Conduct – damage	Section 7.4.A.11
34.	Responsibility for living-in accommodation	Section 7.4.12
35.	Conduct – disturbance	Section 7.4.A.12
36.	Conduct – lighting, heating and cooking	Section 7.4.A.13
37.	Conduct – security	Section 7.4.A.14
38.	Conduct – smoking	Section 7.4.A.15
39.	Conduct – vehicles	Section 7.4.A.16
40.	Moving furniture and fittings	Section 7.4.A.20
F.	Paying	
41.	Contribution for living-in accommodation	Division 4
42.	Contributions for accommodation ashore – member without dependants	Section 7.4.45
43.	Contribution for accommodation ashore – ship is uninhabitable	Section 7.4.46
44.	Accommodation and contributions for seagoing member on temporary duty	Section 7.4.47

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.
See: Section 7.4.8, Member required to live in
 - b. A member who chooses to accept an offer of living-in accommodation under section 7.4.9.
See: Section 7.4.9, Member who may choose to live in
 - c. A member who already has suitable accommodation but chooses to live in under section 7.4.10.
See: Section 7.4.10, Member with suitable accommodation who chooses to live in
2. The member must comply with the conditions listed in Annex 7.4.A.
See: Annex 7.4.A, Licence to live in

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.**Note:** An operational reason is an operational requirement that is lawful to impose in the circumstances.
 - 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.

See: Annex 7.4.A, Licence to live in

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.

See:

Part 6, Service residences

Part 8, Rent allowance

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.

See: Section 7.4.8, Member required 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.

Example: A Service residence.

- 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.

See: Division 6 subsection 7.4.44.4, Accommodation ashore for seagoing member

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.
See: Section 7.4.8, Member required to live in
 - b. That a member's licence to live in under this section will end on a date specified in the notice to the member.
Example: The member has a licence to live in for 12 months. Eight months into the period, the CDF revokes the licence to live in and the notice specifies that the members licence will cease in one month.
 - 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.

See:

Section 7.4.9, Member who may choose to live in
Division 4 section 7.4.27, Member on leave without pay

Example: A member whose marriage breaks down may choose to live in while they work out arrangements for reconciliation or final separation.

Non-example: A member cannot choose to occupy living-in accommodation if they have a suitable own home in the posting location and decide to rent it out.

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.

See: Section 7.4.9, Member who may choose to live in

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.

See: Part 9 Division 1 section 7.8.5, Member eligible and period of eligibility

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.

Related Information: This written acknowledgement makes the member the custodian of the living-in accommodation that they occupy, for the purposes of section 68 of the *Public Governance, Performance and Accountability Act 2013*.

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.

Example 1: The member has intentionally, carelessly or negligently caused damage to any part of the living-in accommodation. The member decides to hang a picture, while hammering in a nail the hammer goes into the wall and leaves a large hole. The member must pay for the repair to the wall.

Example 2: The member lets a person stay in the living-in accommodation without Defence permission. The person breaks a window in the member's room. The cost of replacing the glass may be recovered from the member.

Non-example: Damage caused by fair wear and tear.

See: Annex 7.4.A section 7.4.A.8, Care of the living-in accommodation

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

Note: *Accountable Authority Instructions* Chapter 9, Managing debt, includes processes for payment by instalment and debt waiver.

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.

Example: The member receives a report stating that the condition of the paint on the walls is good. They believe this is not true and feels that the condition of the paint is poor. The member writes on the report that he believes the condition of the painting is different to that in the report and the reasons why. They then sign the report and return it to an accommodation manager.

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.

Example: A member is on duty at a base in a location other than their posting location, and will occupy living-in accommodation on that base for two nights. The accommodation manager decides that the member does not need to sign a condition report for the room the member will be occupying for those two nights.
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.

See: Annex 7.4.A, Licence to live in
 - 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.

Non-example: The member is sick in hospital. The member's partner advises Defence that the member is in hospital and is unable to occupy the living-in accommodation. The member retains the accommodation.

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.

See: Section 17 of the *Workplace Health and Safety Act 2011*
 - 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.

Example: A member accidentally damages a wall in their accommodation and does not report the damage for a week. The member has been in the living-in accommodation for two years with no other incidents occurring. The CDF takes these facts into consideration when deciding on whether or not to end the member's licence to live in.

- 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 meets the following conditions.
 - a. It is in the member's posting location or temporary duty location.
 - b. It is available for the member to live in.
 - c. It is fit to live in at the time the member is issued with their room key.
 - d. For a member required to live in, it is at a level that corresponds to the member's reason for living in or rank group, under the following table.

Item	If the member is required to live in...	this level applies for their rank group...
1.	while on transit or on a short visit to the location	any available level.
2.	on exercise or preparing for deployment	any available level, including shared rooms, camps and tents.
3.	as a normal entry recruit or Reserve recruit during basic recruit training Related Information: DFRT Determination No. 2 of 2017, <i>Salaries</i> , Schedule B.13 Part 1 item 1 and Part 2 item 1.	Level 1.
4.	to undertake Navy category school training	Level 1.
5.	to undertake a period of initial employment training in the Infantry Corps of the Army	Level 1.
6.	they are undertaking a period of initial employment training in the Army or Air Force Exception: Infantry trainees are dealt with under item 5.	Level 3.
7.	to undertake career development training for less than six months	Level 3.
8.	to undertake initial officer training	Level 3.
9.	to undertake a period of training for a period of six months or more Exception: This does not include training described in items 3-8 of the table.	Level 5.
10.	for a period of six months or more for an operational reason See: Division 2 paragraph 7.4.8.1.b.	Level 5.
11.	to fill a specific position on a base for a period of six months or more See: Division 2 paragraph 7.4.8.1.c	Level 5.

2. If suitable accommodation is not available at the level set out for the member under subsection 1, the member may be given accommodation that is available closest to the level listed for them in the table.

Example 1: Two members are undertaking career development training for less than six months. One member's course lasts for two months and the other member's course lasts for five months. There is no Level 3 accommodation available, but there is a Level 2 room and a Level 4 room. The member whose course lasts for two months is given the Level 2 room and the member whose course lasts for five months is given the Level 4 room.

Example 2: A member moves to a new posting location and is required to live in. The member is eligible for a Level 5 room. No Level 5 rooms are available, but a Level 3 room is. They are provided with a Level 3 room.

See: Division 4 section 7.4.25, Contribution if accommodation is not at level for a member's rank group

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.

See: Section 7.4.16, Classification of living-in accommodation by rank group and purpose

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.

See: Division 2 section 7.4.9, Member who may choose to live in
 - 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.

See:

Division 4 section 7.4.24, Contribution for living-in accommodation
Annex 7.4.B, Rates of contribution for living-in accommodation

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.

Example: Flooding or fire damage.

Non-example: The member is promoted into a new rank group and their accommodation level is below their rank group accommodation level.
 - b. Anything that makes the member's individual situation exceptional when compared with that of other members.

Example: A Medical Officer who is undertaking compulsory residency at a civilian hospital. The member is on 24-hour call and unable to live in.

Non-example: The member works a continuous shift roster and the other residents do not. Shift work is not exceptional in the ADF.
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.

Example: A member's accommodation needs significant repairs and has been found unsuitable and the member's licence is ended. There is other living-in accommodation available for the member to move into. The member is granted a new licence to live in for the new accommodation.
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.

See:

Part 6, Service Residences
Part 8 Division 1, Member eligible for rent allowance

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 3 of the table in section 7.4.15 Related Information: DFRT Determination No. 2 of 2017, <i>Salaries</i> , Schedule B.13 Part 1 Item 1 and Part 2 Item 1 See: Section 7.4.15, Suitable living-in accommodation	with three or more other members per room.
2.	Navy category school trainee in item 4 of the table in section 7.4.15 See: Section 7.4.15, Suitable living-in accommodation	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 5 of the table in section 7.4.15 See: Section 7.4.15, Suitable living-in accommodation	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.

3. ...

7.4.20 Medical officer taken to live in during compulsory residency

1. This section applies to a member who is a medical officer working at a hospital during a period of compulsory residency.
2. If the hospital requires the member to live in accommodation it provides, it is taken to be living-in accommodation.

Related Information: See subsection 7.4.24.5, Contribution for living-in accommodation, for rates of contribution.

7.4.21 Chaplain in training taken to live in

1. This section applies to a member who meets both the following conditions.
 - a. The member is in training as a Chaplain at a seminary or theological college.
 - b. The member must live in accommodation provided by the seminary or theological college.
2. The accommodation described in paragraph 1.b is taken to be living-in accommodation.

Related Information: See subsection 7.4.24.5, Contribution for living-in accommodation, for rates of contribution.

7.4.22 Member buys a suitable own home

If the member purchases a suitable own home, they cannot choose to live in under section 7.4.9.

Note: If the home is deemed unsuitable under Part 2 section 7.2.12, owning the home will not affect eligibility for living-in accommodation.

Exception: The member may be given a licence to live in if they meet the conditions in section 7.4.10.

See:

Part 2 Division 2 section 7.2.12, CDF may decide a member's home is unsuitable
Division 2 section 7.4.9, Member who may choose to live in
Division 2 section 7.4.10, Member with suitable accommodation who chooses to live in

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. The CDF may decide that a member who has made a choice under paragraph 2.a must leave the living-in accommodation.
 - a. The CDF must consider the following issues.
 - i. Other members' need for the living-in accommodation.
 - ii. Maintenance and repair requirements.
 - b. If the CDF decides a member must leave the living-in accommodation under this subsection, the member is to be 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 to the Commonwealth. The payment is called a contribution.

See: Division 5, Exemptions from contribution

2. The member must pay a contribution for their rank and accommodation level. The table in Annex 7.4.B sets out the rate of contribution a member must make for their living-in accommodation.

Exception: The table specifies some situations in which no contribution is payable. Division 5 specifies some situations in which members are exempt from paying contributions.

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

See also: Division 3

Section 7.4.15, Suitable living-in accommodation

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

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.

Example: A member whose marriage breaks down may be permitted to live in while they work out arrangements for reconciliation or final separation. They would pay the higher rate of contribution as if they were a member on leave without pay in section 7.4.27, as they already have subsidised accommodation or an own home.

Non-example: A member does not pay a living-in contribution while on temporary duty outside their posting location.

See:

Division 2 section 7.4.9, Member who may choose to live in

Section 7.4.27, Member on leave without pay

5. A member in either of the following situations must pay the level 3 contribution rate listed for their rank and number of beds in the room in Annex 7.4.B.

- a. The member is a medical officer taken to live in during compulsory residency.

See: Division 3 section 7.4.20, Medical officer taken to live in during compulsory residency

- b. The member is in training as a Chaplain and is taken to live in at a seminary or theological college.

See: Division 3 section 7.4.21, Chaplain in training taken to live in

See also: Chapter 1 Part 3 Division 1 section 1.3.75, Trainee

Note: In these situations the Commonwealth pays the accommodation provider for the cost of the member's accommodation.

Exception: A member 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.

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

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.

Authority: Division 3 section 7.4.16, Classification of living-in accommodation by rank group and purpose

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.

Example: A room is classified as senior non-commissioned officer Level 3.

- a. If a Warrant Officer occupies it, the contribution is the one for senior non-commissioned officer Level 3.
- b. If a Corporal occupies it, the contribution is the one for other rank Level 3.
- c. If a Major occupies it, the contribution is the one for senior non-commissioned officer Level 3.

7.4.26 ...

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	\$314.30.
2.	single room with shared facilities	\$270.20.
3.	room with two or three beds	\$224.70.
4.	room with four or more beds	\$114.10.

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.
4. An additional contribution of \$96.60 a fortnight applies if housekeeping services are included with the accommodation.

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).

See: Section 7.4.27B, Member with dependants (unaccompanied) on a flexible service determination.
 - 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 to the Commonwealth 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's 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.

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

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 to the Commonwealth 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 to the Commonwealth 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	the member is not required to pay any amount to the Commonwealth.
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	

See: Part 1 Division 3 section 7.1.14, for the definitions of incomplete cycle and member's cycle.

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.

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

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.

See: Division 3 section 7.4.16, Classification of living-in accommodation by rank group and purpose

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 \$267.03 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.

See: Section 7.4.4, Definitions, for the definition of 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. See: Section 7.4.4, Definitions	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. Example: A member does not return his key. The accommodation manager has a spare key, and is able to allocate the room to another member that night. The member is charged the cost of replacing the key.

Item	If the member...	then the member must pay...
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. Example: A member does not return her key. The accommodation manager does not have a spare key, so cannot reallocate the room. The member is charged the contribution charge until the locksmith replaces the lock and key.

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.

See: Section 7.4.31, Failure to make contributions

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 reimburse Defence 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*.

Examples: The repair of non-fair wear and tear damage, or the cost of a replacement key to the accommodation.

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.

See: Chapter 4 Part 4 Division 6, Allowances for service in Antarctica – 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.

Example: A member in transit accommodation.

Note: It is expected that members will occupy living-in accommodation in these circumstances for less than 21 days.
 - 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.

Examples: Overnight duty, courses or operational requirements.

- 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.

Example: A member working Monday to Friday. Their unit is too far away from their home to commute each day. The member returns home on weekends.

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.
Example: A unit stand-down.
 - 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.

See: Section 7.4.39, Definitions, for the definition of an *on-board member*

- 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.

See: Section 7.4.39, Definitions, for the definition of a *shore member*

- 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 galley is not operating.

7.4.39 Definitions

This table defines terms used in this Division.

Term	Definition in this Division
Nuship	A Navy ship that is being built, upgraded or trialled. It is not yet commissioned into naval service.
On-board member	A member who chooses not to keep on-shore accommodation at the ship's home port or refitting port. Example: On-shore accommodation could be living-in accommodation, a Service residence or a home for which the member gets rent allowance.
Shore member	A member who keeps on-shore accommodation at the ship's home port or refitting port. Example: Living-in accommodation, Service residence or home for which the member gets rent allowance.
Uninhabitable vessel	A vessel that the CDF declares unfit to live in. A member cannot live on board when the vessel is alongside. The CDF's decision is based on any of these issues. a. Environment. b. Maintenance. c. Crew comfort. d. Whether there are galley facilities for catering.

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.

See also: Part 9, Meals

7.4.41 Conditions for member posted to a seagoing submarine

1. Members posted to a seagoing submarine are eligible for the special housing and meals assistance summarised in this table.

Item	Assistance for members posted to a seagoing submarine	Reference
1.	Exemption from living-in contributions	Division 5 section 7.4.33, table item 3
2.	Licence to live on a ship	Section 7.4.42
3.	Exemption from rent contributions	Part 8 Division 3 section 7.8.18, table item 3
4.	Submarine food allowance	Part 9 Division 2 section 7.9.12
5.	Assistance with the cost of utilities	Part 10 section 7.10.3

2. Members posted to a seagoing submarine are not provided with other benefits under this Part.

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.

Related Information: Division 5 section 7.4.33, Members without dependants living under field conditions, on a seagoing ship, a submarine or deployed

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.

See:

Section 7.4.39, definition of *uninhabitable vessel*

Subsection 7.4.44.4, Accommodation ashore for seagoing member

Example 1: A minor war vessel is alongside in the home port. The crew are not permitted to live on board. The vessel is always uninhabitable. A member cannot choose to live on board.

Example 2: A major war vessel is temporarily uninhabitable. It stays this way for over six months. The crew is normally allowed to live on board. While the ship is uninhabitable, the crew is not allowed to live on board. No-one can choose to live on board in this period.

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.

See: Division 2 section 7.4.11, Living-in accommodation not available

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.

See: Paragraph 7.4.9.2.e, Member who may choose to live in
 - 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.

See: Division 3 section 7.4.23, Living-in accommodation on deployment– six months or longer

Related Information:

Division 2 section 7.4.9, Member who may choose to live in
Chapter 9 Part 5, Payment of travel costs, for information on travel card and allowance

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.

See: Division 5 section 7.4.33, Member living under field conditions or on a seagoing ship

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.

Example: A ship may be uninhabitable when members are not permitted to live in it because it is alongside for maintenance or in refit.

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.

See:

Division 4, Contribution for living-in accommodation
Part 9 Division 1, Contribution for meals
Part 10, Utilities

Exception: For a member with dependants (unaccompanied), the contribution is nil.

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	nil.
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	nil.
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	nil, 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.

Item	A member who is...	and who is on temporary duty...	has this accommodation benefit...	and their contribution for the accommodation is...
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. See: Division 2 section 7.4.7, Member who can live in Part 9, Meals	nil while they contribute for living-in accommodation in their home port. See: Division 5 section 7.4.34, Member without dependants required to live in temporarily
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. See: Division 2 section 7.4.9, Member who may choose to live in Part 9, Meals	nil.
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. See: Division 2 section 7.4.9, Member who may choose to live in Part 9, Meals	nil.

7.4.48 Food allowance for seagoing member in temporary accommodation ashore

1. A member is eligible for food allowance if all these conditions are met.
 - a. They are posted to a seagoing ship or a nuship.
 - b. The ship is temporarily an uninhabitable vessel.
 - c. They are required to occupy temporary commercial accommodation ashore.
 - d. The accommodation has cooking facilities.

2. The rates of food allowance are set out in this table.

Item	If the member is...	the fortnightly rate is (\$)...
1.	a member provided with lunch at Commonwealth expense	126.00.
2.	any other member	172.00.

Related Information: Part 9 Division 1, Contributions for meals

7.4.49 Laundry allowance for seagoing member in temporary accommodation ashore

A member is eligible for a laundry allowance of \$14.00 a fortnight if all these conditions are met.

- a. They are posted to a seagoing ship or a nuship.
- b. The ship is temporarily an uninhabitable vessel.
- c. They are required to occupy temporary commercial accommodation ashore.
- d. The accommodation has no free laundry facilities.

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-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.

Note: A licence under this Annex does not come in the form of a paper document.

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.

See: Part 4, Living-in accommodation

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.

Example: The member receives a report stating that the condition of the paint on the walls is good. They believe this is not true and feels that the condition of the paint is poor. The member writes on the report that they believe the condition of the painting is different to that in the report and the reasons why. The member then signs the report and returns it to Defence.

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.

Example: This might happen if the living-in accommodation is a shared room.

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.

Examples:

- a. Any standing orders issued by the Commanding Officer relating to the living-in accommodation.
- b. An accommodation handbook issued by the accommodation manager.
4. If the member does not comply with the conditions of conduct, the CDF may revoke the licence to live in.

See: Division 2 section 7.4.14, Revoking a 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.

See: Division 2 section 7.4.12, Responsibility for living-in accommodation

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.

Examples: Playing loud music late at night, causing mess in common areas and failing to clean it up.

- 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.

Examples: Windows, balconies, verandas, covered ways, drives, walks, gardens, car ports, the roof.

- d. Obstruct or impair access to accommodation or common areas.

Examples: Leaving bicycles in hallways and common areas, stacking boxes near fire exit doors.

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.

Examples:

1. A member in Level 5 accommodation has a sandwich maker in a kitchenette.
2. A member is permitted to use a lamp designed for decoration or reading.

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*.

Examples:

1. A member uses a candle and the smoke sets off the fire alarms in the building. The member must pay for the call out of the fire brigade.
2. A member uses an open grill to cook in their room which sets off the fire alarms. The member must pay for the call out of the fire brigade.

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.

See: Section 68 of the *Public Governance, Performance and Accountability Act 2013*

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.

Example: Maintenance or storage of an engine in a member's room.

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. Where it is not possible to give prior notice.

Non-example: The member is on deployment or leave and will be absent at the time the cleaning or maintenance will be conducted. Notice has been given but the member will not receive the notice until after the maintenance has been completed.

- 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.

Notes:

1. A member can choose to be present, or for an agent to be present, during inspections.
2. If a member cannot be present during an inspection, or does not nominate an agent to be present, the member cannot prevent an inspection or maintenance from occurring.

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.

Note: This means that living-in rooms can't be transferred by the member. Neither can the responsibility for the room and its use.

Examples:

1. A member cannot allow a friend to use their room and make that friend responsible for the room.
2. A member cannot allow another member to use their room and make that member responsible for the room.

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.

Example to the exception: A member who takes a chair to another member's room so they can work on a joint assignment, and then returns it.

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.

Example to the exception: The member borrows a vacuum cleaner to clean their room and returns it on the same day.

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.

Example: The member is going on deployment or leave.

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.

See:

Paragraph 7.4.14.1.c, Revoking a licence to live in
Section 7.4.A.23, Vacating the accommodation, explains that a member might have to keep paying for the room if they do this.

Note: As a courtesy, a member may inform the accommodation manager about shorter absences.

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.

Note: Ideally the member is given at least 21 calendar days' notice. However, Defence may end the member's permission to use the assigned room (the licence to live in) at short notice.
 - 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.

Note: The member may have to continue making a contribution after that day, in some cases.
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. 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 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.

Examples: The rooms they live in and use, carport, storage areas.

Related Information: Division 4 section 7.4.30, When a 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.

See: Division 1 section 7.4.14, Revoking a licence to live in

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.

Example: The garbage in the common rooms is not being cleared on a regular basis and the member raises this issue with the accommodation manager.

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	If the member's rank is...	and the number of beds in the room is...	then their contribution to living-in accommodation each fortnight is (\$)...				
			Level 1	Level 2	Level 3	Level 4	Level 5
1.	Major or higher	-	118.36	132.90	185.20	203.86	267.03
2.	Captain or lower officer rank (other than member described by item 5)	one	118.36	132.90	185.20	203.86	222.53
		two	59.17	66.45	92.61	101.93	111.26
		three	39.45	44.30	61.74	67.95	74.17
		four or more	nil				
3.	Sergeant or higher non-commissioned rank, Warrant Officer	one	105.31	118.92	167.47	195.00	222.53
		two	52.66	59.46	83.74	97.50	111.26
		three	35.10	39.64	55.83	64.99	74.17
		four or more	nil				
4.	Corporal or lower	one	93.06	99.75	151.85	181.96	212.09
		two	46.52	49.87	75.92	91.58	106.04
		three	31.02	33.26	50.61	60.66	70.69
		four or more	nil				

Item	If the member's rank is...	and the number of beds in the room is...	then their contribution to living-in accommodation each fortnight is (\$)...				
			Level 1	Level 2	Level 3	Level 4	Level 5
5.	A member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, <i>Salaries</i> . Exception: Normal entry recruit during basic recruit training	one	93.06				
		two	46.52				
		three	31.02				
		four or more	nil				
6.	Normal entry recruit during basic recruit training	one or more	nil				

Part 5: Temporary accommodation allowance

7.5.1 Overview

This Part sets out the benefits and obligations of a member who must live in temporary accommodation at a location.

7.5.2 Definition – suitable accommodation

1. In this Part, accommodation is suitable when it has enough furniture and effects for a member and any dependants to live in it on a normal domestic basis.
2. In this Part, accommodation means one 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.

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 described in 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. See: Division 1 section 7.5.6, Members eligible
The SAFE scheme	The SAFE scheme provides emergency assistance for persons who cannot remain in their home due to a domestic crisis. The domestic crisis may be happening or be threatened. Note: The scheme may be known as the special accommodation for emergencies scheme. Examples: a. A person is threatened with domestic violence. b. Home invasion, burglary or other criminal activity.

Related Information: The following sections are of particular relevance to a person granted accommodation under the SAFE scheme.

Item	Reference	Subject
1.	Subsection 7.5.6.3, Members eligible	Persons who may granted assistance under the SAFE scheme.
2.	Section 7.5.7, Approval under the SAFE scheme	Power to grant assistance under the SAFE scheme.
2A.	Division 3 section 7.5.17, Length of period of eligibility, table item 4	Maximum period of eligibility that may be granted under the SAFE scheme.
3.	Section 7.5.22, Amount of assistance – SAFE scheme	Benefits that may be paid.
4.	Section 7.5.29, Rate of contribution, table item 4	Exemption from contributions.

7.5.4 Contents

This Part includes the following Divisions.

Division 1	Purpose, members eligible and conditions
Division 2	Types of accommodation
Division 3	Period of eligibility
Division 4	Rates of allowance and advance payment
Division 5	Rate of contribution

Division 1: Purpose, members eligible and conditions

7.5.5 Purpose

Temporary accommodation allowance assists a member or a person in their household who must live in temporary accommodation. It assists with accommodation and certain other costs. In most situations the member must contribute towards the costs.

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 at Commonwealth expense.
 - b. They are eligible for housing assistance under this Chapter. They are temporarily unable to live in suitable accommodation.
 - c. They notify the Housing Management Centre Manager that they intend to buy a suitable own home at their posting location.

See: Part 2 for 'suitable own home'.

- d. Their furniture and effects are in transit to their posting location.
2. A deceased member's dependants may be eligible for the allowance if they are granted a removal.

See: Section 7.5.10, Eligibility of dependants on death of member

Note: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for temporary accommodation allowance. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member

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 described in subsection 7.5.6.3.
- b. They are under threat of a domestic crisis, or in a domestic crisis.

Related Information: Emergency assistance is set out in Division 4 section 7.5.22, Amount of assistance – the SAFE scheme.

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.

Example: The member asks the removalist for a later delivery date. The goods arrive several days after the member.

- b. The member and dependants have no suitable accommodation.

Example 1: The member or their dependants are given notice to leave their rented home. They do not use the notice period to seek new accommodation.

Example 2: The member or their dependants are told to leave a Service residence or rented home because they have damaged it.

Example 3: The member rejects a reasonable offer of a Service residence. The Defence Housing Australia cannot offer the Service residence to another member as a suitable home within one month of the offer to the member. Temporary accommodation allowance 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. (See Part 6 Division 3 section 7.6.12, Acceptance or rejection of reasonable offer).

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.

Example: The examples at section 7.5.17 also apply to this subsection, except that the location the member or former member is removed to will not be a posting location.

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 immediately before their death.

See: Division 5 section 7.5.29 for the amount of contribution to be paid.

- 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.

Examples: The examples at section 7.5.17 also apply to this subsection, except that the location the dependants are removed to will not be a posting location.

7.5.11 Conditions on eligibility

1. A member eligible for temporary accommodation allowance must pay a contribution for the accommodation to the Commonwealth.

Exception: A person granted accommodation under subsection 7.5.7 (the SAFE scheme) is not required to contribute.

See: Division 5 section 7.5.29 for the amount of contribution to be paid

2. A member must notify the Housing Management Centre 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.
See: Section 7.5.14, Member required to live in
 - b. A serviced apartment of sufficient standard is not available. The member may live in a hotel.
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).

7.5.14 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. See: Part 4 Division 3 section 7.4.15, Suitable living-in accommodation 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 table sets out the number of rooms a member and their dependants are eligible to occupy. The rooms may be in a hotel or serviced apartment.

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

2. The CDF may approve more rooms for the member if satisfied that they are needed.

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.

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.

Example: A dependant moves into emergency accommodation on Monday without getting approval first. They then apply for emergency accommodation assistance. On Tuesday the CDF approves the accommodation. Accommodation costs can be paid from Tuesday onwards.

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.

Example 1: The member has to leave the losing location separately to perform temporary duty at another location before commencing duty in the posting location. The dependants are able to remain in temporary accommodation in the losing location. This allows them to arrive in the posting location at the same time as the member.

Example 2: The member has to leave the losing location separately to perform duty at another location before commencing duty in the posting location. The dependants may leave the losing location at the same time as the member and travel separately to the posting location. They are eligible for temporary accommodation allowance in the posting location before the member arrives.

7.5.17 Length of period of eligibility

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

Related Information: These periods may be extended. See section 7.5.20, Extension of period of eligibility.

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.

Example 1: A member is removed to a new posting location. The member lived in a non-Service residence at their losing location. The member could be granted three nights' temporary accommodation allowance at the losing location. This could be made up of one night's allowance for the night of a pre-pack, another for the night of uplift, and another for the final cleaning and handing over of the residence.

Example 2: A member is removed to a new posting location. The member lived in a Service residence at their losing location. Only a pre-vacation inspection before uplift was required. The member could be granted two nights' temporary accommodation allowance at the losing location. This could be made up of one night's allowance for the night of pre-pack, and another for the night of uplift.

Example 3: A member is removed from one Service residence to another within their posting location. Only a pre-vacation inspection before uplift was required. The member is granted two nights' temporary accommodation allowance. This could be made up of one night's allowance for the night of pre-pack, and another for the night of uplift.

Note: Removals in the same location would normally be door-to-door, so only one night's temporary accommodation allowance should be necessary.

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.

Example: A member has been getting temporary accommodation allowance for two weeks while searching for a home to rent. They decide to buy a home. They may be paid temporary accommodation allowance for up to four more weeks.

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 whose temporary accommodation is a hotel or serviced apartment.

Exception: A person granted emergency assistance under section 7.5.7.

See: Section 7.5.22, Amount of assistance – the SAFE scheme.

2. The member's rate of temporary accommodation allowance is worked out using this formula.

Accommodation cost + meals amount + laundry – contribution

3. These definitions apply to this section.

Term	Definition
Accommodation cost	The cost of temporary accommodation for the member and any dependants. The accommodation must not be higher than the appropriate standard for the member. See: Subsection 7.5.23.1 for the definition of 'appropriate standard'.
Meals amount	The amount set out in section 7.5.24 or 7.5.26.
Laundry	Laundry costs for the member and any dependants. It may only be paid if the accommodation has no laundry facilities or if there is a charge for using them. Commercial laundering costs are paid only if a laundromat is not reasonably available. Exception: Laundry does not include dry cleaning.
Contribution	The amount the member must pay towards accommodation, meals and utilities. See: Section 7.5.29 for the contribution a member must pay. Note: No contribution is payable for larger allowance under subsection 7.5.24.6.

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. The person may be provided with assistance within the limits described in the following table.

Item	Type	Limit of assistance and other conditions
1.	Any of the following accommodation types. a. A hotel. b. A serviced apartment.	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 relevant rate in Annex 9.5.A Part 2. See: Chapter 9 Part 5 Annex 9.5.A Part 2, Amounts for accommodation, meals and incidentals c. The CDF may approve a higher rate of accommodation cost. The CDF must consider the following criteria. i. The number of persons who need accommodation. ii. The availability of accommodation at short notice.
2.	Meal costs.	a. The CDF may approve payment for meals if the CDF believes the eligible adult does not have money for food. b. If the CDF has determined under paragraph a that meals are to be paid, the person is eligible for reimbursement of their actual meal costs. Exceptions: i. Alcohol and minibar costs are not reimbursable. ii. The rates under section 7.5.24 are the maximum that may be paid for each meal. Section 7.5.24 rates are taken to apply to all persons who are assisted under the SAFE scheme. See: Section 7.5.24, Meals – hotel or serviced apartment
3.	Incidental costs	These costs are not payable.

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.

Related Information:

- Approval for accommodation under the SAFE scheme is provided in Division 1 section 7.5.7, Approval under the SAFE scheme.
- Subsection 7.5.11.1 exempts persons granted benefits under the SAFE scheme from having to make a contribution.

7.5.23 Standard of accommodation

- 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.

See: Chapter 9 Part 5 Annex 9.5.A, Amounts for accommodation, meals and incidentals

Related Information: Subsection 7.5.22, table item 1, provides equivalent information for persons granted accommodation under the SAFE scheme.

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.

See:
 Subsection 2 for the rates for a member and any dependants 10 or more years old.
 Subsection 3 for the rates of dependants under 10 years old.
 Subsection 6 for what happens if the member and any dependants occupy a serviced apartment for seven days or more.
2. The amount of allowance for meals taken by the member and any dependants 10 or more years old is prescribed in the following table.

Item	The meal amount for...	in capital cities and high-cost country centres* is (\$)...	and in other locations is (\$)...
1.	breakfast	27.05	24.25
2.	lunch	30.45	27.65
3.	dinner	51.85	47.70

* **See:** Annex 9.5.A Part 3, 'Location' column for the list of high-cost country centres.

3. The amount of allowance for meals taken by dependants under 10 years old is prescribed in the following table.

Item	The meal amount for...	in capital cities and high-cost country centres* is (\$)...	and in other locations is (\$)...
1.	breakfast	13.55	12.15
2.	lunch	15.25	13.85
3.	dinner	25.95	23.85

* **See:** Annex 9.5.A Part 3, 'Location' column for the list of high-cost country centres.

Example: A member uses temporary accommodation for two nights in Newcastle, which is a high-cost country centre. The member is travelling with a spouse, one child aged eight and another aged 12. They are entitled to three meals on each of two days. Their total meal allowance is \$765.60, worked out as follows.

Member		Spouse		Child aged 12 (adult rates)		Child aged 8 (dependants under 10 years old rates)	
Lunch	\$30.45	Lunch	\$30.45	Lunch	\$30.45	Lunch	\$15.25
Dinner	\$51.85	Dinner	\$51.85	Dinner	\$51.85	Dinner	\$25.95
Breakfast	\$27.05	Breakfast	\$27.05	Breakfast	\$27.05	Breakfast	\$13.55
Lunch	\$30.45	Lunch	\$30.45	Lunch	\$30.45	Lunch	\$15.25
Dinner	\$51.85	Dinner	\$51.85	Dinner	\$51.85	Dinner	\$25.95
Breakfast	\$27.05	Breakfast	\$27.05	Breakfast	\$27.05	Breakfast	\$13.55
Total	\$218.70	Total	\$218.70	Total	\$218.70	Total	\$109.50

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 larger allowance worked out under paragraph b. This is a once-only lump-sum payment to allow a member to stock their kitchen.
 - b. The larger 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 larger allowance is paid. They must still pay rent and utilities contributions for this period.

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.

Examples: Boarding house, guest house, bed and breakfast, caravan park, private arrangements such as staying with friends or relatives.

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.

See: Division 5 section 7.5.29, Rate of contribution

Example: A member takes temporary accommodation at a guest house for a week with their non-member spouse and two children of the same gender under 13 years old. The total cost of the accommodation is \$300. The member must contribute \$120 to the cost. (The actual contribution will depend on the member's rank and is specified in Annex 7.A Part 1). Their rate of temporary accommodation allowance must not be more than \$180.

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.

7.5.29 Rate of contribution

The member must pay contributions as shown in this table.

Exception: The table specifies some situations in which no contribution is payable.

Item	If the member is...	then their contribution for...		
		<i>accommodation is...</i>	<i>meals is...</i>	<i>utilities is...</i>
1.	a member with dependants	the contribution that would apply to them under Annex 7.D Part 1 column 4 if they were eligible for rent allowance. See Annex 7.D Part 1 column 4 for contribution rates.	a. for a hotel or serviced apartment for less than seven days – the relevant amount set out in columns 2 to 6 of Annex 7.F. b. for a serviced apartment for seven days or more – nil.	\$112.04 a fortnight. This is applied pro rata.
2.	a member with dependants (unaccompanied)	nil.	nil.	nil.
3.	any other member	the contribution that would apply to them for level 3 living-in accommodation with one bed in the room. See: Annex 7.5.B, Rates of contribution for living-in accommodation	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 were living in. b. for a serviced apartment for seven days or more – nil.	the contribution for utilities they would pay under Part 10 of this Chapter if the hotel or serviced apartment were level 3 living-in accommodation. See: Part 10 section 7.10.9 for contribution rates.
4.	assisted under section 7.5.7 (the SAFE scheme). See: Division 2 section 7.5.12, CDF direction to stay in a specified place	nil.	nil.	nil.

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

7.6.1 Overview

1. This Part sets out the following matters.
 - a. The different levels of Service residences available.
See:
Division 3, Market-rent-based classification of a Service residence
Division 4, Amenity-based classification of a Service residence
Division 5, Rent band choice homes
Annex 7.B, Regional rent bands
 - b. How a member can become eligible to live in a Service residence.
See: Division 7, When a member is eligible to live in a Service residence
 - c. The amount the member has to contribute toward the cost of the residence.
See:
Division 8, Contributions
Annex 7.A, Contributions for Service residence or rent band choice accommodation
2. Defence Housing Australia manages Service residences and related assistance for ADF members.

7.6.2 Contents

This Part includes the following Divisions.

Division 1	Definitions and key concepts
Division 2	Suitable Service residence
Division 3	Market-rent-based classification of a Service residence
Division 4	Amenity-based classification of a Service residence
Division 5	Rent band choice homes
Division 6	Appointment, tied and assigned residences
Division 7	When a member is eligible to live in a Service residence
Division 8	Contributions
Division 9	End of eligibility for Service residence
Division 10	...

Division 1: Definitions and key concepts

7.6.3 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Allocate	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.
Amenity group	For an amenity-based Service residence, the classification given to the Service residence by the CDF.
Amenity-based classification	The system for classifying a Service residence based on the number of functional amenities it has. Before 1 July 2007, all Service residences were classified this way. See: Division 4
Defence establishment	A Commonwealth site managed by the Department of Defence for use by the ADF. Some of these sites are also called 'military bases'.
Market rent	A rent based on the assessed value of the Service residence. See: Division 3
Market-rent-based classification	The system for classifying a Service residence based on a combination of the minimum housing standard and market rent. See: Division 3
On-base	Located on a Defence establishment.
Rank group	A group of ranks that includes a member's rank. Rank groups are used to determine the member's eligibility for a Service residence at a specified classification. Note: Different rank groups are used for different housing classifications. See: Division 3 section 7.6.13, Rent band for a member's rank group Division 4 section 7.6.16, Amenity-based classification for a member's rank group
Reasonable offer	An offer of a Service residence that meets the conditions set out in section 7.6.33. See: Division 7 section 7.6.33, Acceptance or rejection of a reasonable offer
Rent band	For a Service residence classified on the basis of market rent, this is the name for the rent range in which the Service residence is classified. The rent band has a value which is a dollar range set for the rent band in the relevant posting location. See: Division 3

Term	Definition in this Part
Rent range	This is the range of amounts between the top and bottom points in a rent band.
Suitable Service residence	See: Division 2 section 7.6.4.
Surplus Service residence	Those Service residences that are surplus to Defence Housing Australia's needs and meet both of these conditions. a. No member with dependants needs the home. b. There is no plan for a member with dependants to use the home in the next 12 months.
Waiting list	A list of members who meet all the following conditions. a. The member is eligible for a Service residence. b. The member has been identified as needing a Service residence. c. The member does not have a Service residence.

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 is suitable for the member and their dependants. These factors make it suitable.
 - i. It is at the member's posting location.

See:

Chapter 1 Part 3 Division 2 section 1.3.83, Dependants
Division 7 section 7.6.31, Member with dependants can choose two-bedroom home

Notes:

1. For Sydney/Holsworthy housing scheme members — this may be the extended Holsworthy location in accordance with section 7.1.16, the posting location is taken to be Sydney.
2. For the Puckapunyal housing trial members — this may be the extended Puckapunyal location in accordance with subsection 7.1.16A, the posting location is taken to be Seymour.

See: Part 1 Division 3

Section 7.1.16, Sydney/Holsworthy housing scheme member
Section 7.1.16A, Puckapunyal housing trial member

- ii. For a Service residence with a market-rent-based classification — it has the classification listed for the member's rank group in the table at section 7.6.13.
 - iii. For a Service residence with an amenity-based classification — it has the classification listed for the member's rank group in the table at section 7.6.16.

See:

Division 3, Market-rent-based classification of a Service residence
Division 4, Amenity-based classification of a Service residence

- iv. It has the number of bedrooms a member and their dependants need to live in. The table shows how this can be worked out.
 - v. In spite of subparagraphs ii and iii, a rent band choice home that the member has accepted under Division 5 is also taken to be a suitable Service residence.

See: Division 5, Rent band choice homes

Note 1: The presence of a member's spouse has no effect on the number of rooms needed. This is because they are taken to share with the member.

Note 2: A child in school year 7 or over has their own bedroom.

Note 3: Children of the same gender with an age difference of four or more years have separate bedrooms.

Note 4: An adult dependant who is not a spouse or partner has a separate bedroom.

Note 5: A member with dependants is eligible for a three-bedroom Service residence even when they only need two bedrooms. See subsection 7.6.28.2.

Item	If the member has...	and the children's ages are...	and their gender is...	then the minimum bedroom requirement is...
1.	one child	any age	any gender	2 bedrooms
2.	two children	in school year 6 or under	the same	2 bedrooms
3.	two children	in school year 7 or over	the same	3 bedrooms
4.	two children	in school year 6 or under	different	3 bedrooms
5.	two children	in school year 7 or over	different	3 bedrooms
6.	an adult dependant who is not a spouse or partner. Example: an elderly parent or a member's live-in carer.	—	—	2 bedrooms

See:

Section 7.6.31, Member with dependants can choose two-bedroom home
Chapter 1 Part 3 Division 2 section 1.3.83, Dependants

Example 1: A member has a spouse, daughters aged 14 and 11, and a son aged 6. The member's father-in-law is a recognised dependant.

The member and spouse share a bedroom.

The elder daughter is in school year 9, and gets her own bedroom.

The younger daughter is in school year 6 and the son is in school year 1. As they are different genders they get a bedroom each. (If the children were the same gender, the five year age difference would also usually mean they get a bedroom each.)

The member's father-in-law gets his own bedroom, as he is an adult dependant but not a spouse or partner.

The member requires a five-bedroom Service residence.

Non-example: A member has a spouse, a 12 year old son and a six year old daughter. The member has a resident child carer. The resident child carer is not considered as a factor when deciding whether a Service residence is suitable. The member is not eligible to a four-bedroom Service residence, a three-bedroom Service residence is considered suitable for the purpose of assessing eligibility for housing assistance.

See:

Part 1 Division 3 section 7.1.14, for the definition of resident child carer
Section 7.6.8, Resident child carer

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.

Example: Factors that the CDF may take into consideration when assessing the suitability of a Service residence might include either of the following.

- a. The member or a dependant has accessibility requirements.
 - b. The member needs to be located close to rehabilitation facilities.
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.

See:

Division 3 section 7.6.13, Rent band for a member's rank group
Division 4 section 7.6.16, Amenity-based classification for a member's rank group

Example 2: In Example 1, the member moves to a posting in a very small town. There are no Service residences with five bedrooms and no homes of that size for rent in the town. The member accepts a four-bedroom Service residence. Two of the children share a room. The Service residence is considered suitable.

7.6.5 Classification of Service residence and rent band choice accommodation

1. Service residences are classified in a number of different ways.
 - a. A market-rent-based classification, which is based on the combination of the minimum housing standard and the market rent for a Service residence.

See: Division 3, Market-rent-based classification of a Service residence
 - b. An amenity-based classification, which is based on the number of functional amenities at a Service residence.

See: Division 4, Amenity-based classification of a Service residence
2. A market-rent-based classification may also be assigned purely on the basis of the market rent for rent band choice accommodation.

See: Division 5, Rent band choice homes

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.

See:

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

Chapter 8 Part 6 section 8.6.12, Special housing needs

Example: A child in a wheelchair may be able to live in a Service residence if ramps are installed and a shower is modified.

Non example: The parents of a hyperactive child may prefer the child not to share a bedroom. However, that does not give rise to an additional bedroom benefit.

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 with a large number of dependants. In this situation, a Service residence may not have enough bedrooms.
2. The member may be given two Service residences to house all their dependants.
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

1. A member may have a resident child carer living with the family.

See: Part 1 Division 3 section 7.1.14, for the definition of resident child carer

2. The member must inform their unit administrator in writing when either of the following occurs.
 - a. A resident child carer moves into their 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.

See:

Division 8 section 7.6.41, Contribution for Service residence or rent band choice home
Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

3. The member's unit administrator must forward the information provided by the member under subsection 2 to the Housing Management Centre Manager at Defence Housing Australia.

Note: The disclosure in this section is necessary to ensure that a member's housing contributions are not increased under section 7.6.41. It also helps to clarify that the person living in the house is not intended by the member to become a dependant.

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

7.6.9 Purpose

This Division sets out how a Service residence is given a market-rent-based classification.

Note: If a Service residence is not classified as a market-rent-based residence, it may be classified under the amenity-based classification.

See: Division 4, Amenity-based classification of a Service residence

7.6.10 Market-rent-based classification

1. If a Service residence meets all the following conditions, then it may be given a market-rent-based classification by Defence Housing Australia.
 - a. The Service residence meets or exceeds the minimum housing standard in section 7.6.12.

See: Section 7.6.12, Minimum standard for a market-rent-based classification
 - b. Rent bands are listed for the Service residence's location in Annex 7.B, or prescribed under subsection 7.6.11.2.

Note: Rent bands may not be set in some small or remote locations. If a Service residence is allocated in the location, rent bands may be set under subsection 7.6.11.2.

See: Annex 7.B, Regional rent bands
 - c. Its market rent falls into one of the rent bands listed for the location it is in.
2. A Service residence classified at amenity group E under section 7.6.17 is taken to hold a rent band of 5. This is for ease of administration and does not reflect an actual rent.

See:
Division 4 section 7.6.17, Group E Service residence – Major General or higher
Division 6, Appointment, tied and assigned residences

7.6.11 Rent bands

1. Rent bands for each location are set out in Annex 7.B.

See: Annex 7.B, Regional rent bands
2. If no rent bands exist for a location, the CDF may assign temporary rent bands for the location for a fixed period.

Note: This mechanism is used to give a rent band to homes in posting locations for which rent bands have not been set in Annex 7.B.

See:
Division 4 section 7.6.15, Amenity-based classification
Annex 7.B, Regional rent band

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

Note: For a Major-General or above, see subsection 7.6.10.2 and section 7.6.17.

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.

See: Division 2 section 7.6.4, Suitable Service residence

3. If a Service residence is not available at the rent band that is listed for the member's rank group in the table in subsection 1, then the member may be allocated a Service residence in one of the following.

- a. A rent band that is one rent band above or below the one listed for the member's rank group in the table in subsection 1.
- b. An amenity group that is one amenity group above or below the one listed for the member's rank group in the table in subsection 7.6.16.1.

See: Division 4 section 7.6.16, Amenity-based classification for a member's rank group

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.

See: Division 7 section 7.6.33, Acceptance or rejection of reasonable offer

Exception:

A member may also choose a Service residence with a classification that is higher or lower than the one they are eligible for in their rank group. This affects the member's contribution and is dealt with in Division 8.

See: Division 8

Section 7.6.45, Member allocated a Service residence above their rank group

Section 7.6.46, Member allocated a Service residence below their rank group

Section 7.6.43, Higher contribution scheme, above rank group

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.

See: Division 8 section 7.6.45, Member allocated a Service residence above their rank group

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.

5. This subsection applies to a member who meets the requirements of section 7.6.55. The member is taken to have been allocated their current Service residence under this section.

See: Division 8 section 7.6.55, Contribution for member formerly in an amenity-based or on-base residence

Division 4: Amenity-based classification of a Service residence

7.6.14 Purpose

This Division sets out how a Service residence is given an amenity-based classification.

Note: A Service residence may also be classified under the market-rent-based classification.

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

7.6.15 Amenity-based classification

1. If a Service residence meets all the following conditions, then it is an amenity-based Service residence.

- a. It has not been given a market-rent-based classification under Division 3.

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

- b. It is placed into one of the classification groups in subsection 2.

- c. It is not on a Defence establishment.

Exceptions:

1. Some Service residences continue to hold an amenity-based classification that they are deemed to hold because of the transition from the previous classification system on 1 July 2007. These are homes that have not been given a market-rent-based classification.

2. A residence in Woomera may be an amenity-based Service residence, despite being on a Defence establishment.

2. The CDF may classify a Service residence as Group 1A, A, B1, B2, C, D or E. In doing so, the CDF must consider the following factors.

- a. The size, standard and number of amenities.

Note: Each residence is unique. The decision-maker would need to balance all the different types of amenity that the residence has.

Example: The residence has no family room, but has a large games room instead.

- b. Upgrades to the Service residence.

- c. Whether the market rent for the Service residence reflects the size, standard and number of amenities, or other factors.

- d. Whether the Service residence can be given a market-rent-based classification in preference to an amenity-based classification.

- e. Any other factor relevant to the amenity of the Service residence.

3. The CDF may change the classification of a Service residence. The CDF must consider all the factors in subsection 2.

See: Division 8 section 7.6.53, Service residence reclassified

4. A Service residence that held a classification assigned under section 7.6.5 before 1 July 2007 is taken to have been given the equivalent classification under subsection 2, until it is reclassified on or after that day.

See: Division 2 section 7.6.5, Classification of Service residence and rent band choice accommodation

7.6.16 Amenity-based classification 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 with the classification that is listed for their rank group. The classification may be called the member's 'amenity group'.

Item	If a member has a rank in this group...	then the member may be allocated a home with this amenity group...
1.	Corporal or lower, including trainees	A or B1
2.	Sergeant Staff Sergeant Second Lieutenant Lieutenant	B1
3.	Warrant Officer Class 2 Warrant Officer Class 1 Captain	B2
4.	Major Lieutenant Colonel	C
5.	Colonel Brigadier	D
6.	Major General or higher	E

2. If a Service residence is not available at the amenity group that is listed for the member's rank group in the table in subsection 1, then the member may be allocated a Service residence in one of the following.
 - a. A rent band that is one rent band above or below the one listed for the member's rank group in the table in subsection 7.6.13.1.
 - b. An amenity group that is one amenity group above or below the one listed for the member's rank group in the table in subsection 1.

Exception:

A member may also choose a Service residence with a classification that is higher or lower than the one they are eligible for in their rank group. This affects the member's contribution and is dealt with in Division 8.

See: Division 8

Section 7.6.45, Member allocated a Service residence above their rank group

Section 7.6.46, Member allocated a Service residence below their rank group

Section 7.6.43, Higher contribution scheme, above rank group

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

See: Division 8 section 7.6.45, Member allocated a Service residence above their rank group

4. A Service residence with an amenity group A must not be allocated to a member at the rank of Lieutenant or Second Lieutenant.

Note: This would not be a reasonable offer. 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.

5. The amenity group 1A is not listed in the table in subsection 1 as it is below the standard suitable for allocation to a rank group. A member is not to be allocated a 1A home but may choose to live in one.

7.6.17 Group E Service residence – Major General or higher

A Service residence that has been classified as an amenity group E Service residence under this Division may also be called a 'rent band 5' Service residence.

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 meets the following conditions.
 - a. It falls outside the minimum standard required for a market-rent-based classification.
See: Division 3, Market rent-based classification of a Service residence
 - b. It is not classified as an amenity-based Service residence.
See: Division 4, Amenity-based classification of a Service residence
 - c. Annex 7.B provides a rent band for its location.
See: Annex 7.B, Regional rent bands
 - d. Its market rent falls into one of the rent bands set for its location.
2. A rent band choice home is classified under the rent band that the home's rent falls into.
See: Division 1 section 7.6.3, Definition of rent range
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.

See: Part 1 of Annex 7.A, Contribution for Service residence — member with dependants

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.

Note: When a particular Service residence is assigned to a specific appointment, members posted to that appointment will be required to occupy that Service residence.

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.

See:

Section 7.6.23, Appointment residences
Section 7.6.24, Tied residences

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.

Related Information: Members may also be granted permission to live in their own home. See Part 2 section 7.2.11, Member required to live in tied or appointment residence.

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.
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.

See: Part 8 Division 4 section 7.8.25, Furniture rental

- 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.

Example: The member owns two microwaves. It is reasonable for the member to take one of them to the Service residence and leave one with their dependants.

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

7.6.28 Member with dependants eligible for a Service residence

1. A member with dependants is eligible for a Service residence at their posting location if they do not own a suitable home at their posting location.

Related information: Part 2 shows how to work out whether a member's own home is suitable for them to live in.

- 1A. A member with dependants, who is taking part in the Puckapunyal housing trial, may be eligible for a surplus Service residence in the extended posting location if they do not own a suitable home in the extended posting location.

See: Part 1 Division 3 section 7.1.16A, Puckapunyal housing trial member

2. A member eligible under subsection 1 is eligible for a three-bedroom Service residence unless one of these situations applies to them.

- a. They choose (under section 7.6.31) to occupy a smaller Service residence with an amenity-based classification.

See: Section 7.6.31, Member with dependants can choose two-bedroom home

- b. They require a larger Service residence to house their dependants.

See: Division 2 section 7.6.4, which sets out the number of bedrooms that a Service residence must have in order to be a suitable Service residence.

- c. They accept the offer of rent band choice accommodation.

3. A member who is not eligible under subsection 1 because they have no dependants 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.

See:

Toll Transitions

Defence Housing Australia

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.

Exceptions: A Service residence is not provided for the dependants in a personal location in any of the following situations.

- a. A member's dependants move from living with the member to a personal location.
See: Chapter 8 Part 3 Division 1 Subsection 8.3.6.7, Member who may be classified as a member with dependants (unaccompanied)
 - 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 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. 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 Service residence in their pre-deployment location.
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.
See: Part 8, Rent allowance
 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 without dependants who is eligible for rent allowance under Part 8 may choose to live in a surplus Service residence.

See: Part 8, Rent allowance

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.

7.6.31 Member with dependants can choose two-bedroom home

1. A member with dependants may choose to accept an offer of a two-bedroom Service residence with an amenity-based classification instead of the three bedroom home for which they are eligible. The choice must be in writing.
2. If the member accepts a two-bedroom Service residence, they have accepted a reasonable offer of a suitable Service residence. This is even if the Service residence has fewer bedrooms than specified in section 7.6.4.

See: Division 2 section 7.6.4, Suitable Service residence

3. A member can choose not to live in a two-bedroom Service residence that is offered to them. The refusal does not count as a rejection of a reasonable offer.
4. The member's contribution for the home is based on its amenity group.

See:

Division 8 section 7.6.41, Contribution for Service residence or rent band choice home
Part 1 of Annex 7.A, Contributions for accommodation

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.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants

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. Defence Housing Australia may offer a member a Service residence. The offer is reasonable if the home meets one of these conditions.
 - a. It is a suitable Service residence under section 7.6.4.
See: Division 2 section 7.6.4, Suitable Service residence
 - b. It is at whichever of the following benefits is relevant.
 - i. For a Service residence with a market-rent-based classification — the rent band listed for the member's rank group in section 7.6.13.
Exceptions: If no Service residence is available in that rent band either of the following offers are taken to be reasonable.
 - a. An offer of a Service residence in the rent band above or below the relevant rent band.
 - b. An offer of a Service residence under subparagraph ii.**Note:** This subparagraph includes those on-base Service residences which are taken to hold a market-rent-based classification.
See: Division 3 section 7.6.13, Rent band for a member's group
 - ii. For a Service residence with an amenity-based classification — the amenity group listed for the member's rank group in section 7.6.16.
Exceptions: If no Service residence is available in that amenity group either of the following offers are taken to be reasonable.
 - a. An offer of a Service residence in the amenity group above or below the relevant amenity group.
 - b. An offer of a Service residence under subparagraph i.**See:** Division 4 section 7.6.16, Amenity-based classification for a member's rank group
 - c. It is an offer of rent band choice accommodation which the member accepts.

2. The following table shows how paragraph 1.b works.

Item	If a member has a rank in this group...	the offer of a Service residence is reasonable if...			
		it has this classification...		or this classification, above or below the member's benefit...	
		rent band	amenity group	rent band	amenity group
1.	Corporal or lower	1	A B1	2	B2
2.	Staff Sergeant Sergeant	1	B1	2	A or B2
3.	Lieutenant Second Lieutenant	1	B1	2	B2
4.	Captain Warrant Officer Class 1 Warrant Officer Class 2	2	B2	1 or 3	B1 or C
5.	Lieutenant Colonel Major	3	C	2 or 4	B2 or D
6	Brigadier Colonel	4	D	3	C

3. If a home at a lower amenity group or 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 at Commonwealth expense 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 benefits. The member would be eligible for another Service residence or rent allowance.

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.

Related information: Pool cleaning, safety and maintenance is the member's responsibility, so they may choose not to take a house that involves this extra work. They might also view the pool as a safety hazard.
 - c. The home and grounds are unsuitable for their pet. However, any pets must meet both these conditions.
 - i. They must be domestic and not owned for business or commercial purposes.
 - ii. They must be able to be kept at the location without breaking any relevant laws or body corporate rules.
 - d. The home has two bedrooms.

See: Section 7.6.31, Member with dependants can choose two-bedroom home
 - e. The home is a rent band choice home and the member does not accept the offer.
 - f. The member is participating in the Puckapunyal housing trial and the home is unsuitable for either of the following reasons.
 - i. For a member's spouse or partner to undertake specific employment or study.
 - ii. For a member's recognised dependant with special needs to access professional services.
3. If a member refuses an offer of a suitable Service residence because it has not been placed into a rent band, that rejection is taken to be rejection of a reasonable offer.

Example: A member is offered a suitable amenity group B2 property. The member cannot reject the Service residence because they want a rent band 2 property.

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.

Example 1: The home's foundations are unstable after an earthquake.

Example 2: A recent accident confines a member to a wheelchair for several months. A two-story home is no longer suitable.

- e. The member has a recognised live-in carer and they need an additional bedroom.

Note: A member whose change is approved under subsection 1 is eligible for a removal at Commonwealth expense.

- 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.
- 2. If owning the pet is not permitted in the Service residence and the member moves to another Service residence for this reason, they will not be eligible for a removal at Commonwealth expense.

Example: The member has signed a tenancy agreement, but they are not sure if they are allowed to keep a pet at the Service residence. They buy a pet without checking with Defence Housing Australia if they are allowed to have a pet in their residence. Their tenancy agreement is breached because it does not allow pets. The member must move to another Service residence, but is not eligible for a removal at Commonwealth expense. If they had sought Defence Housing Australia's consent first, they could have prevented this happening.

7.6.37 Ineligible member can apply for surplus Service residence

- 1. Defence Housing Australia identifies Service residences that it does not need for eligible members.
- 2. A member who is not eligible for a Service residence may apply to Defence Housing Australia to live in a Service residence described in subsection 1.

Exception: A member without dependants who is eligible for rent allowance may choose to live in a surplus Service residence under section 7.6.30. This section does not apply to a member who is covered under section 7.6.30.

See: Section 7.6.30, Member without dependants eligible for a surplus Service residence

- 3. The concept of suitability outlined in section 7.6.4 does not apply to this arrangement.

See: Division 2 section 7.6.4, Suitable Service residence

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 Housing Management Centre 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 in the personal location.

Division 8: Contributions

7.6.40 Overview

1. A contribution is the amount a member must pay toward the cost of their Service residence or rent band choice home. It is paid to the Commonwealth through the member's pay account.
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 can be worked out using this table.

Exception: 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.

See: Annex 7.A, Contributions for Service residence or rent band choice accommodation

Exception: Subsection 7.6.45.2 sets a special transitional contribution rates for some members with the rank of Lieutenant or Second Lieutenant.

See: Section 7.6.45, Member allocated a Service residence above their rank group

Item	If the member is...	and they are...	then their contribution is the amount set out in...
1.	a member with dependants	living in a 2-bedroom Service residence with an amenity-based classification	Annex 7.A, Part 1 Column 5 for their rank group and the amenity group the Service residence is classified in.
		living in a 3 or more bedroom Service residence	Annex 7.A, Part 1 Column 4 for their rank group and the amenity group or rent band the Service residence is classified in.
		living in a Service residence or rent band choice home above the rent band for their rank, by choice, not allocation	Annex 7.A, Part 2 for their rank group and the rent band of the home.
2.	a member without dependants who is approved to occupy a surplus Service residence	living in a 2-bedroom Service residence, but not sharing	Annex 7.A, Part 3 Column 3, for the amenity group the Service residence is classified in.
		living in a 3-bedroom Service residence, but not sharing	Annex 7.A, Part 3, Column 4 for the amenity group or rent band the Service residence is classified in.
		sharing with one other person	Annex 7.A, Part 4 Column 3, for their rank group and living arrangement.
		sharing with two or more people	Annex 7.A, Part 4 Column 4, for their rank group and living arrangement.
3.	a member without dependants in an appointment, tied or assigned residence	not sharing	Annex 7.A Part 3 Column 3 for the amenity group or rent band the Service residence is classified in.
		sharing with one other member	Annex 7.A Part 4 Column 3 for their rank group.
		sharing with two or more members	Annex 7.A Part 4 Column 4 for their rank group.
4.	living at Woomera	in any living arrangement (and not a member with dependants (unaccompanied))	\$200 each fortnight.
5.	a member with dependants (unaccompanied)	living in the gaining location and their dependants are living in a Service residence or a rent band choice home	Item 1 of this table for the Service residence or a rent band choice home occupied by the member's dependants.

Item	If the member is...	and they are...	then their contribution is the amount set out in...
6.	a member with dependants (unaccompanied) on a flexible service determination	living in the gaining location and their dependants are living in a Service residence or a rent band choice home	Both of the following. a. Item 1 of this table for the Service residence or a rent band choice home occupied by the member's dependants. b. Section 7.6.55B, Member with dependants (unaccompanied) on a flexible service determination

See: Annex 7.A, Contributions for Service residence or rent band choice accommodation

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 2, 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 occupying a surplus Service residence is not required to make a contribution to the cost of the home for a period when any of the circumstances in the table apply to the member, from the date described in the 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	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.
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.

See: Division 3 section 7.6.30, Member without dependants eligible for a Service residence

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 or amenity group

1. This section applies to a member who chooses a Service residence or rent band choice home that meets either of the following descriptions.
 - a. A home with a lower rent band than the member is eligible for at their rank group specified in section 7.6.13.
 - b. A home with a lower amenity group than the member is eligible for at their rank group specified in section 7.6.16.

See: Division 3 section 7.6.13, Rent band for a member's rank group

See: Division 4 section 7.6.16, Amenity-based classification for a member's rank group

2. The member must only pay the contribution for the lower rank group listed against the rent band or amenity group of the home, under section 7.6.41 and Annex 7.A.

See: Annex 7.A, Contributions for Service residence or rent band choice accommodation

Exception: The member chose a Service residence before 1 July 2007 with one or more bedrooms above the number that would be suitable under section 7.6.4. The member must pay the contribution for their rank group.

See: Division 2 section 7.6.4, Suitable Service residence

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 or amenity group 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.

See:

Division 3, Market-rent-based classification of a Service residence
Division 4, Amenity-based classification of a Service residence

2. The member must pay the contribution that applies under section 7.6.41 and Annex 7.A.

Exception: A member with the rank of Lieutenant or Second Lieutenant who accepted the offer of a Service residence classified as amenity group B2 or above before 1 July 2007 must pay the contribution that is listed for a Captain with a home classified as rent band 2 or amenity group B2 for the period they hold the home.

Note: This means they continue paying the contribution for the rank group they held before the 1 July changes.

See: Section 7.6.47, Allocation above or below rank group eligibility – fast find table

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 that meets either of the following descriptions.
 - a. A home with a lower rent band than the member is eligible for at their rank group specified under the table in section 7.6.13.
See: Division 3 section 7.6.13, Rent bank for a member's rank group
 - b. A home with a lower amenity group than the member is eligible for at their rank group specified under the table in section 7.6.16.
See: Division 4 section 7.6.16, Amenity-based classification for a member's rank group
2. The member must only pay the contribution for the lower rank group listed against the rent band or amenity group of the home in Annex 7.A.

See: Section 7.6.47, Allocation above or below rank group eligibility – fast find table

Exception: The member was allocated a Service residence before 1 July 2007 with one or more bedrooms above the number that would be suitable under section 7.6.4. The member must pay the contribution for their rank group.

See: Division 2 section 7.6.4, Suitable Service residence

7.6.47 Allocation above or below rank group eligibility – fast find table

The table below shows how a member's contribution is affected by the rules in sections 7.6.45 and 7.6.46.

Item	If the member's rank is...	and they are allocated a Service residence in amenity group or rent band...	because there are no...	then they will pay the contribution for...
1.	Corporal or lower	Group A	Group B1 or Rent Band 1 residences available	Group A.
		Group B2 or Rent Band 2		
2.	Staff Sergeant, Sergeant	Group A	Group B1 or Rent Band 1 residences available	Group A.
		Group B2 or Rent Band 2	Group B1 or Rent Band B1 residences available	a. Group B1. b. Rent Band 1.
3.	Lieutenant, Second Lieutenant	Group B2 or Rent Band 2 residence	Group B1 or Rent Band 1 residences available	a. Group B1. b. Rent Band 1.

Item	If the member's rank is...	and they are allocated a Service residence in amenity group or rent band...	because there are no...	then they will pay the contribution for...
4.	Captain, Warrant Officer Class 1, Warrant Officer Class 2	Group B1 or Rent Band B1 residence	Group B2 or Rent Band 2 residences available	a. Group B1. b. Rent Band 1.
		Group C or Rent band 3 residence	Group B2 or Rent Band 2 residences available	a. Group B2. b. Rent Band 2.
5.	Lieutenant Colonel, Major	Group B2 or Rent Band 2 residence	Group C or Rent Band 3 residences available	a. Group B2. b. Rent Band 2.
		Group D or Rent Band 4 residence	Group C or Rent Band 3 residences available	a. Group C. b. Rent Band 3.
6.	Brigadier, Colonel	Group C or Rent Band 3 residence	Group D or Rent Band 4 residences available	a. Group C. b. Rent Band 3.

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 or 7.6.16.1, both the following arrangements apply.

See:
Division 3 section 7.5.13, Rent band for a member's rank group
Division 4 section 7.5.16, Amenity-based classification for a member's rank group

 - 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 or 7.6.16.1, 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

7.6.51 ...

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 or amenity group of a Service residence under Division 3, 4 or 5 does not apply until the end of any current occupancy agreement.

Note: This means that a change will not affect a member during the life of their tenancy.

Related Information: 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.

See: Chapter 8 Part 3 Division 1 section 8.3.6, Member who may be classified as a member with dependants (unaccompanied)

- c. The other is a member with dependants.

3. However, no contribution is payable by either member under subsection 2, 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.

See: Chapter 5 Part 10, Leave without pay

7.6.55 Contribution for member formerly in an amenity-based or on-base residence

1. This section applies to a member who meets all the following conditions.
 - a. The member's residence was formerly in either of the following categories.
 - i. An amenity-based classification under Division 4.
See: Division 4, Amenity-based classification of a Service residence
 - ii. An on-base classification under the former Defence Determination 2005/15, *Conditions of Service*, Chapter 7 Part 5 Division 5, as at 28 September 2011.
 - b. The member's Service residence is classified as market-based after 29 September 2011.
 - c. The member's contribution for the Service residence under the amenity or on-base system was lower than the member's contribution assessed under the market-based system.
2. The member's contribution for that Service residence is in accordance with the following table.

Item	If, before 29 September 2011, the Service residence was...	the member's contribution...
1.	classified as amenity-based	continues to be sourced from the amenity-based system.
2.	classified as on-base	is based on the rent band determined for the residence under section 7.6.19 as at 28 September 2011.

3. The following statements are provided for the avoidance of doubt.
 - a. The contribution arrangements in subsection 2 are provided for the length of the member's current tenancy.
 - b. The member's contribution is adjusted if the contribution rates in Annex 7.A vary as a result of the annual rent review.
See: Annex 7.A, Contributions for Service residence or rent band choice accommodation
 - c. The member's contribution does not change if the member's accommodation is placed into a different rent band as a result of a regional housing stock review.

See: Division 3 subsection 7.6.13.4, Rent band for a member's rank group. This subsection provides the authority for a member to continue to stay in the Service residence that was allocated under the amenity-based system.

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 to the Commonwealth 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.

See: Division 8 section 7.6.41, Contribution for Service residence or rent band choice home, table item 2.

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 to the Commonwealth 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 to the Commonwealth 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	the member is not required to pay any amount to the Commonwealth.
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	

See: Part 1 Division 3 section 7.1.14, for the definitions of incomplete cycle and member's cycle.

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

7.6.56 No Service residence available

No suitable Service residence may be available for a member who is eligible under section 7.6.28. In this case, the member may be eligible for rent allowance.

See:

Division 7 section 7.6.28, Member with dependants eligible for a Service residence
Part 8, Rent allowance

7.6.57 Member rejects a reasonable offer

1. This section applies to a member who rejects a reasonable offer of a Service residence.
2. This table sets out the process for rejecting a Service residence and getting decisions reviewed.
3. The process can be used before other reviews of administrative decisions.

Note: This includes the redress of grievance review available under Part 7 of the *Defence Regulation 2016*.

Stage	Who	Description
1.	Defence Housing Australia	Makes a reasonable offer of a Service residence to the member.
2.	Member	Views the residence on HomeFind or inspects it in person and considers it unsuitable.
3.	Member	Writes to the Housing Management Centre Manager setting out their reasons for rejecting the home. Note: The member must give reasons in writing to the Housing Management Centre Manager. They must do so by 1700 hours on the first working day after they view the Service residence.
4.	Housing Management Centre Manager	Considers the member's rejection of the home. The Manager may make either of these decisions. a. The offer made to the member was not a reasonable offer. b. The offer made to the member was a reasonable offer.
5.	Housing Management Centre Manager	Notifies the member of the decision in writing. Outcomes: a. For decision 4.a — the process ends. The member goes back on the Service residence waiting list or becomes eligible for rent allowance, if another Service residence is not available. b. For decision 4.b — the process continues from stage 6.

Stage	Who	Description
6.	Defence Housing Australia	Offers the home to the member again. Exception: The house is offered to another member who accepts it within one month of the rejection in stage 3. The member who rejected the house may go back on the Service residence waiting list or get rent allowance. This process then ends.
7.	Member	a. Accepts the offer Outcome: The process ends. b. Rejects the offer again. Outcome: The member is removed from the Service residence waiting list and is not eligible for rent allowance while they remain in this posting location. Temporary accommodation allowance ends under section 7.6.62. Exception: The house is offered to another member who accepts it within one month of the rejection in stage 3. The member who rejected the house may go back on the Service residence waiting list or get rent allowance. c. Rejects the offer again and appeals in writing against the decision under stage 4.b. Stage 8 takes place.
8.	CDF	Considers the member's rejection of the home and notifies the member of their decision in writing. The CDF may make either of these decisions. a. The offer made to the member was not a reasonable offer. Outcome: The member goes back on the Service residence waiting list or becomes eligible for rent allowance, if another Service residence is not available. b. The offer made to the member was a reasonable offer. Outcome: The member's eligibility for a Service residence ends. Temporary accommodation allowance ends under section 7.6.62. Rent allowance ends for this posting.

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.

Note: In some cases, the home that a member purchases will not be suitable. Owning the home will not affect eligibility for a Service residence.

See: Part 2, 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.

See: Part 2 Division 1 section 7.2.7, No housing assistance for member who has a suitable own home

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.

Example: The member applied for a removal well in advance of the uplift date. The removal truck broke down on the day and the removal had to be rescheduled for the next week. The CDF approved a longer period because the member exceeded the seven day limit under paragraph 2.b for reasons beyond their control.

Non-example: The member purchased a suitable home but then delayed asking the approved service provider for a removal. When the member did ask for a removal, the removalist was booked for three weeks in advance and so the removal could not occur within the seven days after settlement. The member would exceed the limit under paragraph 2.b. for reasons within their own control.

7.6.59 Dependants not at the Service residence

1. This section applies if a member's dependants 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 and their dependants move out of the residence.
 - b. Twenty eight days after the day the dependants stop living at the residence.
3. If a member's dependant dies and they become a member without dependants, the member's eligibility for the Service residence 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.

Example: A member becomes a member without dependants because their spouse dies and they have no children.

See: Chapter 6 Part 5 Division 9 section 6.5.75A, Member ceases to be member with dependants – death of dependant

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.

See: Division 7 section 7.6.37, Ineligible member can apply for surplus Service residence

5. The member's marriage or partnership may break down. If this occurs, the CDF may approve the member or dependants 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. This table sets out member contributions if they are approved to continue to live in the Service residence.

Item	If the member is approved under...	then the contribution is...
1.	subsection 2 or 3	their normal contribution for the Service residence.
2.	subsection 4	the contribution for the member's rank group and the rent band or amenity group of the Service residence. See: Division 8 section 7.6.41, Contribution for Service residence or rent band choice home, table item 2
3.	subsection 5	the Defence Housing Australia rent. See: Division 7 section 7.6.37, Ineligible member can apply for a surplus Service residence.

7.6.60 Member dies

1. This section applies if a member dies while they are eligible for a Service residence that they or their dependants live in.
2. The dependants may continue to live in the Service residence and pay the fortnightly contribution that applied to the member. They may do so until the latest of these dates.
 - a. If they continue to live in the home – six months after the day the member died.

Note: In this case Defence Housing Australia must notify the dependants in writing 28 days before they must leave the Service residence.
 - b. A day that the CDF determines is reasonable. The CDF must consider all these facts.
 - i. The dependants' personal circumstances.
 - ii. The dependants' accommodation needs.
 - iii. The availability of other homes in the location.
 - iv. Any other factor relevant to the dependants' continued stay in the home.
3. The dependants must be notified that their contribution payments are to be made fortnightly in advance to the Receiver of Relevant Money.

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 Example: The member is staying in temporary accommodation while they wait for a suitable Service residence or rented home at the new posting location.	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.

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.

See:

Part 5 Division 1 section 7.5.8, Member not eligible

Division 7 section 7.6.33, Acceptance or rejection of a reasonable 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.
See: Division 6 section 7.6.24, Tied residences
 - 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.

Division 10: ...

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.

7.7.2 Contents

This Part includes the following Divisions.

Division 1	Accommodation
Division 2	Offer of accommodation and rent ceilings
Division 3	Contributions

7.7.3 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
Defence Housing Australia decision-maker	Any of the following Defence Housing Australia employees are able to act as decision-makers under this Part. - Team Leader in the Housing Management Centre (HMC) - Housing Management Centre Manager - National Operations – Allocations Manager - Defence Housing Australia Housing Consultant
Rank group	In this Part, a rank group is a group of ranks that includes a member's rank.
Rent ceiling	Has the same meaning and operation as in section 7.8.10. See: Part 8 Division 2 section 7.8.10, Rent ceilings – other members

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.

See: Section 7.7.3, Definitions, for the Defence Housing Australia decision-makers

- 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.

See: Part 8 Division 1, Member eligible for rent allowance

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.

See: Part 8 Division 5 section 7.8.30, Member moves to other suitable accommodation

- 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

See: Subsection 7.7.5.2, Member not eligible

- c. The member ceases continuous full-time service.

See:

Chapter 6 Part 5 Division 6, Removal on ceasing continuous full-time service
Part 8 Division 5 section 7.8.37, Member dies

7.7.7 Members sharing accommodation

1. Members who are eligible for accommodation under this Part may apply to the CDF to share the accommodation.
2. No more than two eligible members may share accommodation provided under this Part.

See: Division 3

Section 7.7.21, How visiting members affect contributions

Section 7.7.22, Contribution when one member leaves a shared home

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.

See: Chapter 6 Part 5 Division 8 section 6.5.72, Member's home not suitable for additional dependants

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.

Examples: The member's spouse moves in. The member becomes a guardian to a child.

- a. If the accommodation is suitable for the member and their dependants the member must do either of the following.
 - i. Apply to the CDF to allow 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.

See: Chapter 6 Part 5 Division 8 section 6.5.72, Member's home not suitable for additional dependants

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.
See: Division 3 subsection 7.7.14.2 table item 3, Contributions for accommodation
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.

See: Chapter 6 Part 5 Division 7
Section 6.5.53, Member with dependants (unaccompanied)
Subsection 6.5.54.1, table item 1, Member without dependants

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.

See: Part 8 Division 6, Advances and repayments

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 Housing Management Centre 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.
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.

See:

Section 7.7.3, Definitions, for the Defence Housing Australia decision-makers
Division 3 section 7.7.14, Contributions for accommodation
Annex 7.E Part 2, Rent ceilings

7.7.13 Rent ceilings

1. The rent ceiling that applies to the member eligible for accommodation under this Part is outlined in the following table.

Item	If the member is...	their fortnightly rent ceiling is...
1.	living alone	the amount for the member's rank and location in Annex 7.E Part 2. See: Annex 7.E Part 2, Rent ceilings
2.	sharing the accommodation with another member	the amount for the member's rank and location in Annex 7.E Part 3. See: Annex 7.E Part 3, Rent ceilings
3.	sharing accommodation with a partner or other dependant under section 7.7.8. See: Division 1 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. See: Division 1 section 7.7.8, Member becomes a member with dependants Annex 7.E Part 1.1 and Part 1.2, Rent ceilings

See:

Part 8 Division 1, Member eligible for rent allowance
Annex 7.G, Example of how the rent ceiling and member's contribution works

2. Conditions for rent ceilings set out under Part 8 Division 2, apply to members in accommodation under this Part.

See: Part 8 Division 2, Rent ceilings

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.

See:

Part 8 Division 1, Member eligible for rent allowance
Annex 7.D, Contributions for rent allowance

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.

See: Section 7.7.12, Accommodation offer

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. See: Annex 7.D Part 2, Contributions for rent allowance
2.	sharing the accommodation with another member	the amount that applies for their rank group in Annex 7.D Part 2 column 3. See: Annex 7.D Part 2, Contributions for rent allowance
3.	sharing accommodation with a partner or other dependant under section 7.7.8. See: Division 1 section 7.7.8	the amount that applies for their rank group in either of the following references 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. See: Division 1 section 7.7.8, Member becomes a member with dependants Annex 7.D Part 1, Contributions for rent allowance
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: 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.

Item	If the member is...	their fortnightly rent contribution is...
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.
See: Annex 7.D Part 2, Contributions for rent allowance
 - b. The difference between the applicable rent ceiling, under subsection 7.7.13.1 and the rent of the home.
Note: This is also known as the additional member contribution.
See: Subsection 7.7.13.1, Rent ceilings

Example: A corporal applies to live alone in member's choice accommodation. He is eligible for rent allowance. The accommodation costs \$400 per fortnight. This is \$100 above his rank group's fortnightly rent ceiling of \$300. The corporal must pay the extra \$100 each fortnight as well as the fortnightly contribution for his rank group of \$150. Each fortnight he must make a \$250 contribution towards his accommodation.

See: Annex 7.G, Example of how the rent ceiling and member's contribution works

Note: The figures used in the example do not correspond with actual figures in the annexes.

See:
Section 7.7.12, Accommodation offer
Annex 7.D, Contributions for rent allowance
Annex 7.E, Rent ceilings

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 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.
 - 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 to the Commonwealth 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 to the Commonwealth 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 to the Commonwealth 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	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 incomplete cycle	for Service reasons or a reason set out in the flexible service determination	the member is not required to pay any amount to the Commonwealth.

See: Part 1 Division 3 section 7.1.14, for the definitions of incomplete cycle and member's cycle.

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 Housing Management Centre 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.

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, 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.

7.7.20 ...

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 Housing Management Centre Manager to obtain approval if the person will be living in their home for longer than four weeks.

See: Division 1 section 7.7.7, Members sharing accommodation

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.

See: Annex 7.D Part 2, Contribution for rent allowance – member without dependants

Part 8: Rent allowance

7.8.1 Overview

This Part sets out the principles for giving rent allowance, who can get it and how to apply for it. It also explains how to work out the member's contribution toward the cost of the rented home.

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 Definitions

This table sets out definitions of terms used in this Part.

Term	Definition in this Part
Contribution	The fortnightly amount the member has to pay toward their rent. It depends on their rank and circumstances. The contribution is the part of the rent that the member must pay for without Commonwealth assistance. See: Annex 7.G, Example of how rent allowance works
Lessor	The person or body who rents or leases property to a member, sometimes called a "landlord".
Number of residents	The number of people living in the home.
Sub-lease rent	The amount of income the member gets as rent for any part of the rental property that is sub-let. Example: Money made by sub-letting a downstairs flat or a spare bedroom to a boarder.

7.8.4 Contents

This Part includes the following Divisions.

Division 1	Member eligible for rent allowance
Division 2	Rent ceilings
Division 3	Contributions
Division 4	How rent allowance is worked out
Division 5	Events that will end or limit benefit
Division 6	Advances and repayments

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.

See:

Part 1 Division 3 section 7.1.17, for the definition of *suitable accommodation*

Part 4 Division 2 section 7.4.8, Member required to live in

Division 4 section 7.8.24, Allowance and contribution for dependant who is also a member

Item	If the member...	they can get rent allowance from...	until...
Member with dependants			
1.	has an own home at their posting location which is only unsuitable under Part 2 Division 3 because it is rented out See: Part 2 Division 1 section 7.2.5 for the definition of suitable own home	the first day of their posting	the day they get vacant possession of their home. See: Part 2 Division 3
2.	does not have a suitable own home in the posting location	the day they or their dependants (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.
Member without dependants or member with dependants (unaccompanied)			
3.	has an own home at their posting location which is only unsuitable under Part 2 Division 3 because it is rented out See: Part 2 Division 1 section 7.2.5 for the definition of suitable own home	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. See: Part 2 Division 3
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.

Item	If the member...	they can get rent allowance from...	until...
Member with dependants (unaccompanied)			
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. b. The member's dependants are approved to move to a personal location before the member's deployment for family support.	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. Related Information: Paragraph 7.8.6.5.b, Member not eligible. This paragraph provides that rent allowance is not paid on the member's return if dependants elect to stay in the personal location.	
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. Related Information: Paragraph 7.8.6.5.b, Member not eligible. This paragraph provides that rent allowance is not paid on the member's return in some circumstances.	

- 1A. A member who is participating in the Puckapunyal housing trial may be eligible for rent allowance under subsection 1 for accommodation in the extended posting location.

Note: If a member has rental accommodation in the extended posting location, and they do not receive rent allowance for the accommodation, see section 7.8.5A.

See: Part 1 Division 3 section 7.1.16A, Puckapunyal housing trial member

2. A member with dependants may continue to get rent allowance if both these conditions are met.
- They or their dependants (if any) reject an offer of a Service residence that is a suitable home from the Defence Housing Australia.
 - 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.

Example: A member lives in a Service residence that becomes unsuitable when they have a baby. The bedroom benefit increases. There is no larger Service residence available within six weeks. The member can get rent allowance to rent a house big enough for their larger family.

See: Part 1 Division 3 section 7.1.17, for the definition of *suitable accommodation*

7.8.5A Puckapunyal housing trial

1. This section applies to a member who meets all of the following conditions.
 - a. The member is posted to the Puckapunyal Military Area.
 - b. The member is participating in the Puckapunyal housing trial under section 7.1.16A.
 - c. The member has rental accommodation within the extended posting location.
 - d. The member is not receiving rent allowance for the accommodation specified under paragraph c.

Note: Members that are already posted to Puckapunyal Military Area that opt in to the trial under subsection 7.1.16A will need to apply for an extended posting location for the purposes of the Puckapunyal housing trial.

2. The member is eligible for rent allowance for the rental accommodation for the following period.
 - a. Commencing on the day that the extension of the posting location is approved by CDF under subsection 1.3.55.3.
 - b. Ending on the earliest of the following.
 - i. The end of the member's posting.
 - ii. The day the member leaves the rental accommodation.

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.

Example 1: The member damaged previous rental accommodation or failed to pay rent.

Example 2: The member failed to notify the Housing Management Centre Manager that they require housing at the posting location.

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 and their dependants 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.

Example: A member has been evicted from their Service residence because they have breached their tenancy agreement.
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.

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 – member with dependants

1. This section applies to a member with dependants. It explains how rent ceilings apply.
2. The rent ceiling that applies to the member is based on the rent for a three-bedroom home. It is set at different rates for each rank group.
3. If a member is eligible for a home with more than three bedrooms, the rent ceiling increases as shown in the table for each extra bedroom.

Note: The increase represents 10 per cent of the three bedroom ceiling that would otherwise apply to the member under Annex 7.E for each extra bedroom.

Item	A member eligible for a home with this many bedrooms...	has their rent ceiling increased to this percentage of the amount that would normally apply for the member's rank group and location...
1.	Four	110%
2.	Five	120%
3.	Six	130%
4.	Seven	140%
5.	Additional bedrooms	Increase by 10% of the base (three bedroom) rate for each room.

See: Annex 7.E, Rent ceilings

Example: A member with a large family is eligible for a five-bedroom home. Annex 7.E shows the member is eligible for a rent ceiling of \$300. This ceiling is increased by 20 per cent for the extra bedrooms. The member's ceiling is \$360.

4. The member may choose in writing to have a two-bedroom rent ceiling apply to them. If they do this, they cannot apply for an increased rent ceiling.

See: Section 7.8.14, Member who cannot apply for increased rent ceiling

Note: This choice may have implications for access to storage at Commonwealth expense. See Chapter 6 Part 5 Division 7 subsection 6.5.52.1, Members with dependants.

5. This table tells where the rent ceiling amounts are set out.

Item	If the member...	then their rent ceiling is the amount set out in...
1.	chooses to have a 3-bedroom rent ceiling apply	Annex 7.E Part 1.1.
2.	chooses to have a 2-bedroom rent ceiling apply	Annex 7.E Part 1.2.
3.	is eligible to live in a home with more than 3 bedrooms	Annex 7.E Part 1.1 section 2.

7.8.9A Rent ceilings – Puckapunyal housing trial

1. This section applies to a member who meets all of the following conditions.
 - a. The member is posted to the Puckapunyal Military Area.
 - b. The member is participating in the Puckapunyal housing trial under section 7.1.16A.
2. The rent ceiling that applies to the member is based on the rent ceiling in Seymour for a three bedroom home, at the rate relevant to the member's rank group.

See: Annex 7.E Part 1.1, Rent ceilings
3. The member is not eligible for an increase in the rent ceiling in the extended posting location unless approved by the CDF under section 7.8.12.

See: Section 7.8.12, CDF may increase rent ceiling

7.8.10 Rent ceilings – other members

1. This section applies to these members.
 - a. A member with dependants (unaccompanied).
 - b. A member without dependants.
2. The rent ceiling for a rented home at the member's posting location is worked out using these criteria.
 - a. The member's rank.
 - b. The number of residents in the home
3. The rent ceiling for a member not sharing is set at 90% of the rent ceiling for a member with dependants. This amount is intended to provide assistance with the rent of a two-bedroom home. It is often called the two-bedroom rent ceiling.

Note: This reflects the smaller home needed by a member without dependants or a member with dependants living away from home.
4. 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.

5. If members of different ranks share, each member gets their share of the ceiling worked out using their own rank group ceiling.

Example: A Corporal shares with a Sergeant. The Corporal gets 50% of their rank group's two-bedroom rent allowance ceiling. The Sergeant gets 50% of their rank group's two-bedroom rent allowance ceiling.

6. This table shows where the rent ceiling amounts are set out.

Item	If the member is...	then their rent ceiling is the amount set out in...
1.	the only resident of the home	Annex 7.E Part 2.
2.	sharing with one other person	Annex 7.E Part 3.
3.	sharing with two other people	Annex 7.E Part 4.
4.	sharing with three other people	Annex 7.E Part 5.
5.	sharing with four or more people	Annex 7.E Part 1 plus 10% of that amount for each extra room. Then divide that total by the number of residents to work out the member's rent ceiling. Example: If there are five people in a five-bedroom house, take the 3-bedroom ceiling and add 10% of that ceiling for each extra room. Then divide by five.
6.	a tenant in a boarding house	Annex 7.E Part 4.
7.	a tenant boarding in a private home	item 2, 3, 4 or 5 (whichever applies).

Example for items 6 and 7: If a member boards in a private home with relatives or friends, the rent assistance is calculated on the number of people living there.

7.8.11 No rent ceiling set for posting location

1. This section applies to a member who lives in a posting location where a rent ceiling has not been determined. The member's rent ceiling is taken to be 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.

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.

Example: An international sporting event has caused a temporary surge in local housing market. Evidence of market rent change could be shown through newspaper advertisements, Real Estate Institute of Australia data and advice from local real estate agents.
 - b. The member's dependants have particular housing needs. The member cannot find a suitable rental home that meets those needs within their rent ceiling.

Example: The member's child has cerebral palsy and needs a home with wheelchair access.

Non-example: A pet is not a dependant. The rent ceiling would not be changed to help accommodate a pet.
 - 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.
 - 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.

Note: Members should contact their Housing Management Centre for information about how to apply.

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 with dependants who chooses in writing to have a two-bedroom rent ceiling.
See: Section 7.8.9, Rent ceilings – member with dependants
 - 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 6 of Part 1 or 2 of Annex 7.E.
Note: The rent ceiling for Major General and above is based on a home of the same standard as a Group E Service residence. The principle is that column 6 rent ceilings are the highest amount of housing assistance available. A member with the rank of Major-General can choose to live in a lower standard of home.
 - d. ...
 - e. ...
2. A member cannot apply for a rent ceiling increase to house a resident child carer or a pet.
See: Part 1 Division 3 section 7.1.14, Definitions for the definition of resident child carer
3. A member without dependants cannot apply for a rent ceiling increase to hire items in the table in subsection 7.8.25.2.
See: Division 4 section 7.8.25, Furniture rental

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.
Example: The decision-maker writes to the member to tell them they have decided to approve their application for an increase. The date of the letter is the date the new rent ceiling applies.
 - b. The day a change to Annex 7.E takes effect.
Example: Annex 7.E can be changed by a new determination under section 58B of the *Defence Act 1903*. The date of effect is stated in the determination.

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.

Example 1: A member finds a rental home for \$500 a fortnight. The rent ceiling for the home is \$460. A ceiling increase to \$500 is approved under section 7.8.12. The following year, the rent ceiling for the location is redetermined at \$520. There is no change to the member's rent allowance, because they are still renting at \$500 a fortnight.

Example 2: A member finds a rental home for \$500 a fortnight. The rent ceiling for the home is \$460. A ceiling increase to \$500 is approved under section 7.8.12. The following year, the general rent ceiling for the location is redetermined at \$490. There is no change to the member's rent allowance, because their individual rent ceiling is still approved at \$500 a fortnight.

Example 3: A member finds a rental home for \$500 a fortnight. The rent ceiling for the home is \$460. A ceiling increase is not approved under section 7.8.12. The member pays the \$40 difference out of their own pocket. The following year, the rent ceiling for the location is redetermined at \$500. The member no longer needs to pay the extra \$40 contribution as their contribution is calculated within the ceiling.

See: Section 7.8.12, CDF may increase rent ceiling

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 and dependants 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 becomes a member without dependants — the day the member becomes a member without dependants.

Related Information: Section 7.8.36, Dependants not at a rented home.

- 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 a rented home the member lives in at the gaining location.

See: Division 8 section 7.8.18B, Member with dependants (unaccompanied) on a flexible service determination
2. The fortnightly rate the member must pay is worked out using this table.

Item	If the member is a...	and they are...	then their rent contribution is the...
1.	member with dependants	using a 2-bedroom rent ceiling	amount set out for their rank group (if it applies) in Annex 7.D Part 1 column 3.
		using a 3-bedroom rent ceiling	amount set out for their rank group (if it applies) in Annex 7.D Part 1 column 4.
2.	member without dependants	not sharing	amount set out for their rank group (if it applies) in Annex 7.D Part 2 column 2.
		sharing with one other person	amount set out for their rank group (if it applies) in Annex 7.D Part 2 column 3.
		sharing with two or more people	amount set out for their rank group (if it applies) in Annex 7.D Part 2 column 4.
3.	boarder	boarding in a commercial establishment	rate for a member sharing with two or more people.
		boarding in a private home	applicable rate for the number of people who are sharing the home. Example: If two other people are sharing the home, then rate for sharing with two other people applies.

3. A member who meets both of the following conditions pays the contribution rate for a member without dependants not sharing under table item 2. of subsection 2.
 - 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.

See: Chapter 1 Part 3 Division 2 section 1.3.85, Dependants recognised by CDF

7.8.17A Puckapunyal housing trial

1. This section applies to a member who meets all of the following conditions.
 - a. The member is posted to the Puckapunyal Military Area.
 - b. The member is participating in the Puckapunyal housing trial under section 7.1.16A.
 - c. The member has rental accommodation within the extended posting location before the extended posting location is approved.
 - d. The member is not receiving rent allowance for the accommodation specified under paragraph c.
2. The fortnightly contribution rate the member must pay is the amount set out for their rank group and circumstances under Annex 7.D Part 1.
 - a. Commencing on the day that the extension of the posting location is approved under subsection 1.3.55.3.
 - b. Ending on the earlier of the following dates.
 - i. At the end of the member's posting.
 - ii. The day the member leaves the rental property.
3. If the member leaves the Puckapunyal housing trial before the end of their posting and elects to move within the Puckapunyal posting location, the member may be eligible for rent allowance for the remainder of the posting.

7.8.18 When rent contribution ceases for a member without dependants

A member without dependants 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 to the Commonwealth 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 to the Commonwealth 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 to the Commonwealth 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.

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

See: Part 1 Division 3 section 7.1.14, for the definitions of incomplete cycle and member's cycle.

Division 4: How rent allowance is worked out

7.8.19 Working out rent allowance

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.

$$\text{the rent} - \text{the contribution provided for the member under Division 3 and Annex 7.D.}$$
3. These tables show how to apply the formula in subsection 2 to different groups of members.

Example table 1: Rent allowance for a member with dependants using a three-bedroom ceiling				
Item	If the member is...	then the least of these amounts...	less their contribution of...	less this amount...
1.	living with dependants only	a. the actual rent. b. the rent ceiling that applies to them. See: Annex 7.E Part 1.1	the amount that applies for their rank group in Annex 7.D Part 1, table column 4	nil.
2.	subletting part of the property to a person who is not their dependant	a. the actual rent. b. the rent ceiling that applies to them. See: Annex 7.E Part 1.1	the amount that applies for their rank group in Annex 7.D Part 1 column 4	the fortnightly amount of sub-lease rent.

Example table 2: Rent allowance for a member with dependants (unaccompanied) and member without dependants			
Item	If the member...	then the least of these amounts...	less their contribution of...
1.	lives alone	a. the actual rent. b. the rent ceiling that applies to them. See: Annex 7.E Part 2	the amount that applies for their rank group in Annex 7.D Part 2 column 2.
2.	is sharing with one other person	a. the actual rent divided by two. b. the rent ceiling that applies to them. See: Annex 7.E Part 3	the amount that applies for their rank group in Annex 7.D Part 2 column 3.
3.	is sharing with two other persons	a. the actual rent divided by three. b. the rent ceiling that applies to them. See: Annex 7.E Part 4	the amount that applies for their rank group in Annex 7.D Part 2 column 4.
4.	lives in a boarding house	a. the actual rent. b. the rent ceiling that applies to them. See: Annex 7.E Part 4	the amount that applies for their rank group in Annex 7.D Part 2 column 4.

Example for table 2, item 2: A Corporal shares with a Sergeant. The rent ceilings that could apply for the home are lower than the actual rent.

The Corporal works out 50% of their rank group's two-bedroom rent allowance ceiling and subtracts the contribution for their rank. This is the Corporal's rent allowance.

The Sergeant works out 50% of their rank group's two-bedroom rent allowance ceiling and subtracts the contribution for their rank. This is the Sergeant's rent allowance.

7.8.20 Shared 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.
2. The fortnightly rate of rent allowance is worked out using the following formula.

(the fortnightly rate of rent ÷ the number of residents) – contribution

3. A visitor to the house 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.

Example: A member shares a house with two other members. They pay \$660 rent in total and \$70 each contribution a fortnight. The member's rent allowance is \$150 a fortnight (that is, $(660 \div 3) - 70$). The member's itinerant adult cousin visits and stays for four weeks. The member's rent allowance is \$95 a fortnight (that is, $(660 \div 4) - 70$).

4. The member must inform the Housing Management Centre 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 Housing Management Centre 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.

See: Section 7.8.23, Home is sublet

7.8.22 Resident child carer

1. A member may have a resident child carer living with the family.

See: Part 1 Division 3 section 7.1.14, for the definition of *resident child carer*
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.

See: Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

3. The member's unit administrator must forward the information provided by the member under subsection 2 to the Housing Management Centre Manager at Defence Housing Australia.

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 Home is sublet

1. This section applies to a member in either of the following situations.
 - a. The member is a member with dependants who sublets part of a home that they get rent allowance for.
 - b. The member meets all of the following conditions.
 - i. The member is a member without dependants 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.

Exception: Where a member ordinarily shares with another person. That member's rent allowance is calculated in accordance with section 7.8.20.

See: Section 7.8.20, Shared home

2. The rate of rent allowance is a fortnightly rate worked out using this formula.

the rent – (contribution + the fortnightly rate of sublease rent)

See: Section 7.8.3 for the definition of *sub-lease rent*

3. The member must inform the Housing Management Centre 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 Chapter 8 Part 3 Division 1 subsection 8.3.6.4.

See: Chapter 8 Part 3 Division 1 section 8.3.6, Member who may be classified as a member with dependants (unaccompanied)
 - c. The other is a member with dependants.

3. However, no contribution is payable by either member under subsection 2, if one of the members occupies a suitable own home.

7.8.25 Furniture rental

1. This section applies to these members.
 - a. A member without dependants.
 - b. 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.

See: Division 2 for rent ceilings

Note: The member's rent ceiling may be increased under paragraph 7.8.12.2.c.

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.

Example: A member who enters a 'rent-to-buy' scheme to get a refrigerator cannot count that cost as rent.
 - 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.

Example: The member owns two microwaves. It is reasonable for the member to take one of them to the rented home and leave one with their dependants.

4. The rules about rent ceiling increases apply to a member this section applies to.

Note: This means that a member without dependants cannot apply for a rent ceiling increase to hire items in the table in subsection 2.

See: Division 2 sections 7.8.12 to 7.8.15.

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.

See: Division 3, Contributions

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.

Example: A member is promoted from Captain to Major and applies to the Defence Housing Australia to have their rent allowance adjusted to the rent allowance ceiling for a Major. They would also pay the contribution for a Major.

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.

See: Annex 7.D, Contributions for rent allowance

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.

See: Division 2, Rent ceilings

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.

See: Division 2 section 7.8.12, CDF may increase rent ceiling

Division 5: Events that will end or limit eligibility

7.8.30 Member moves to other suitable accommodation

1. This table shows when a member's eligibility for rent allowance ends.

Note: In some cases, the home that a member purchases will not be suitable. Owning the home will not affect eligibility for rent allowance.

See: Part 2, Suitable own home

Item	If the member is...	and they get...	then their rent allowance ends on the earliest of these dates...
1.	a member with dependants	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	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	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 4.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.
		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.

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 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.

Related Information: Division 1 subsection 7.8.5.1, table item 7 and 8, Member eligible and period of eligibility. This table gives rent allowance to the dependants of deployed members who move to a personal location.

- 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 Housing Management Centre 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 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.

See: Chapter 6 Part 5 Division 6, Removal on 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 Division 1, Leave without pay.

Related Information: Chapter 5 Part 10 Division 1, 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.

7.8.35 ...

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,	

See: Annex 7.D, Contributions for rent allowance

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 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.

Example: A member becomes a member without dependants because their spouse dies and they have no children.
4. The member may become eligible for rent allowance for that rented home (or another one) as a member without dependants.

See: Division 1 section 7.8.5, Member eligible and period of eligibility

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 live in.
2. If the member's dependants were living in the home, the dependants continue to get rent allowance until the latest of these 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 dependants' personal circumstances.
 - 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, 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.
- Example:** The member's executor pays the member's rent to allow time for the family to collect the member's belongings.
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.

Note: The Housing Centre Manager will contact the dependant, the next of kin or the executor of the estate to arrange continued payment of rent allowance.

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 Housing Management Centre 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 Housing Management Centre 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 Housing Management Centre Manager gets written notice that the member is in the posting location.

7.8.39 Member who fails to respond to audit

1. This section applies to a member who meets both these conditions.
 - a. The member has been asked to provide review information by the Housing Management Centre Manager under section 7.8.38.
 - b. The member does not provide the information within 14 days of receiving the letter.

See: Subsection 7.8.38.4, Rent allowance audit

2. The member's eligibility for rent allowance will cease. The allowance may start again when the information is provided in writing.

Exception 1: If subsection 7.8.38.5 applies to the member.

Exception 2: If the Housing Management Centre Manager is satisfied that the member has reasonable grounds for not responding in the time provided.

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 from the Commonwealth.

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	Notes: 1. The advance must be repaid to the Commonwealth. See: Section 7.8.46, Method of repayment 2. The member may apply for this amount for both a rental bond and rent in advance. 3. The member may apply for less than the full amount. See: Annex 7.E, Rent ceilings
3.	a utility connection deposit	an advance payment of the cost of the deposit. Note: The advance must be repaid to the Commonwealth. See: Section 7.8.46, Method of repayment
4.	Commonwealth, State or Territory stamp duty on the lease	be reimbursed the amount that was paid. Note: This amount is not repayable to the Commonwealth.
5.	fees to a lawyer for preparing a lease	be reimbursed up to \$1,000. Note: This amount is not repayable to the Commonwealth.

Note: Payments under this section are provided on a payday. It may take up to 19 days for the member to be paid the assistance. The timing of the payment will depend on the day within the pay cycle the application is approved.

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.

Note: It makes no difference whether the housemates contribute equally to the bond or if one of them pays the full amount.

Example: A member got each of her three housemates to give her a part of the bond money. They then paid the full amount of the bond. The member asked for an advance for only their share of the bond.

7.8.43 ...

7.8.44 Member to give evidence of payment

1. A member who has been given an advance under this Part must give the Housing Management Centre Manager documents to show that they have used it for the intended purpose.
2. The documents 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 to the Commonwealth.
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 to the Commonwealth.
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 to the Commonwealth 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 from the Commonwealth 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 to the Commonwealth 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*.

See: 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.

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.

Example: The Commonwealth will be able to remove the member's property direct to the new home, avoiding the need to remove it to and from a storage facility.

- d. Rent has been paid to secure the home.

Example: A member is posted to a new location. They are informed that they are eligible for rent allowance. They find a home to rent on a house-hunting trip and sign a lease for the rented home three weeks before the date they are due to arrive in their posting location. They have to do this to secure the new home. They will get rent allowance for those three weeks.

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 to 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.

Example: The rental home has been damaged by fire.

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.

Examples: Advertising or bond inspection costs.

5. This section does not apply if a member buys a home.

Part 9: Meals

7.9.1 Overview

This Part tells when a member can get assistance with meals. The assistance is given in one of two ways.

- a. Meals provided by the Commonwealth in Service messes.
- b. A food allowance for some members to pay for their meals while living out.

See: Chapter 4 Part 5, Meal allowances, for information relating to assistance that may be provided to a member who has to work long hours.

7.9.2 Contents

This Part includes the following Divisions.

Division 1	Contribution for meals
Division 2	Food allowances for certain members who live out

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 Commonwealth expense.

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.

See: Section 7.9.6, Fortnightly meal charges

- b. They are a member with dependants (unaccompanied) who is not receiving food allowance.

See: Part 9 Division 2, Food allowance for certain members who live out

Exception: A member 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.

- d. They are eligible for travelling allowance or meals provided at Commonwealth expense.

Exception: Travelling allowance for part-day travel.

See: Chapter 9 Part 5 Division 3, Travelling allowance

- 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 charge is the rate provided in the following table that corresponds with the member's circumstances and the meal the member eats.

Item	For a member who is...	The casual meal charge for breakfast is... (\$)	The casual meal charge for lunch is... (\$)	The casual meal charge for dinner is... (\$)
1.	not on leave without pay.	5.00	7.50	7.00
2.	on a nonworking period or leave without pay and one of the following apply. a. the member is a Corporal or lower. b. the member is a trainee.	14.00	14.00	25.85
3.	on a nonworking period or leave without pay and one of the following apply. a. the member is a Sergeant or higher. b. the member is an Officer (other than a trainee).	22.60	23.70	43.10
4.	on a nonworking period or leave without pay and the mess does not provide steward service.	14.00	14.00	25.85

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.
- 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 \$195.00.
2. The fortnightly meal charge is reduced by \$13.93 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.

Exceptions:

1. The member is paying the fortnightly meal charge.

See: Section 7.9.6, Fortnightly meal charge rate

2. A member posted to a seagoing submarine who is eligible for submarine food allowance.

See: Section 7.9.12, Eligibility and rate of submarine food allowance for member posted to a seagoing submarine

2. The fortnightly rate of food allowance is \$197.29 a fortnight.

Exception: A member on a flexible service determination.

3. If a member is on a flexible service determination, the rate of food allowance is \$19.73 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 allowance

A member with dependants (unaccompanied) is not eligible for food allowance during any of the following periods.

- a. ...
- b. A period longer than a day during which the member is provided by the Commonwealth, one or more of the following.
 - i. One or more meals.
 - ii. An allowance, other than food allowance under this Division, to purchase meals.
 - iii. An amount to purchase meals.
- c. A period of leave which exceeds one week.

Exception: The member remains in the posting location while on medical absence granted under Chapter 5 Part 3, Medical absence from duty.

- d. A period the member is eligible for temporary accommodation allowance and has not occupied a serviced apartment for more than one week.
- e. A period which the member is on a long-term overseas posting.
- f. ...

Note: This section does not apply to submarine food allowance for member posted to a seagoing submarine.

7.9.12 Eligibility and rate of submarine food allowance for member posted to a seagoing submarine

1. A member is eligible for submarine food allowance if all of the following circumstances apply.
 - a. The member is posted to a sea going submarine.
 - b. The member is categorised as one of the following.
 - i. A member without dependants.
 - ii. A member with dependants (unaccompanied).
 - c. The member is eligible for Rent Allowance or Member Choice Accommodation.
 - d. The member is not receiving food allowance under section 7.9.10.

See: Section 7.9.10, Eligibility and rate of food allowance

2. The fortnightly rate of submarine food allowance for member posted to a seagoing submarine is set out in the following table.

Item	If the member is...	The fortnightly rate is (\$)...
1.	provided with lunch at Commonwealth expense	126.00
2.	any other member	172.00

Related Information: Part 4 Division 6, Members posted to seagoing ships and nuships.

Part 10: Utilities

7.10.1 Purpose

This Part has two purposes.

- a. To set out when a member must contribute to the cost of the water they use.
- b. To set out when and how much a member can be reimbursed for utilities.

7.10.2 Utilities – definition

1. **Utilities** means one of these.
 - a. Water.
 - b. Electricity.
 - c. Gas.
 - d. Garbage and sewage disposal.
2. In areas where a utility is not available to the public, the equivalent private supply is also taken to be a utility.

Example: Where sewerage cannot be connected outside a rural town, a septic system may have to be used instead.

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. 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. 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 described by section 7.10.3 is eligible for the reimbursement of these 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 \$71.32 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.

Example: The home is out of town and not connected to a sewerage system. The member must pay for a person to come and empty the septic tank.
 - 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.

Example 1: A water pipe outside the house wears through and starts to leak at night when the member is sleeping.

Example 2: The member has to hose their house to keep it damp during a bushfire.
3. This section does not apply to an eligible member who lives in one of the Service residences described in section 7.10.8.

7.10.5 Member temporarily away from home

1. A member described in section 7.10.3 is eligible for the reimbursement of utility costs when they are away from their home for up to one month. The member must meet one of these conditions.
 - a. They are away on paid leave or temporary duty.
 - b. They are away because they are in one of these places.
 - i. Hospital.
 - ii. Prison, or detained another way under the *Defence Force Discipline Act 1982*.
 - iii. Living in temporarily for Service reasons.
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.

$$\text{\$20.20} \div \text{the number of members who live in the residence}$$

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 the Commonwealth \$149.04 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 the Commonwealth a contribution of \$48.11 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.

See: Part 4 Division 5 subsection 7.4.32.2, Members who do not pay to live in

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.

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. The member may get a refund of the utility connection deposit from the utility company at the end of their occupancy. In this case, they must immediately repay the Commonwealth any amount the Commonwealth paid them under subsection 1. In all cases, they must repay this amount to the Commonwealth by 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.

Note: It makes no difference whether the housemates contribute equally to the utility connection deposit or if one of them pays the full amount.

See: Section 7.10.10, Assistance with utility connection deposits

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 Housing Management Centre Manager documents to show that they have used it for the intended purpose.

See: Section 7.10.10, Assistance with utility connection deposits

2. The documents must be provided within 14 days of occupying the Service residence.

7.10.13 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 to the Commonwealth.
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 to the Commonwealth.

Annex 7.A: Contributions for Service residence or rent band choice accommodation

See: Part 6 Division 8

Exception: These rates do not apply to members with housing in Woomera. See Part 6 Division 8 subsection 7.6.41.2, Contribution for Service residence or rent band choice home, table item 4.

Part 1: Contribution for a Service residence – member with dependants

	Column 1	Column 2	Column 3	Column 4	Column 5
Item	If the member's rank is...	and their Service residence is classified as...	then they must pay the contribution for...	for a member with dependants that is... \$ a fortnight	and if they choose a two bedroom home with an amenity group, they pay... \$ a fortnight
1	Major or lower	Group 1A	Group 1A	422.14	379.93
2	Lieutenant, Second Lieutenant, Staff Sergeant, Sergeant, Corporal or lower	Group A	Group A	496.72	447.05
		Group B1 or Rent Band 1	Group B1 or Rent Band 1	507.53	456.78
		Group B2 or Rent Band 2	Group B1 or Rent Band 1	507.53	456.78
3	Captain, Warrant Officer Class 1, Warrant Officer Class 2	Group B1 or Rent Band B1	Group B1 or Rent Band 1	507.53	456.78
		Group B2 or Rent Band 2	Group B2 or Rent Band 2	622.64	560.38
		Group C or Rent Band 3	Group B2 or Rent Band 2	622.64	560.38
4	Lieutenant Colonel, Major	Group B2 or Rent Band 2	Group B2 or Rent Band 2	622.64	560.38
		Group C or Rent Band 3	Group C or Rent Band 3	685.58	617.03
		Group D or Rent Band 4	Group C or Rent Band 3	685.58	617.03
5	Brigadier, Colonel	Group C or Rent Band 3	Group C or Rent Band 3	685.58	617.03
		Group D or Rent Band 4	Group D or Rent Band 4	948.92	854.03
		Group E or Rent Band 5	Group E or Rent Band 5	948.92	854.03
6	Major General or higher	Group D or Rent Band 4	Group D or Rent Band 4	948.92	854.03
		Group E or Rent Band 5	Group E or Rent Band 5	1492.64	1343.38

Part 2: Higher contribution scheme – Contribution for a Service residence where a member with dependants chooses a property above their benefit

Item	If a member with dependants has a rank in this group...	their contribution for a rent band above their benefit is...			
		Rent band 1 or Amenity Group B1	Rent band 2 or Amenity Group B2	Rent band 3 or Amenity Group C	Rent band 4 or Amenity Group D
			\$ a fortnight	\$ a fortnight	\$ a fortnight
1.	Lieutenant Second Lieutenant Staff Sergeant Sergeant Corporal or lower	N/A	737.75	863.63	1,390.31
2.	Captain Warrant Officer Class 1 Warrant Officer Class 2	N/A	N/A	748.52	1,275.20
3.	Lieutenant Colonel Major	N/A	N/A	N/A	1,212.26

Part 3: Contribution for member without dependants not sharing

Column 1	Column 2		Column 3	Column 4
Item	Classification of Service residence		Contribution for 2 bedroom Service residence within an amenity group \$ a fortnight	Contribution for any other Service residence or rent band choice home \$ a fortnight
	rent band	group		
1.	5	E	1343.38	1492.64
2.	4	D	854.03	948.92
3.	3	C	617.03	685.58
4.	2	B2	560.38	622.64
5.	1	B1	456.78	507.53
6.	-	A	447.05	496.72
7.	-	1A	379.93	422.14

Part 4: Contribution for member without dependants sharing

Column 1	Column 2	Column 3	Column 4
Item	Rank group	Member sharing with 1 other person \$ a fortnight	Member sharing with 2 or more people \$ a fortnight
1.	Major General or higher	671.69	497.55
2.	Brigadier Colonel	427.02	316.31
3.	Lieutenant Colonel Major	308.52	228.53
4.	Captain Warrant Officer Class 1 Warrant Officer Class 2	280.19	207.55
5.	Lieutenant Second Lieutenant Staff Sergeant Sergeant Corporal or lower	228.39	169.18

Annex 7.B: Regional rent bands

1. The following table prescribes the rent band for a member's rank.

See: Part 6 Division 3 section 7.6.13, Rent band for a member's rank group

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

2. The following tables set out the range of rents for each rent band for principal and regional locations. Specific areas are excluded from some locations by listing them in an exception. This excludes them from that rent band.
3. If a Defence establishment is not listed, the rates listed for the surrounding community should be used.

AUSTRALIAN CAPITAL TERRITORY

Canberra ACT/ Queanbeyan, NSW

Exceptions: RMC Duntroon and Academy Close, Campbell

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	1,150.00
2	1,150.01	1,210.00
3	1,210.01	1,380.00
4	1,380.01	1,920.00

RMC Duntroon, ACT (including Academy Close, Campbell)

Rent band	Rent \$ a fortnight	
	from...	to...
1	674.00	1,000.00
2	1,000.01	1,200.00
3	1,200.01	3,200.00
4	3,200.01	3,600.00
5	3,600.01	4,000.00

NEW SOUTH WALES

Principal posting locations

Albury, NSW / Wodonga, Vic

Rent band	Rent \$ a fortnight	
	from...	to...
1	680.00	830.00
2	830.01	880.00
3	880.01	1,000.00
4	1,000.01	1,060.00

Glenbrook, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	878.00	1,060.00
2	1,060.01	1,238.00
3	1,238.01	1,510.00
4	1,510.01	1,590.00

Liverpool, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	900.00	1280.00
2	1280.01	1420.00
3	1420.01	1640.00
4	1640.01	1720.00

Newcastle / Raymond Terrace, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	990.00
2	990.01	1,130.00
3	1,130.01	1,420.00
4	1,420.01	1,650.00

Nowra, NSW**Exception:** HMAS Albatross

Rent band	Rent \$ a fortnight	
		to...
1	760.00	940.00
2	940.01	980.00
3	980.01	1,160.00
4	1,160.01	1,230.00

Richmond, NSW**Exception:** RAAF Richmond

Rent band	Rent \$ a fortnight	
	from...	to...
1	720.00	1,320.00
2	1,320.01	1,380.00
3	1,380.01	1,700.00
4	1,700.01	1,800.00

Singleton, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	900.00
2	900.01	970.00
3	970.01	1,050.00
4	1,050.01	1,100.00

Sydney, NSW**Exceptions:** Glenbrook, Liverpool, HMAS Watson, RAAF Richmond, and Richmond

Rent band	Rent \$ a fortnight	
	from...	to...
1	840.00	1,648.00
2	1,648.01	1,950.00
3	1,950.01	2,520.00
4	2,520.01	2,670.00

Wagga Wagga, NSW**Exception:** Blamey Barracks Kapooka

Rent band	Rent \$ a fortnight	
	from...	to...
1	640.00	910.00
2	910.01	960.00
3	960.01	1,090.00
4	1,090.01	1,258.00

Regional posting locations**Armidale, NSW**

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	1,000.00

Bathurst, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	800.00
2	800.01	900.00

Blamey Barracks Kapooka, NSW (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	500.00
2	500.01	700.00
3	700.01	900.00
4	900.01	1,240.00

Evans Head, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	1,150.00
2	1,150.01	1,200.00

HMAS Watson, NSW (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,400.00	1,580.00
2	1,580.01	2,400.00
3	2,400.01	2,600.00
4	2,600.01	2,800.00

Orange, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	820.00
2	820.01	900.00

RAAF Richmond, NSW (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	678.00
2	678.01	780.00
3	780.01	1,000.00
4	1,000.01	1,200.00

Broken Hill, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	1,000.00

HMAS Albatross, NSW (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	440.00	540.00
2	540.01	560.00
3	560.01	640.00
4	640.01	800.00

Lismore / Goonellabah / Junction Hill / Wollongbar, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	760.00	1,000.00
2	1,000.01	1,200.00

Port Macquarie / Old Bar / Taree, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	900.00
2	900.01	1,100.00
3	1,100.01	1,200.00
4	1,200.01	1,300.00

Tamworth, NSW

Rent band	Rent \$ a fortnight	
	from...	to...
1	680.00	770.00
2	770.01	900.00
3	900.01	1,000.00
4	1,000.01	1,120.00

**Wollongong / Tarrawanna / Woonona,
NSW**

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	1,280.00
2	1,280.01	1,340.00
3	1,340.01	1,400.00

NORTHERN TERRITORY

Principal posting locations

Alice Springs, NT

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,100.00	1,200.00
2	1,200.01	1,360.00
3	1,360.01	1,460.00
4	1,460.01	1,732.00

Katherine, NT

Exception: RAAF Base Tindal

Rent band	Rent \$ a fortnight	
	from...	to...
1	860.00	1,500.00
2	1,500.01	1,560.00
3	1,560.01	1,620.00
4	1,620.01	1,680.00

Regional posting locations

**Larrakeyah Barracks / Defence
Establishment Berrimah / RAAF Base
Darwin, NT (on-base housing)**

Rent band	Rent \$ a fortnight	
	from...	to...
1	760.00	1,040.00
2	1,040.01	1,200.00
3	1,200.01	1,400.00
4	1,400.01	1,750.00

**RAAF Base Tindal, NT (on-base
housing)**

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	900.00

Darwin, NT

Exceptions: Larrakeyah Barracks, Defence
Establishment Berrimah and RAAF Base
Darwin

Rent band	Rent \$ a fortnight	
	from...	to...
1	760.00	1,338.00
2	1,338.01	1,418.00
3	1,418.01	1,698.00
4	1,698.01	1,928.00

Nhulunbuy, NT

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	1,300.00
2	1,300.01	1,600.00

QUEENSLAND

Principal posting locations

Brisbane, Qld

Exception: Ipswich

Rent band	Rent \$ a fortnight	
	from...	to...
1	750.00	1,130.00
2	1,130.01	1,238.00
3	1,238.01	1,450.00
4	1,450.01	1,618.00

Cairns, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	704.00	940.00
2	940.01	1,000.00
3	1,000.01	1,090.00
4	1,090.01	1,200.00

Gold Coast, Qld

Exception: Kokoda Barracks Canungra

Rent band	Rent \$ a fortnight	
	from...	to...
1	860.00	990.00
2	990.01	1,040.00
3	1,040.01	1,200.00
4	1,200.01	1,280.00

Ipswich, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	630.00	880.00
2	880.01	980.00
3	980.01	1,138.00
4	1,138.01	1,352.00

Toowoomba / Oakey, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	580.00	850.00
2	850.01	920.00
3	920.01	1,080.00
4	1,080.01	1,164.00

Townsville, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	560.00	800.00
2	800.01	880.00
3	880.01	1,130.00
4	1,130.01	1,160.00

Regional posting locations

Kokoda Barracks Canungra, Qld (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	530.00	680.00
2	680.01	700.00
3	700.01	740.00
4	740.01	1,000.00

Mount Isa, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	1,300.00

Thursday Island, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	3,000.00

Tully / Mission Beach / Cowley Beach / Rockhampton, Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	1,000.00

Weipa / RAAF Base Scherger (on-base housing), Qld

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,300.00	1,500.00
2	1,500.01	1,600.00
3	1,600.01	1,900.00

SOUTH AUSTRALIA

Principal posting location

Adelaide, SA

Rent band	Rent \$ a fortnight	
	from...	to...
1	590.00	910.00
2	910.01	1,020.00
3	1,020.01	1,130.00
4	1,130.01	1,430.00

Regional posting locations

**Port Augusta / Port Lincoln /
Port Wakefield, SA**

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	1,000.00

TASMANIA

Principal posting location

Hobart, Tas

Exception: Anglesea Barracks

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	880.00
2	880.01	1,020.00
3	1,020.01	1,120.00
4	1,120.01	1,170.00

Regional posting locations

Anglesea Barracks, Tas (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	510.00	702.00
2	702.01	1,000.00
3	1,000.01	1,200.00
4	1,200.01	2,000.00

Launceston / Devonport, Tas

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	900.00
2	900.01	1,000.00
3	1,000.01	1,100.00

VICTORIA

Principal posting locations

Frankston/Mornington, Vic

Exception: HMAS Cerberus

Rent band	Rent \$ a fortnight	
	from...	to...
1	700.00	950.00
2	950.01	1,080.00
3	1,080.01	1,140.00
4	1,140.01	1,240.00

Sale, Vic

Exception: RAAF Base East Sale

Rent band	Rent \$ a fortnight	
	from...	to...
1	630.00	740.00
2	740.01	798.00
3	798.01	908.00
4	908.01	1,000.00

Melbourne, Vic

Rent band	Rent \$ a fortnight	
	from...	to...
1	660.00	970.00
2	970.01	1,080.00
3	1,080.01	1,500.00
4	1,500.01	1,940.00

Seymour, Vic

Exception: Puckapunyal Military Area

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	740.00
2	740.01	820.00
3	820.01	1,250.00
4	1,250.01	1,340.00

Regional posting locations

Ballarat / Delecombe / Alfredton, Vic

Rent band	Rent \$ a fortnight	
	from...	to...
1	500.00	600.00
2	600.01	800.00
3	800.01	900.00
4	900.01	1,000.00

HMAS Cerberus, Vic (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	550.00
2	550.01	600.00
3	600.01	680.00
4	680.01	800.00

Mildura, Vic

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	800.00

Puckapunyal Military Area, Vic (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	520.00
2	520.01	560.00
3	560.01	590.00
4	590.01	800.00

Queenscliff / Leopold / Ocean Grove /Point Lonsdale, Vic

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	800.00
2	800.01	900.00
3	900.01	1,000.00
4	1,000.01	1,200.00

RAAF Base East Sale, Vic (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
4	600.00	800.00

RAAF Base Williams, Vic (on-base housing)

Rent band	Rent \$ a fortnight	
	from...	to...
1	400.00	500.00
2	500.01	540.00
3	540.01	640.00
4	640.01	800.00

WESTERN AUSTRALIA

Principal posting locations

Geraldton, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	560.00	638.00
2	638.01	840.00
3	840.01	1,082.00
4	1,082.01	1,160.00

Pearce, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	620.00	798.00
2	798.01	900.00
3	900.01	1,160.00
4	1,160.01	1,300.00

Perth, WA

Exception: Pearce

Rent band	Rent \$ a fortnight	
	from...	to...
1	640.00	1,200.00
2	1,200.01	1,298.00
3	1,298.01	1,600.00
4	1,600.01	1,720.00

Rockingham, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	760.00
2	760.01	858.00
3	858.01	1,050.00
4	1,050.01	1,150.00

Regional posting locations

Broome / RAAF Curtin (on-base housing), WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,100.00	1,300.00
2	1,300.01	1,400.00
3	1,400.01	1,500.00

Carnarvon, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	800.00	1,200.00
2	1,200.01	1,400.00

Exmouth / Learmonth, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	600.00	1,300.00

Karratha, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	960.00	1400.00
2	1400.01	1600.00
3	1600.01	1820.00

Kununurra, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	4,000.00

Newman / Tom Price

Rent band	Rent \$ a fortnight	
	from...	to...
1	760.00	1,000.00
2	1,000.01	1,200.00

Port Hedland, WA

Rent band	Rent \$ a fortnight	
	from...	to...
1	1,000.00	1,600.00
2	1,600.01	2,000.00
3	2,000.01	2,600.00

Annex 7.C: ...

Annex 7.D: Contributions for rent allowance

Part 1: Contribution for rent allowance – member with dependants

Column 1	Column 2	Column 3	Column 4
Item	Rank group	Contribution for a residence with 2 bedrooms or less \$ a fortnight	Contribution for a residence with 3 or more bedrooms \$ a fortnight
1.	Major General or higher	1,343.38	1,492.64
2.	Brigadier, Colonel	854.03	948.92
3.	Lieutenant Colonel, Major	617.03	685.58
4.	Captain, Warrant Officer Class 1, Warrant Officer Class 2	560.38	622.64
5.	Lieutenant, Second Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	456.78	507.53

Part 2: Contribution for rent allowance – member without dependants

Column 1	Column 2	Column 3	Column 4
Description of member	Member not sharing \$ a fortnight	Member sharing with 1 other person \$ a fortnight	Member sharing with 2 or more persons \$ a fortnight
Major General or higher	1,343.38	671.69	497.55
Brigadier, Colonel	854.03	427.02	316.31
Lieutenant Colonel, Major	617.03	308.52	228.53
Captain, Warrant Officer Class 1, Warrant Officer Class 2	560.38	280.19	207.55
Lieutenant, Second Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	456.78	228.39	169.18

Annex 7.E: Rent ceilings

See: Part 8 Division 2

Part 1.1 Rent ceiling for member with dependants – 3 or more bedrooms

1. If the member chooses to have a three bedroom rent ceiling apply, the rates for their rank group in this table apply to them.
2. If a member has a bedroom benefit of four or more bedrooms, their rent ceiling in the table is increased by 10% for each additional bedroom over three bedrooms.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	1,060	1,182	1,296	1,652	3,057
Adelaide	846	966	1,076	1,282	
Albury/ Wodonga	800	856	942	1,032	
Alice Springs	1,180	1,282	1,412	1,598	
Armidale	920				
Ballarat / Delecombe / Alfredton	580	702	852	952	
Bathurst	760	852			
Brisbane	1,054	1,186	1,346	1,536	
Broken Hill	880				
Broome	1,260	1,352	1,452		
Cairns	894	972	1,046	1,146	
Canarvon	1,120	1,302			
Darwin	1,224	1,380	1,560	1,814	
Evans Head	1,120	1,176			
Exmouth/ Learmonth	1,160				
Frankston/ Mornington	900	1,016	1,112	1,192	
Geraldton	624	740	962	1,122	
Glenbrook	1,024	1,150	1,376	1,552	
Gold Coast	964	1,016	1,122	1,242	
Hobart	844	952	1,072	1,146	
Ipswich	830	932	1,060	1,246	
Katherine	1,372	1,532	1,592	1,652	
Karratha	1,312	1,502	1,712		
Kununurra	3,400				

Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
Launceston / Devonport	840	952	1,052		
Lismore / Goonellabah / Junction Hill / Wollongbar	952	1,102			
Liverpool	1,204	1,352	1,532	1,682	
Melbourne	908	1,026	1,292	1,722	3,186
Mildura	720				
Mount Isa	1,160				
Newcastle/ Raymond Terrace	932	1,062	1,276	1,536	
Newman / Tom Price	952	1,102			
Nhulunbuy	1,240	1,452			
Nowra	904	962	1,072	1,196	
Orange	796	862			
Pearce	764	850	1,032	1,232	
Perth	1,088	1,250	1,450	1,662	
Port Augusta / Port Lincoln / Port Wakefield	920				
Port Hedland	1,480	1,802	2,302		
Port Macquarie / Old Bar / Taree	840	1,002	1,152	1,252	
Queenscliff	760	852	952	1,102	
Richmond	1,200	1,352	1,542	1,752	
Rockhampton	920				
Rockingham	728	810	956	1,102	
Sale	718	770	854	956	
Seymour	712	782	1,036	1,296	
Singleton	860	936	1,012	1,076	
Sydney	1,488	1,800	2,236	2,596	4,804
Tamworth	752	836	952	1,062	
Thursday Island	2,600				
Toowoomba/ Oakey	796	886	1,002	1,124	
Townsville	752	842	1,006	1,146	
Wagga Wagga	856	936	1,026	1,176	
Weipa	1,460	1,552	1,752		
Wollongong	1,224	1,312	1,372		

Part 1.2 Member with dependants who chooses a two bedroom rent ceiling

If a member chooses to have a two bedroom rent ceiling apply, the rent ceiling that applies (in Part 1) is reduced by 10%.

Notes:

1. The effect of this is to apply the rates set out in the following table to the member.
2. A choice to have a two bedroom ceiling apply may have implications for access to storage at Commonwealth expense. See Chapter 6 Part 5 Division 7 subsection 6.6.52.1, Members with dependants.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	954	1,064	1,166	1,487	2,751
Adelaide	761	869	968	1,154	
Albury/ Wodonga	720	770	848	929	
Alice Springs	1,062	1,154	1,271	1,438	
Armidale	828				
Ballarat / Delecombe / Alfredton	522	632	767	857	
Bathurst	684	767			
Brisbane	949	1,067	1,211	1,382	
Broken Hill	792				
Broome	1,134	1,217	1,307		
Cairns	805	875	941	1,031	
Canarvon	1,008	1,172			
Darwin	1,102	1,242	1,404	1,633	
Evans Head	1,008	1,058			
Exmouth/ Learmonth	1,044				
Frankston/ Mornington	810	914	1,001	1,073	
Geraldton	562	666	866	1,010	
Glenbrook	922	1,035	1,238	1,397	
Gold Coast	868	914	1,010	1,118	
Hobart	760	857	965	1,031	
Ipswich	747	839	954	1,121	
Katherine	1,235	1,379	1,433	1,487	
Karratha	1,181	1,352	1,541		
Kununurra	3,060				

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
Launceston / Devonport	756	857	947		
Lismore / Goonellabah / Junction Hill / Wollongbar	857	992			
	\$ a fortnight				
Liverpool	1,084	1,217	1,379	1,514	
Melbourne	817	923	1,163	1,550	2,868
Mildura	648				
Mount Isa	1,044				
Newcastle/ Raymond Terrace	839	956	1,148	1,382	
Newman / Tom Price	857	992			
Nhulunbuy	1,116	1,307			
Nowra	814	866	965	1,076	
Orange	716	776			
Pearce	688	765	929	1,109	
Perth	979	1,125	1,305	1,496	
Port Augusta / Port Lincoln / Port Wakefield	828				
Port Hedland	1,332	1622	2,072		
Port Macquarie / Old Bar / Taree	756	902	1,037	1,127	
Queenscliff	684	767	857	992	
Richmond	1,080	1,217	1,388	1,577	
Rockhampton	828				
Rockingham	655	729	860	992	
Sale	646	693	769	860	
Seymour	641	704	932	1,166	
Singleton	774	842	911	968	
Sydney	1,339	1,620	2,012	2,336	4,323
Tamworth	677	752	857	956	
Thursday Island	2,340				
Toowoomba/ Oakey	716	797	902	1,012	
Townsville	677	758	905	1,031	
Wagga Wagga	770	842	923	1,058	
Weipa	1,314	1,397	1,577		
Wollongong	1,102	1,181	1,235		

Part 2 Member without dependants or member with dependants (unaccompanied) who lives alone

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	954	1,064	1,166	1,487	2,751
Adelaide	761	869	968	1,154	
Albury/ Wodonga	720	770	848	929	
Alice Springs	1,062	1,154	1,271	1,438	
Armidale	828				
Ballarat / Delecombe / Alfredton	522	632	767	857	
Bathurst	684	767			
Brisbane	949	1,067	1,211	1,382	
Broken Hill	792				
Broome	1,134	1,217	1,307		
Cairns	805	875	941	1,031	
Canarvon	1,008	1,172			
Darwin	1,102	1,242	1,404	1,633	
Evans Head	1,008	1,058			
Exmouth/ Learmonth	1,044				
Frankston/ Mornington	810	914	1,001	1,073	
Geraldton	562	666	866	1,010	
Glenbrook	922	1,035	1,238	1,397	
Gold Coast	868	914	1,010	1,118	
Hobart	760	857	965	1,031	
Ipswich	747	839	954	1,121	
Katherine	1,235	1,379	1,433	1,487	
Karratha	1,181	1,352	1,541		
Kununurra	3,060				
Launceston / Devonport	756	857	947		
Lismore / Goonellabah / Junction Hill / Wollongbar	857	992			

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
Liverpool	1,084	1,217	1,379	1,514	
Melbourne	817	923	1,163	1,550	2,868
Mildura	648				
Mount Isa	1,044				
Newcastle/ Raymond Terrace	839	956	1,148	1,382	
Newman / Tom Price	857	992			
Nhulunbuy	1,116	1,307			
Nowra	814	866	965	1,076	
Orange	716	776			
Pearce	688	765	929	1,109	
Perth	979	1,125	1,305	1,496	
Port Augusta / Port Lincoln / Port Wakefield	828				
Port Hedland	1,332	1,622	2,072		
Port Macquarie / Old Bar / Taree	756	902	1,037	1,127	
Queenscliff	684	767	857	992	
Richmond	1,080	1,217	1,388	1,577	
Rockhampton	828				
Rockingham	655	729	860	992	
Sale	646	693	769	860	
Seymour	641	704	932	1,166	
Singleton	774	842	911	968	
Sydney	1,339	1,620	2,012	2,336	4,323
Tamworth	677	752	857	956	
Thursday Island	2,340				
Toowoomba/ Oakey	716	797	902	1,012	
Townsville	677	758	905	1,031	
Wagga Wagga	770	842	923	1,058	
Weipa	1,314	1,397	1,577		
Wollongong	1,102	1,181	1,235		

Part 3 Member without dependants or member with dependants (unaccompanied) who shares with one other person

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	477	532	583	743	
Adelaide	381	435	484	577	
Albury/ Wodonga	360	385	424	464	
Alice Springs	531	577	635	719	
Armidale	414				
Ballarat / Delecombe / Alfredton	261	316	383	428	
Bathurst	342	383			
Brisbane	474	534	606	691	
Broken Hill	396				
Broome	567	608	653		
Cairns	402	437	471	516	
Canarvon	504	586			
Darwin	551	621	702	816	
Evans Head	504	529			
Exmouth/ Learmonth	522				
Frankston/ Mornington	405	457	500	536	
Geraldton	281	333	433	505	
Glenbrook	461	518	619	698	
Gold Coast	434	457	505	559	
Hobart	380	428	482	516	
Ipswich	374	419	477	561	
Katherine	617	689	716	743	
Karratha	590	676	770		
Kununurra	1,530				
Launceston / Devonport	378	428	473		
Lismore / Goonellabah / Junction Hill / Wollongbar	428	496			

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
Liverpool	542	608	689	757	
Melbourne	409	462	581	775	
Mildura	324				
Mount Isa	522				
Newcastle/ Raymond Terrace	419	478	574	691	
Newman / Tom Price	428	496			
Nhulunbuy	558	653			
Nowra	407	433	482	538	
Orange	358	388			
Pearce	344	383	464	554	
Perth	490	563	653	748	
Port Augusta / Port Lincoln / Port Wakefield	414				
Port Hedland	666	811	1,036		
Port Macquarie / Old Bar / Taree	378	451	518	563	
Queenscliff	342	383	428	496	
Richmond	540	608	694	788	
Rockhampton	414				
Rockingham	328	365	430	496	
Sale	323	347	384	430	
Seymour	320	352	466	583	
Singleton	387	421	455	484	
Sydney	670	810	1,006	1,168	
Tamworth	338	376	428	478	
Thursday Island	1,170				
Toowoomba/ Oakey	358	399	451	506	
Townsville	338	379	453	516	
Wagga Wagga	385	421	462	529	
Weipa	657	698	788		
Wollongong	551	590	617		

Part 4 Member without dependants or member with dependants (unaccompanied) who is sharing with two other persons

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	353	394	432	551	
Adelaide	282	322	359	427	
Albury/ Wodonga	267	285	314	344	
Alice Springs	393	427	471	533	
Armidale	307				
Ballarat / Delecombe / Alfredton	193	234	284	317	
Bathurst	253	284			
Brisbane	351	395	449	512	
Broken Hill	293				
Broome	420	451	484		
Cairns	298	324	349	382	
Canarvon	373	434			
Darwin	408	460	520	605	
Evans Head	373	392			
Exmouth/ Learmonth	387				
Frankston/ Mornington	300	339	371	397	
Geraldton	208	247	321	374	
Glenbrook	341	383	459	517	
Gold Coast	321	339	374	414	
Hobart	281	317	357	382	
Ipswich	277	311	353	415	
Katherine	457	511	531	551	
Karratha	437	501	571		
Kununurra	1,133				
Launceston / Devonport	280	317	351		
Lismore / Goonellabah / Junction Hill / Wollongbar	317	367			

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
Liverpool	401	451	511	561	
Melbourne	303	342	431	574	
Mildura	240				
Mount Isa	387				
Newcastle/ Raymond Terrace	311	354	425	512	
Newman / Tom Price	317	367			
Nhulunbuy	413	484			
Nowra	301	321	357	399	
Orange	265	287			
Pearce	255	283	344	411	
Perth	363	417	483	554	
Port Augusta / Port Lincoln / Port Wakefield	307				
Port Hedland	493	601	767		
Port Macquarie / Old Bar / Taree	280	334	384	417	
Queenscliff	253	284	317	367	
Richmond	400	451	514	584	
Rockhampton	307				
Rockingham	243	270	319	367	
Sale	239	257	285	319	
Seymour	237	261	345	432	
Singleton	287	312	337	359	
Sydney	496	600	745	865	
Tamworth	251	279	317	354	
Thursday Island	867				
Toowoomba/ Oakey	265	295	334	375	
Townsville	251	281	335	382	
Wagga Wagga	285	312	342	392	
Weipa	487	517	584		
Wollongong	408	437	457		

Part 5 Member without dependants or member with dependants (unaccompanied) who is sharing with three other persons

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
ACT/ Queanbeyan	292	325	356	454	
Adelaide	233	266	296	353	
Albury/ Wodonga	220	235	259	284	
Alice Springs	325	353	388	439	
Armidale	253				
Ballarat / Delecombe / Alfredton	160	193	234	262	
Bathurst	209	234			
Brisbane	290	326	370	422	
Broken Hill	242				
Broome	347	372	399		
Cairns	246	267	288	315	
Canarvon	308	358			
Darwin	337	380	429	499	
Evans Head	308	323			
Exmouth/ Learmonth	319				
Frankston/ Mornington	248	279	306	328	
Geraldton	172	204	265	309	
Glenbrook	282	316	378	427	
Gold Coast	265	279	309	342	
Hobart	232	262	295	315	
Ipswich	228	256	292	343	
Katherine	377	421	438	454	
Karratha	361	413	471		
Kununurra	935				
Launceston / Devonport	231	262	289		
Lismore / Goonellabah / Junction Hill / Wollongbar	262	303			

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Location	Lieutenant, 2nd Lieutenant, Staff Sergeant, Sergeant, Corporal or lower, trainee	Warrant Officer Class 1 and 2, Captain	Major, Lieutenant Colonel	Colonel, Brigadier	Major General or higher
	\$ a fortnight				
Liverpool	331	372	421	463	
Melbourne	250	282	355	474	
Mildura	198				
Mount Isa	319				
Newcastle/ Raymond Terrace	256	292	351	422	
Newman / Tom Price	262	303			
Nhulunbuy	341	399			
Nowra	249	265	295	329	
Orange	219	237			
Pearce	210	234	284	339	
Perth	299	344	399	457	
Port Augusta / Port Lincoln / Port Wakefield	253				
Port Hedland	407	496	633		
Port Macquarie / Old Bar / Taree	231	276	317	344	
Queenscliff	209	234	262	303	
Richmond	330	372	424	482	
Rockhampton	253				
Rockingham	200	223	263	303	
Sale	197	212	235	263	
Seymour	196	215	285	356	
Singleton	237	257	278	296	
Sydney	409	495	615	714	
Tamworth	207	230	262	292	
Thursday Island	715				
Toowoomba/ Oakey	219	244	276	309	
Townsville	207	232	277	315	
Wagga Wagga	235	257	282	323	
Weipa	402	427	482		
Wollongong	337	361	377		

Annex 7.F: Contributions for food – temporary accommodation allowance

See: Part 5 Division 5 section 7.5.29

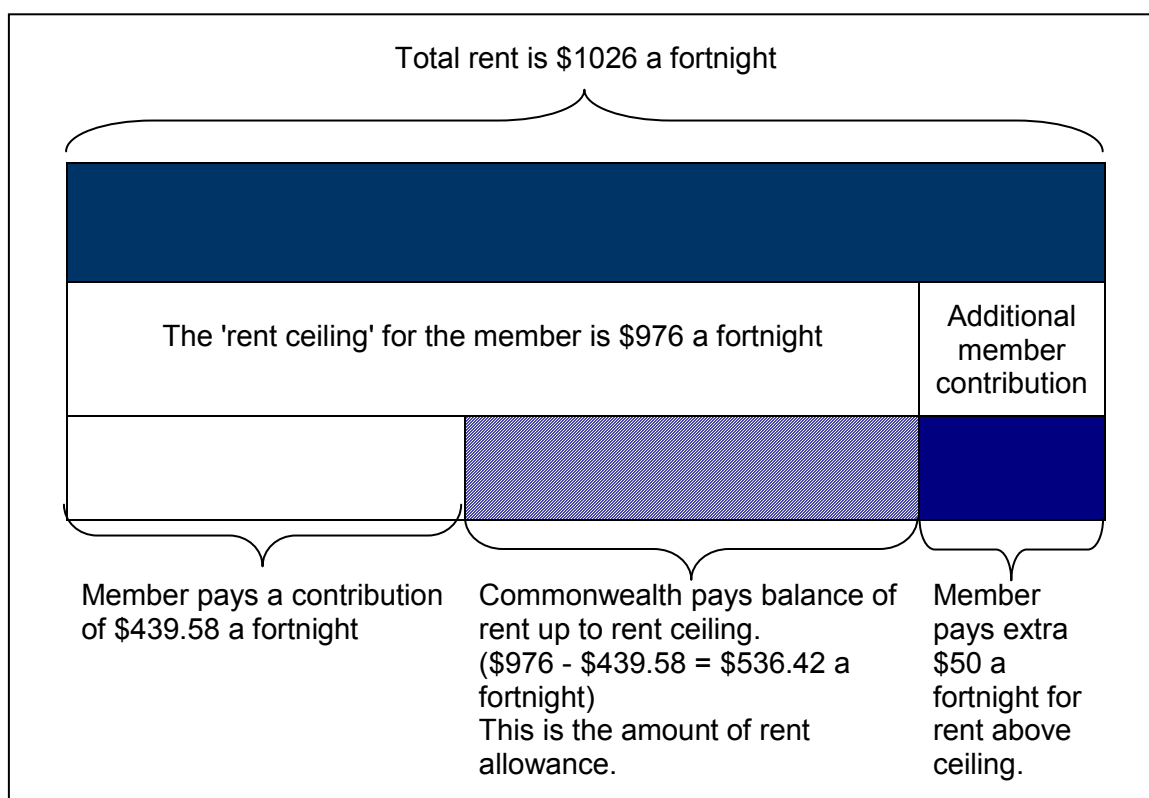
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Contribution (\$ a fortnight)				
Member's salary \$ a year	Amount for member with adult dependant	Amount for member or adult dependant only	Amount for each additional adult dependant	Amount for first dependant under 21	Amount for each subsequent dependant under 21
Below 20,000	371.48	185.74	185.74	37.15	27.86
20,000 – 21,999	377.86	188.93	188.93	37.79	28.34
22,000 – 23,999	390.80	195.40	195.40	39.08	29.31
24,000 – 25,999	403.74	201.88	201.88	40.38	30.29
26,000 – 27,999	416.48	208.24	208.24	41.66	31.24
28,000 – 29,999	429.42	214.72	214.72	42.95	32.21
30,000 – 31,999	442.40	221.20	221.20	44.25	33.19
32,000 – 33,999	455.09	227.55	227.55	45.51	34.14
34,000 – 35,999	468.06	234.03	234.03	46.81	35.11
36,000 – 37,999	481.01	240.50	240.50	48.10	36.08
38,000 – 39,999	493.74	246.87	246.87	49.38	37.04
40,000 – 41,999	506.69	253.34	253.34	50.67	38.00
42,000 – 43,999	519.66	259.83	259.83	51.97	38.98
44,000 – 45,999	532.60	266.30	266.30	53.26	39.95
46,000 – 47,999	545.32	272.66	272.66	54.54	40.90
48,000 – 49,999	558.26	279.13	279.13	55.83	41.87
50,000 – 51,999	571.24	285.63	285.63	57.13	42.85
52,000 – 53,999	583.94	291.97	291.97	58.40	43.80
54,000 – 55,999	596.92	298.47	298.47	59.70	44.77
56,000 – 57,999	609.87	304.94	304.94	60.99	45.75
58,000 – 59,999	622.58	311.30	311.30	62.26	46.70
60,000 – 61,999	635.53	317.77	317.77	63.56	47.67
62,000 – 63,999	648.48	324.24	324.24	64.85	48.64
64,000 – 65,999	661.46	330.73	330.73	66.15	49.61
66,000 – 67,999	674.18	337.09	337.09	67.42	50.56
68,000 – 69,999	687.14	343.57	343.57	68.72	51.54
70,000 – 71,999	700.08	350.04	350.04	70.02	52.51
72,000 – 73,999	712.80	356.40	356.40	71.29	53.46
74,000 – 75,999	725.74	362.87	362.87	72.58	54.44
76,000 – 77,999	738.71	369.36	369.36	73.88	55.41
78,000 – 79,999	751.44	375.72	375.72	75.15	56.36
80,000 – 81,999	764.39	382.20	382.20	76.44	57.34
82,000 – 83,999	777.35	388.68	388.68	77.74	58.31
84,000 – 85,999	790.32	395.16	395.16	79.03	59.28
86,000 – 87,999	803.01	401.51	401.51	80.30	60.24

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Contribution (\$ a fortnight)				
Member's salary \$ a year	Amount for member with adult dependant	Amount for member or adult dependant only	Amount for each additional adult dependant	Amount for first dependant under 21	Amount for each subsequent dependant under 21
88,000 – 89,999	815.98	407.99	407.99	81.60	61.20
90,000 – 91,999	828.93	414.47	414.47	82.90	62.17
92,000 – 93,999	841.66	420.83	420.83	84.17	63.13
94,000 – 95,999	854.61	427.31	427.31	85.47	64.10
96,000 – 97,999	867.58	433.79	433.79	86.76	65.07
98,000 – 99,999	880.28	440.15	440.15	88.03	66.02
100,000 – 101,999	893.26	446.63	446.63	89.33	67.00
102,000 – 103,999	906.19	453.10	453.10	90.62	67.97
104,000 – 105,999	918.91	459.46	459.46	91.89	68.92
106,000 – 107,999	931.87	465.94	465.94	93.19	69.90
108,000 – 109,999	944.82	472.41	472.41	94.48	70.87
110,000 – 111,999	957.79	478.89	478.89	95.78	71.84
112,000 – 113,999	970.52	485.26	485.26	97.06	72.80
114,000 – 115,999	983.47	491.73	491.73	98.35	73.76
116,000 – 117,999	996.40	498.20	498.20	99.65	74.73
118,000 – 119,999	1009.13	504.56	504.56	100.92	75.69
120,000 and above	1022.08	511.05	511.05	102.21	76.66

Annex 7.G: Example of how the rent ceiling and member's contribution works

The following example shows how rent ceilings and member contributions work together. The following concepts are used.

- Rent ceiling.
- Member contribution.
- Rent allowance.
- Additional member contribution.



Example: A Sergeant rents a 3 bedroom home in Canberra for \$1026 a fortnight which is \$50 above the rent ceiling. The member contributes \$439.58 to the rent and the additional member contribution above the rent ceiling. The Commonwealth pays the balance of \$536.42 a fortnight.

Chapter 8: Members and their dependants

8.0.1 Overview

This Chapter contains information about conditions of service relating to member's dependants. It deals with the range of conditions available, including education assistance, emergency support for families, dependants with special needs, assistance on relationship breakdown and other related conditions.

8.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Categories of member – dependants
- Part 2 Summary of conditions assisting dependants within Australia
- Part 3 Member with dependants (unaccompanied)
- Part 4 Education assistance
- Part 5 Emergency Support for Families Scheme
- Part 6 Dependants with special needs
- Part 7 Family assistance for attendance at a Court of Inquiry
- Part 8 Family assistance for attendance at a coronial inquest
- Part 9 National ADF Family Health Program
- Part 10 Reserve Assistance Program

Part 1: Categories of member – dependants

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of the three categories in which ADF members are placed in relation to their dependants. The categories are: member with dependants, member with dependants (unaccompanied), and member without dependants. These terms are defined in Chapter 1 Part 3 Division 2.

Part 2: Summary of conditions assisting dependants within Australia

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of conditions of service assisting dependants of ADF members within Australia.

Part 3: Member with dependants (unaccompanied)

8.3.1 Overview

This Part provides information about the member with dependants (unaccompanied) category.

8.3.2 Contents

This Part includes the following Divisions.

Division 1	Becoming a member with dependants (unaccompanied)
Division 2	Member with dependants (unaccompanied) summary

Division 1: Becoming a 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.
See: Chapter 1 Part 3 Division 2 section 1.3.96, Member with dependants (unaccompanied)
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.
- d. The member's dependants live at a personal location for reasons that are described in Division 2.

See: Division 2, Member with dependants (unaccompanied) summary

8.3.5 Members who may not be a member with dependants (unaccompanied)

The member with dependants (unaccompanied) category is not for members in the following situations. This is not a complete list.

- a. The member has not formed a common household with their spouse, partner or other dependant.

Example: A member is posted to Brisbane, and marries a man who is studying in Melbourne. After the marriage the couple continue their former living arrangements so the spouse can finish his degree. Even though they are apart the member can not be a member with dependants (unaccompanied).

Exception: Paragraph a does not apply if all the following conditions apply to the member.

- i. The member is the spouse or partner of another member.
- ii. The members are not able to form a common household for Service reasons.
- iii. The CDF recognises one member of the couple as a dependant for conditions of service.

See: Chapter 1 Part 3 Division 2 section 1.3.95, Dependants recognised by CDF

- iv. The members are posted to separate locations.
- b. The member meets all of the following conditions.
 - i. The member proceeds on duty unaccompanied by their dependants.
 - ii. The member's dependants live in a household at the member's losing location.
 - iii. All of the member's dependants in the household at the losing location are dependent children.

Example: A member is a single parent with two dependent children, aged 18 and 20. The member is posted to another location. The children remain in the family home. Even though the family is apart the member can not be a member with dependants (unaccompanied). The member may be eligible for education assistance, including tertiary education assistance.

- c. The member is a member without dependants.

Exception: Subsection 8.3.6.6 provides a power that may be used to approve member with dependants (unaccompanied) status for a member who could otherwise fall into any of the above groups.

8.3.6 Member who may be classified as a member with dependants (unaccompanied)

1. There are a number of ways to be classified as a member with dependants (unaccompanied).

Item	If...	the rules are in...
1.	the member is posted away from their dependants for six months or more	subsection 2.
2.	the member is on short-term duty away from their posting location	subsection 3.
3.	the member and their member spouse are posted apart	subsections 4 and 5.
4.	there are Service or compassionate reasons that prevent a member from meeting the rules in subsections 2 or 3	subsection 6.
5.	the dependants move to a personal location for which removal benefits are not provided	subsection 7.

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 described 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. 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.

Item	Class	Description
4.	Class 4	The member meets all the following conditions. 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. i. Whether the member's family would be dependants, if they lived with the member. ii. The ongoing commitment to a shared family life. Example: In 2008 a member's spouse did not accompany the member on a new posting. The member and her spouse still live in different locations. The member shows the CDF that she and her spouse are still a family. The CDF decides the member's current situation is similar to that of a member who makes a current decision to move their dependants to a personal location.

- b. The member is posted to a new posting location for a period of six months or more.

Exception 1: The member does not need to satisfy the condition in paragraph b. if their dependants are granted Commonwealth assistance for a removal in compassionate circumstances during the member's posting.

See: Chapter 6 Part 5 Division 3 subsection 6.5.19.1, Compassionate removal to a personal location where benefits are provided

Exception 2: A member's dependants may be moved to live with extended family support while the member is deployed. In this case, the member does not need to satisfy the condition in paragraph b. for the part of their posting that remains to be served on return from deployment.

Exception 3: The member does not need to satisfy the condition in paragraph b. if the separation from dependants occurs because the member's dependants leave the gaining location to move back to the losing location.

Exception 4: A member does not need to satisfy the requirements in paragraph b if they are described in item 4 of the table in paragraph a.

- 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.

See: Section 8.3.5, Members who may not be a member with dependants (unaccompanied)

Non-example: A member has part-time care of a child, for fewer than 90 nights in a year. The child is not taken to be a dependant of the member for conditions of service purposes. The member stays categorised as a member without dependants in any period when the child is in the member's care.

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.
Example: A member with dependants goes to a new location on temporary duty to support a contractor for a four-month contract. The member is automatically categorised as a member with dependants (unaccompanied). At the end of the four months the contract is varied. It will run for four more months. The member is required to stay another four months but is not formally posted to the location. The member is recognised as a member with dependants (unaccompanied) for the extra period. Even though the total period is longer than six months, the two periods are separate periods of duty. The member can be categorised under subsection 3 for both periods.
Note: The member does not need to lodge form AD291 to be categorised as a member with dependants (unaccompanied) under subsection 3.
Example: A member is loan posted from Rockingham, where her family live, to a seagoing ship in Sydney for less than six months. The member is automatically categorised as member with dependants (unaccompanied).
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.
See: Subsection 5 provides more information about who may be categorised as a member with dependants (unaccompanied) in this situation.
 - 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.
5. The following table describes how a member who is described in subsection 4 may be classified as a member with dependants (unaccompanied).

Item	Situation	Categorisation
1.	One of the members is unaccompanied by any dependants. The other member provides a home for dependants. Examples: 1. A Service couple are separated for Service reasons. One member moves to a new location alone, leaving their member spouse and other dependants behind. 2. A Service couple are separated for Service reasons. One member moves to a new location with the children, leaving their member spouse home alone.	The member who does not live with dependants is categorised as a member with dependants (unaccompanied). The other member is a member with dependants. Exception: The member with dependants may be required to temporarily leave the family home for Service reasons, such as a course. That member may also be categorised as member with dependants (unaccompanied) under subsection 3. Example: An ADF couple is posted to Sydney. One member of the couple is later posted to Melbourne. The couple decide that the dependants stay in the family home in Sydney. The member posted to Melbourne can be classified as a member with dependants (unaccompanied).
2.	Both members are accompanied by dependants. Example: A Service couple are separated for Service reasons. One member moves to the new location with a child. The couple's other child stays behind in the old location with the other member.	a. One member of the couple is eligible to be categorised as a member with dependants (unaccompanied). The other member is a member with dependants. Exception: The member with dependants may be required to temporarily leave the family home for Service reasons, such as a course. That member may also be categorised as member with dependants (unaccompanied) under subsection 3. b. The members may elect which member is to be the member with dependants (unaccompanied). c. If members are unable to elect which member is to be the member with dependants (unaccompanied), the senior member is taken to be the 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.

Example: A couple have already been recognised as members with dependants. They are posted apart and are unable to form a common household. The CDF decides that it is reasonable to recognise one of the couple as a member with dependants (unaccompanied).

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants

- b. The health and welfare of the member and dependants.
- c. Any other relevant matter.

7. The CDF may approve a member as a member with dependants (unaccompanied) because the member's dependants have moved to a personal location for which removal benefits are not provided.
 - a. A member categorised under this subsection is only eligible to receive benefits for their own use. The member receives limited dependant benefits.
 - b. The CDF may specify a section in Division 2 that forms the list of benefits the member and their dependants can access.

See:

Section 8.3.5, Members who may not be a member with dependants (unaccompanied) Division 2, Member with dependants (unaccompanied) summary, for a summary of conditions of service that apply to a member with dependants (unaccompanied) in different situations.

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.

Example: The member ceases duty for a long period of leave during which the member could reunite with their dependants.

Note: The member could seek to have the decision redressed if the member does not agree.

- 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.

See: Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

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.

See: Section 56 of the *Defence Force Discipline Act 1982*, False statement in relation to application for a benefit

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.

Example: The member lodges a new form each time their posting location changes, even though their dependants may not move house.

Non-example: The member is not required to lodge a form when their posting at a location is extended and they do not move house or job.

Note: Section 1.5.3 requires a member to inform their Commanding Officer about any change in circumstances that could affect their categorisation.

See:

Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

Section 8.3.6, Member who may be classified as a member with dependants (unaccompanied)

Division 2, Member with dependants (unaccompanied) summary, for a summary of conditions of service that apply to a member with dependants (unaccompanied) in different situations

Division 2: Member with dependants (unaccompanied) summary

8.3.9 Overview

1. This Part provides a summary of conditions of service that apply to a member with dependants (unaccompanied).
2. The tables in this Part are an index to other rules that apply. They may not show every condition that applies.
3. Conditions of service cannot be granted using this Part as the authority. The sections show the references that may be used to grant the condition.
4. If a reference conflicts with this Part for a particular member's case, the reference applies.
5. This Division does not cover every situation in which a member may be a member with dependants (unaccompanied). Eligibility for the member with dependants (unaccompanied) category is set out in Division 1. Conditions for a member with dependants (unaccompanied) who is not described in this Division are set out in other Chapters.

See: Division 1, Becoming a member with dependants (unaccompanied)

8.3.10 Member's dependants elect to remain in the member's losing location

1. The table in subsection 2 applies in either of the following situations.

Item	Situation	Members who are eligible
1.	Situation 1	Both the following conditions apply. a. A member is posted to a new location. b. The member's dependants elect to remain in the member's losing location. Exception: If all of the member's dependants in the household at the losing location are dependent children the member is not taken to meet paragraph b. See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d
2.	Situation 2	All the following conditions apply. a. A member is posted to a new location. b. The member was categorised as a member with dependants (unaccompanied) at the member's last posting. c. The member's application for member with dependants (unaccompanied) status at the new location is successful.

2. The following table applies to a member described in subsection 1.

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsection 8.3.6.2, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits Member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3. Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the losing location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 8, Rent allowance
5.	Other effects Dependants may be eligible for removal assistance to rejoin the member.	Removals: Chapter 6 Part 5 Division 3 subsection 6.5.22, Removal of dependants from personal location to current posting location

8.3.11 Member's dependants live in a personal location

The following table applies if a member's dependants have lived in a personal location before 17 February 2011.

Example: A member's dependants chose to live in another location before 17 February 2011. At that time that choice did not give the member an option to be categorised as a member with dependants (unaccompanied).

Exceptions: The member is not taken to be covered by this section in either of the following situations.

- a. If all of the member's dependants in the household at the personal location are dependent children.
- b. If the member and the dependants have never formed a common household.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member may apply to change to member with dependants (unaccompanied), even if the dependants have already moved to the personal location. If the member changed from member with dependants to member without dependants when the dependants moved away, this is a two-stage process. 1. The member must first be classified as a member with dependants, under subsection 1.3.85.5. 2. They are then eligible to apply to become a member with dependants (unaccompanied). Member with dependants (unaccompanied) conditions of service apply from the date the member is recategorised.	Categorisation: Division 1 subsection 8.3.6.2 table item 4, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits Member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	Benefits can be applied from the date of the member's approval as a member with dependants (unaccompanied).	

Item	Effects	Reference
4.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
5.	Other effects The member's dependants do not get housing assistance.	
6.	If the dependants choose to re-join the member in the posting location, removal assistance is not provided. After dependants have rejoined the member at their own expense, future removals may be at Commonwealth expense.	Removals: Chapter 6 Part 5 Division 3 subsection 6.5.22, Removal of dependants from personal location to current posting location

8.3.12 Member's dependants move to a personal location

The following table applies if a member's dependants move to a personal location.

Exception: If all of the member's dependants in the household at the personal location are dependent children the member is not taken to be covered by this section.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Related Information:

Section 8.3.11, Member's dependants live in a personal location sets out arrangements for members whose dependants moved to a personal location before 17 February 2011

Section 8.3.17, Dependants move for compassionate reasons

Section 8.3.18, Dependants move for employment or study

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member remains at the posting location and is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsections 8.3.6.6 and 8.3.6.7, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits Member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Other effects The member's dependants do not get removal assistance to the personal location.	
5.	The member's dependants do not get housing assistance.	
6.	If the dependants choose to re-join the member in the posting location removal assistance is not provided. After dependants have rejoined the member at their own expense, future removals may be at Commonwealth expense.	Removals: Chapter 6 Part 5 Division 3 subsection 6.5.22, Removal of dependants from personal location to current posting location

8.3.13 Service couple live apart

The following table applies if all the following conditions apply.

- a. A member is the spouse or partner of another member.
- b. The members are not able to form a common household for Service reasons.
- c. The CDF recognises one member of the couple as a dependant for conditions of service.

See: Chapter 1 Part 3 Division 2 section 1.3.85, Dependants recognised by CDF

- d. The members are posted to separate locations.

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category One member is categorised as a member with dependants. The other member is categorised as a member with dependants (unaccompanied). The member with dependants (unaccompanied) category is designed for temporary separations. If the couple do not intend to live together in the future, they should be categorised as members without dependants.	Categorisation: Division 1 subsection 8.3.6.4, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member categorised as member with dependants may live in a family home at their posting location. Housing assistance may be provided.	Housing: Chapter 7, ADF housing and meals
3.	Reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members

Item	Effects	Reference
4.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to

8.3.14 Dependants removed to personal location on deployment

The following table applies if a member's dependants move to a personal location when a member is deployed.

Exception: If all of the member's dependants in the household at the personal location are dependent children the member is not taken to be covered by this section.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category Before and during deployment The member is categorised as a member with dependants (unaccompanied) for the period between the dependants leaving the posting location and the member's return from deployment. After deployment The member either returns to the posting location or posts to a new location. In either case the member may be categorised as a member with dependants (unaccompanied) until their dependants rejoin them.	Categorisation: Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits Before and after the deployment the member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members

Item	Effects	Reference
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	1. Before and during the deployment The member's dependants get a full or limited removal to the personal location. The housing package for a member who is deployed is complex. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location. If the deployment is for less than six months, dependants have no housing or removal benefit for a personal location. If the deployment is for six months or more, housing assistance may be provided for dependants. In order to be eligible the member must have been granted a full or limited removal to the personal location. The member is required to make a contribution. Housing is not provided where the member has kept housing in the pre-deployment location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6 Division 7 section 7.6.39, Service residence in personal location for member on deployment Part 8 Division 1, subsection 7.8.5.1, Member eligible and period of eligibility
5.	2. After the deployment The member's dependants may continue to get housing at the personal location if the member has less than 6 months to serve in their current posting location. The member's dependants get a removal when they rejoin the member.	Service residences: Chapter 7 Part 6 Division 7 subsection 7.6.29.1, Member with dependants (unaccompanied) eligibility in two locations Rent allowance: Chapter 7 Part 8 Division 1 paragraphs 7.8.6.5.b and 7.8.6.5.c, Member not eligible

8.3.15 Dependants return to a losing posting location

The following table applies if both these conditions apply.

- a. A member's dependants are approved to move to a new posting location with the member.
- b. The dependants choose to move back to the losing location at their own expense.

Exception: If all of the member's dependants in the household at the losing location are dependent children the member is not taken to be covered by this section.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member remains at the new posting location and is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsections 8.3.6.6 or 8.3.6.7, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the personal location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 8, Rent allowance

Item	Effects	Reference
5.	Other effects The dependants move back to the losing location at their own expense.	
6.	If the dependants choose to re-join the member in the posting location removal assistance is not provided.	Removal: Chapter 6 Part 5 Division 3 subsection 6.5.22, Removal of dependants from personal location to current posting location
7.	Dependants who have chosen to move to a personal location must make their next removal at their own expense. After dependants have rejoined the member, future removals may be at Commonwealth expense.	

8.3.16 Member recruited from overseas

The following table applies if both these conditions apply.

- a. A member is recruited from overseas and moved to Australia at Commonwealth expense.
- b. The member's dependants live in a personal location in Australia.

Exception: If all of the member's dependants in the household at the losing location are dependent children the member is not taken to be covered by paragraph b.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member is categorised as a member with dependants (unaccompanied). See: Division 1 paragraph 8.3.6.2.a, table item 3, Member who may be classified as a member with dependants (unaccompanied)	Categorisation: Division 1 subsection 8.3.6.2, table item 3, Member who is eligible to be a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members

Item	Effects	Reference
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the personal location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 8, Rent allowance
5.	Other effects Dependants at a personal location may get a removal to rejoin the member in conjunction with the member's next posting.	Removal: Chapter 6 Part 5 Division 3 section 6.5.22, Removal of dependants from personal location to current posting location
6.	Members and dependants are given a range of benefits to move to the posting and personal locations. These include fares and removal of a reasonable amount of items.	Chapter 14 Part 3 Division 1 section 14.3.13, Benefits if enlisted overseas

8.3.17 Dependants move for compassionate reasons

The following table applies if both these conditions apply.

- a. The CDF approves a member's dependants to move for compassionate reasons.

See: Chapter 6 Part 5 Division 3 subsection 6.5.19.1, Compassionate removal to a personal location where benefits are provided

- b. The dependants then move to a personal location.

Exception: If all of the member's dependants in the household at the personal location are dependent children the member is not taken to be covered by paragraph b.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Related Information:

Section 8.3.12, Member's dependants move to a personal location

Section 8.3.18, Dependants move for employment or study

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member is categorised as a member with dependants (unaccompanied). A member may apply for this category change at any time during the posting cycle.	Categorisation: Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the personal location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 6 Division 7 section 7.6.29, Member with dependants (unaccompanied) eligibility in two locations Part 6 Division 9 section 7.6.41, Contribution for Service residence or rent band choice home Part 8, Rent allowance Part 8 Division 1 subsection 7.8.5.2, Member eligible and period of eligibility

Item	Effects	Reference
5.	The dependants may be given a removal to the personal location.	Removal: Chapter 6 Part 5 Division 3 section 6.5.19, Compassionate removal to a personal location where benefits are provided
6.	Removal assistance for the dependants to rejoin the member is provided.	Removal: Chapter 6 Part 5 Division 3 subsection 6.5.22, Removal of dependants from personal location to current posting location
7.	The member is not required to pay for meals eaten in the mess.	Meals in the mess: Chapter 7 Part 9 Division 1 section 7.9.4, Member this Division does not apply to

8.3.18 Dependants move for employment or study – summary

The following table applies if all of the following conditions apply.

- a. The CDF approves a member's spouse or partner to move to undertake specified employment or study in a personal location.

See: Chapter 6 Part 5 Division 3 section 6.5.19A, Removal to a personal location for employment or study
- b. The dependants then move to the personal location approved for the spouse or partner.
- c. The move meets either of the following conditions.
 - i. It is within a period of three months before or after the member's posting to a new location
 - ii. It is within the extended period approved by the CDF under subsection 6.5.19A.2.
- d. The member is posted to their posting location for duty for six months or more.

Related Information:

Section 8.3.12, Member's dependants move to a personal location
 Section 8.3.17, Dependants move for compassionate reasons

Notes:

1. This table must be read in conjunction with the explanation in section 8.3.9, Overview.
2. The provisions listed in the following table are a summary only. Refer to the reference listed for the criteria relating to the provision.

Item	Effects	Reference
1.	Change in category The member is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members

Item	Effects	Reference
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the personal location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7: Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 6 Division 8 section 7.6.41, Contribution for Service residence or rent band choice home Part 8, Rent allowance
5.	The dependants may be given a limited removal to the personal location.	Removal: Chapter 6 Part 5 Division 3 section 6.5.19A, Removal to a personal location for employment or study
6.	Removal assistance for the dependants to rejoin the member is provided in some circumstances.	Removal: Chapter 6 Part 5 Division 3 section 6.5.22, Removal of dependants from personal location to current posting location

8.3.19 Member moves to a remote location

The following table applies to a member who meets both the following conditions.

- a. The member is posted to a remote location for six months or more.
- b. The dependants then move to a personal location.

Exception: If all of the member's dependants in the household at the personal location are dependent children the member is not taken to be covered by paragraph b.

See: Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d

Related Information: Section 8.3.12 provides conditions that apply if a member is posted to a remote location for less than six months.

See: Section 8.3.12, Member's dependants move to a personal location

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	The member's dependants may get housing assistance.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 8, Rent allowance

Item	Effects	Reference
5.	The member is eligible for limited removal costs to the personal location. a. For a member in the Army or Air Force: The member's dependants get removal assistance for items that would have been approved for removal to the remote location. There is a cost limit of the cost of removal of the items to the remote location. Items may also be stored at Commonwealth expense. b. For a member in the Navy: The member's dependants get removal assistance. The amount of that assistance is limited. A complex ceiling formula applies. Different arrangements apply if the member elects to only move their effects to the personal location.	Removal: Chapter 6 Part 5 Division 3 section 6.5.20, Removal to a personal location where benefits are provided instead of a remote location – Army and Air Force Removal: Chapter 6 Part 5 Division 3 section 6.5.21, Removal to a personal location where benefits are provided instead of a remote location – Navy
6.	Removal assistance for the dependants to rejoin the member is provided in some circumstances.	Removal: Chapter 6 Part 5 Division 3 section 6.5.22, Removal of dependants from personal location to current posting location

8.3.20 Dependants removed before the member's discharge

The following table applies if a member's dependants are removed before the member's discharge.

Exception: If all of the member's dependants in the household at the removal location are dependent children the member is not taken to be covered by this section.

See:

Chapter 1 Part 3 Division 2 section 1.3.83, Dependants, paragraphs 1.c and 1.d
Chapter 6 Part 5 Division 6 section 6.5.46, Removal on ceasing continuous full-time service

Note: This table must be read in conjunction with the explanation in section 8.3.9, Overview.

Item	Effects	Reference
1.	Change in category The member remains at the final posting location and is categorised as a member with dependants (unaccompanied).	Categorisation: Division 1 subsection 8.3.6.6, Member who may be classified as a member with dependants (unaccompanied)
2.	Benefits The member gets reunion travel.	Reunion travel: Chapter 9 Part 3 Division 4, Reunion travel for members

Item	Effects	Reference
3.	The member gets housing assistance at the posting location, plus separation, food and utilities allowances where applicable. The member is not required to make a housing contribution for their own accommodation. A member who lives in is not eligible for food allowance. A member who lives in is entitled to meals provided by the Commonwealth in service messes only. Utilities allowances are not paid to a member who lives in.	Housing: Chapter 7 Part 4, Living-in accommodation Part 6, Service residences Part 8, Rent allowance Separation allowance: DFRT Determination No. 11 of 2013, ADF allowances, Division B.3, published at Chapter 4 Part 2 Part B Division B.3 Food allowance: Chapter 7 Part 9 Division 2 section 7.9.10, Eligibility and rate of food allowance Utilities allowance: Chapter 7 Part 10 section 7.10.3, Member sections 7.10.4 and 7.10.5 apply to
4.	Housing assistance may be provided for dependants at the personal location. The member is required to make a contribution. Housing assistance for dependants is not provided to a member with a suitable own home in the personal location.	Housing: Chapter 7 Part 1 Division 1 section 7.1.6, Eligibility for housing assistance Part 6, Service residences Part 8, Rent allowance
5.	Other effects The member is eligible for a discharge removal. This may be used to get the dependants to the personal location. If the member has a discharge authority this removal may happen before the member is discharged.	Removal: Chapter 6 Part 5 Division 6 section 6.5.46, Removal on ceasing continuous full-time service
6.	If the member accepts further permanent full-time service, the cost of the removal must be repaid and conditions of service are as for section 8.3.11. See: Section 8.3.11, Member's dependants live in a personal location	Removal: Chapter 6 Part 5 Division 6 subsection 6.5.46.3, Removal on ceasing continuous full-time service

8.3.21 Members who cannot be a member with dependants (unaccompanied)

The member with dependants (unaccompanied) category is not for members in the following situations.

- a. The member has never formed a common household with their spouse or other dependant.

Example: A member is posted to Brisbane, and marries a man who is studying in Melbourne. After the marriage the couple continue their former living arrangements so the spouse can finish his degree. Even though they are apart the member can not be a member with dependants (unaccompanied).

Exception: Where all the following conditions apply the member is taken to meet the requirements of paragraph a.

- i. A member is the spouse or partner of another member.
- ii. The members are not able to form a common household for Service reasons.
- iii. The CDF recognises one member of the couple as a dependant for conditions of service.

See: Chapter 1 Part 3 Division 2 section 1.3.85, Dependants recognised by CDF

- iv. The members are posted to separate locations.
- b. If all of the member's dependants in the household at the personal location are dependent children.

Example: A member is a single parent with two dependent children, aged 18 and 20. The member is posted to another location. The children remain in the family home. Even though the family is apart the member can not be a member with dependants (unaccompanied). The member may be eligible for education assistance, including tertiary education assistance.

Exception: Subsections 8.3.6.6 and 8.3.6.7 are CDF powers that may be used to approve a member as a member with dependants (unaccompanied). These powers may be used for a member who falls into a category described in paragraphs a or b.

See: Division 1

Section 8.3.6, Member who may be classified as a member with dependants (unaccompanied)

Section 8.3.4, Purpose of member with dependants (unaccompanied) category

Note: This section must be read in conjunction with the explanation in section 8.3.9, Overview.

Part 4: Education assistance

8.4.1 Overview

When a member is posted within Australia, they may incur extra costs to educate or accommodate their child. Education assistance helps with these costs. This Part outlines the education assistance available to members for their children.

Exception: Division 5 outlines assistance for a member's tertiary student children living away from the member's location of residence. The member does not have to be posted to be eligible for this assistance.

8.4.2 Definition

The following definition applies to this Part.

Term	Definition in this Part
Compulsory tuition fees	Compulsory amounts levied by the school for educating the child, including compulsory sports levies. This does not include boarding fees.

8.4.3 Contents

This Part includes the following Divisions.

Division 1	General information on education assistance
Division 2	School students at the gaining location
Division 3	Loss of scholarship
Division 4	School students not at a posting location
Division 5	Tertiary students not at member's location of residence

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.

Note: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for education assistance for a child. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual entitlement – member's adult dependant is also a member.

8.4.5 Components of education assistance

Education assistance is organised into three main components:

Item	For...	reimbursement of costs is available for...
1.	school students at the gaining location	additional tuition fees to maintain academic achievement.
2.	school students not at posting location	compulsory tuition fees and accommodation costs.
3.	tertiary students not at member's location of residence	accommodation costs to live near the institution offering the chosen course.

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.

- The child's age, school history, educational needs, family circumstances and general welfare.
- Facilities offered by schools and educational institutions in the former and gaining locations.
- The nature of the education system in the gaining location.

Examples: Are Years 11 and 12 offered? Is assessment by coursework, exams or a combination?

- Staff advice from schools and educational institutions in the former and gaining locations.
- The circumstances of the member's posting and the likely location of future postings.
- Any other assistance available from the Defence Community Organisation to support dependants with special needs.

See: Part 6, 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. Where a member is not eligible for any education assistance in this Part, the CDF may approve assistance for special reasons. These reasons need to be beyond the member's control.
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.

Note: Travel benefits related to education assistance

For travel benefits related to education assistance, see the following provisions in Chapter 9, ADF travel in Australia.

Topic	Reference
Reunion travel for school students	Chapter 9 Part 3 Division 5
Student reunion travel to members in remote locations	Chapter 9 Part 3 Division 6
Reunion travel for tertiary students	Chapter 9 Part 3 Division 7

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 the academic standards of the new school.
2. Only these three changes of school are within the purpose of this Part.

Item	From...	To...
1.	Primary	Primary
2.	Primary	Secondary
3.	Secondary	Secondary

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.

8.4.9 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 attend a registered primary or secondary school full-time.
 - iv. They are not repeating a school year to improve results.
- c. The principal or the child's teacher at the new school certifies 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 or tuition. 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: The requirement to certify under this paragraph is met when the school principal or the child's teacher signs the member's application form.

8.4.10 Face-to-face tutoring

1. This section applies to a member who buys face-to-face tutoring for their child.

Related Information: Section 8.4.11, Web-based tutoring

2. The member may be reimbursed for one hour of additional tuition a week for each subject certified under paragraph 8.4.9.c.
3. Reimbursement must be no more than \$103 an hour.
4. This table outlines the maximum periods for reimbursement.

Item	If the child...	then the maximum period for reimbursement is...
1.	has previously studied a subject offered at the new school	14 weeks
2.	has not previously studied a subject offered at the new school Example: A new language not previously studied.	6 months
3.	is in Year 10, 11 or 12 and studying a subject essential to career aims, but not provided at the new school Example: A student wishes to pursue a career in music. Music courses are not available at the new school.	1 school year

5. Tuition costs can be reimbursed to a member for more than one subject.
6. Reimbursement of costs to the member is the common payment option.

Exception: The CDF may accept an invoice directly from a tutor and pay it on behalf of the member. The CDF must be satisfied the member cannot be reimbursed, as they are away for service reasons.

8.4.11 Web-based tutoring

1. This section applies to a member who buys web-based tutoring for their child.

Related Information: Section 8.4.10, Face-to-face tutoring

2. If a teacher or principal recommends that a child begin tutoring, a member may be paid for the cost of a subscription to a web-based tutoring service that the member chooses.

3. A member may not be paid under this section for any of the following costs.

- a. Computer software costs.
- b. Computer hardware costs.
- c. Internet access costs.

4. Payment is by reimbursement of the member's costs.

Exception: If section 8.4.13 applies.

See: Section 8.4.13, Payments to tutor

5. Payments under this section are limited to an amount calculated in accordance with the following table.

Step	Action
1.	Find the maximum limit for the child and the certified subject in the table in subsection 6.
2.	Find the number of subjects that meet both these requirements. a. The subject was certified by the child's new school under paragraph 8.4.9.c. b. The child is provided with online tuition on the subject. See: Section 8.4.9, Member this Division applies to
3.	Multiply the outcome of Step 1 by the outcome of Step 2.
4.	Find the amount paid to the member for any face-to-face tutoring under section 8.4.10. See: Section 8.4.10, Face-to-face tutoring
5.	Subtract the outcome of Step 4 from the outcome of Step 3.
6.	The outcome of Step 5 is the limit that may be reimbursed for web-based tutoring.

6. The following table provides figures used in Step 1 of the calculation in subsection 5.

Item	If the subject...	and the child...	then the maximum limit is...
1.	is offered at the new school	has studied the subject before	\$1,448.
2.		has not studied the subject before	\$2,688.
3.	is not offered at the new school	meets both of the following conditions: 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. Example: A student wishes to pursue a career in music. Music courses are not available at the new school.	\$5,377.

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. To be eligible for education assistance in this section, the child must be a dependant with a special need.

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

3. This table outlines benefits for children with special needs.

Item	If the special needs child requires...	then the benefit is...
1.	a therapy service or tuition not provided by the school, but critical to educational progress	one hour a week for 14 weeks, at a maximum of \$103 an hour for each service needed.
2.	an assessment of their needs, critical to the development of an educational program	a private assessment of the need, up to \$761.

4. These conditions apply to the benefits outlined in subsection 3.
 - a. For item 1 in the above table, both these conditions apply.
 - i. A therapy service must have been provided to the child with a special need at the previous location.
 - ii. Tuition or therapy must be provided by a qualified person or accredited organisation. It must also be provided within 18 months of the child starting at the new school.
 - b. For item 2. in the table above, a member is only reimbursed for a private assessment if a government agency cannot provide the assessment.
5. The CDF may approve attendance at a private school to access a special program. If approved, the member may receive the cost of compulsory tuition fees up to \$28,563 a year. A member contribution of \$361 a year is required.

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.
Examples: Is Year 11 and 12 offered? Is assessment by coursework, exams or a combination?
 - 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 the Defence Community Organisation to support dependants with special needs.
See: Part 6, 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 CDF discretion to extend education assistance

1. The CDF can decide to extend limits of education assistance in this Division. The CDF must be satisfied the child requires further tuition or therapy to sustain academic performance.
2. Under subsection 1, the CDF can only extend education assistance outlined in subsections 8.4.10.4 (table item 1) and 8.4.14.3 (table item 1).
3. Before approving an extension under subsection 1, the CDF must do the following.
 - i. Receive a new certification as outlined in paragraph 8.4.9.c. This must state that extension is required because of the disruption caused by changing school.
 - ii. Consider all the criteria listed in subsection 8.4.14.7.
4. The extended benefit is an additional 14 weeks' reimbursement for each subject. This must be no more than \$103 an hour.

Division 3: Loss of scholarship

8.4.16 Purpose

If a member's child changes schools due to posting, they may have to give up a scholarship. This Division pays the member for educational costs, to the value of that scholarship.

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.

Note: A scholarship includes a bursary.

- c. The member is not eligible for any other education assistance outlined in this Part.

Note: Section 1.6.1 deals with situations where a member's adult dependant is also a member, and they would both be eligible for reimbursement for loss of a child's scholarship. Only one of the members is eligible.

See: Chapter 1 Part 6 section 1.6.1, Dual eligibility – member's adult dependant is also a member

8.4.18 Loss of scholarship

1. The member is to be reimbursed the following educational costs. The costs are limited to the value of the part of the scholarship that is not yet used.
 - a. Compulsory tuition fees at the gaining location, to the value of the scholarship.
 - b. Costs for textbooks, to the value of any separate amount the scholarship paid for textbooks.
2. The costs must be for education of a kind that the child would have received under the scholarship.

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.

Example: A family is moving from Nowra to Perth. The member wishes to keep the child in the same school system. The child enrolls in a boarding school in Sydney, because there are no boarding schools in Nowra.
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.

Examples: Is Year 11 and 12 offered? Is assessment by coursework, exams or a combination?
 - 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 the Defence Community Organisation to support dependants with special needs.

See: Part 6, 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. This table outlines the rates of reimbursement to a member.

Item	The annual maximum reimbursement is...	less an annual member contribution of...
Compulsory tuition fees		
1.	the cost of compulsory tuition fees to a maximum of \$28,563	\$361.
Accommodation		
2.	if in boarding school or a commercial establishment, the cost of board to maximum of \$25,669	either of the following.
3.	if accommodated privately, the cost of board to a maximum of \$18,431 Example: A lodger boarding in a private home.	a. For the first year of boarding — \$2,633. b. For every other year of boarding — \$3,036.

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. Example: If the member received \$100 from another government scheme, \$100 must be reduced from the benefit.
2.	assistance for the purchase of textbooks and equipment	half the value of that assistance. Example: If the member received \$100 from another government scheme, \$50 must be reduced from the benefit.

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 where the member cannot be refunded costs by the school.

5. A member receiving education assistance may become ineligible during the reimbursement period.

Example: A member is posted back to the location where the child is attending school. In this case, the period of education assistance ends on whichever of these days applies.

- a. The last day of the school year.
- b. If the child is in Year 11 or 12, the day they complete secondary education.

For boarding costs, see also subsection 6.

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.

Example: A member is posted back to the location where the child is attending school. The member lives in. The rest of the member's family remains at the previous location. The member has not yet established a home in the child's location, therefore the child remains in boarding school.

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 the Defence Community Organisation to support dependants with special needs.
See: Part 6, 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 location of residence

8.4.23 Purpose

This Division assists posted members with the accommodation costs of a child in tertiary education. This is only available if the child is studying away from the member's location of residence.

8.4.24 Member this Division applies to

1. This Division applies to a member who meets both 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. They are unable to take the selected course at an institution within the member's location of residence.
 - iv. They are not eligible for Youth Allowance for an independent full-time student living away from home.

Note: A member must show a statement from Centrelink that the child is ineligible for Youth Allowance, under the *Social Security Act 1991*.

- b. The member incurs costs for the child's accommodation.

Note: Accommodation includes accommodation owned or rented by the member.

2. The CDF can approve assistance in special cases. This is where a student can attend an equivalent course in the member's location of residence, but the student needs to study elsewhere.

Example: The member is posted when the child has completed two years of a three-year degree in the member's former location. It would be disruptive to change universities.

3. For subsection 2, the CDF must consider all these factors. Paragraphs d, e and f only apply if the need for assistance arises from the member's posting to a new location.
 - 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. Facilities offered by educational institutions in the former and gaining locations.
 - e. The nature of the education system in the gaining location.

Examples: Are different subjects needed for the degree? Is assessment by coursework, exams or a combination?

 - f. Staff advice from educational institutions in the former and gaining locations.

- g. The circumstances of the member's posting and the likely location of future postings.
- h. Any other assistance available from the Defence Community Organisation to support dependants with special needs.
See: Part 6, Dependants with special needs
- i. Any other disabilities of the child.
- j. The interests of the Commonwealth.
- k. Any other factor relevant to the child's educational progress.

8.4.25 Rate and period of assistance

1. The member is eligible to be reimbursed up to \$363 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.

Example: Three academic years, or six semesters over a number of years.

Exception: Assistance is not provided for course breaks at the end of semesters or academic years, see paragraph 3.a. This is regardless of how the educational institution establishes their course program.

- c. If any change in circumstances make the child ineligible for assistance under this Division.

Example: The student becomes eligible for the independent rate of Youth Allowance.

- d. The day the member ceases to be eligible under this Division, for any other reason.

Example: The student withdraws from their course.

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.
 - b. Accommodation costs while the member or an adult dependant lives in the student's location.
 - c. Forgone rent.
Example: The member has a rental property which the child lives in. The member cannot claim their loss of the rent that could have been paid for the property had the child not lived there.
 - 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 the Defence Community Organisation to support dependants with special needs.

See: Part 6, 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.

Example: The student has a lease that includes payment of rent during course breaks at the end of a semester or academic year.

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.

See: Chapter 1 Part 3
Division 1 section 1.3.41, Member
Division 2 section 1.3.83, Dependants

8.5.2 Emergency situation

1. In this Part, an emergency situation is an event that has these features.
 - a. It is unforeseen.
 - b. It is sudden.
 - c. It exceeds the member's dependants' immediate coping mechanisms.
2. An emergency situation is not an event that occurs due to a member's ordinary work situation.

Example: The member is at home but may be required to undertake a regular forecast duty. The family has three children. One child requires scheduled surgery and is still being breast fed which requires the member's partner to remain at the hospital. As the hospitalisation was planned for, the member should have arranged with their unit not to be on duty. This event is **not** an emergency situation.

8.5.3 Eligibility for emergency support

A member's dependants may be eligible for emergency support for an emergency situation if the member is in any of the following situations.

- a. Absent from home for Service reasons.

Example: A member is away from home on a work related activity. During the member's absence, one of their children becomes seriously ill and is taken to hospital for tests. The member's partner is with the sick child, leaving another child at home alone and in need of care.
- b. Required to perform duty outside their working hours with less than 48 hours notice.
- c. In hospital or unable to provide care to their dependants for a medical reason.

8.5.4 Applying for emergency support

1. If a member's dependants are eligible for emergency support under section 8.5.3, either of the following persons may apply for it.
 - a. The member.
 - b. The member's dependants.
2. The unit commander may apply for emergency support on behalf of a member's dependants when any of the following agree to receive the support.
 - a. The member.
 - b. The member's dependants.
 - c. The dependants' authorised representative.

Example: The member is posted overseas. The spouse of the member is incapacitated in an accident and the member has dependant children who are minors. The children's aunt is appointed the guardian and authorised representative of the children. The unit commander is then given permission by the aunt to apply for support.

3. To apply, the applicant may contact the Defence Family Helpline on 1800 624 608.

Note: The Defence Family Helpline intake worker must notify the applicant of the Information Privacy Principles that govern Defence's collection, use and disclosure of their personal information. They must also provide the applicant a record of the application details.

4. The applicant may also apply in writing to the Defence Family Helpline (DefenceFamilyHelpline@defence.gov.au) or to their local Defence Community Organisation office.
5. When the written application has been lodged, a Defence Community Organisation social worker is made available to support the member's dependants and drafts a support plan that includes the following information.
 - a. The types of services recommended for the member's dependants.

See: Section 8.5.6, Types of services available

- b. A list of people or organisations who the member's dependants or authorised representative agree may be informed and consulted with during this time.
6. The support plan is drafted in consultation with the member's dependants or authorised representative and any of the following people, if relevant.
 - a. The unit commander.
 - b. Chaplains.
 - c. ADF health staff.
7. The social worker also assesses the written application and then makes a recommendation to the CDF.

8. The CDF may approve the application for emergency support and the support plan, having regard to the following.
 - a. Whether the member's dependants have experienced an emergency situation.
 - b. Whether the member's dependants have insufficient immediate family or local support.
 - c. The types of services recommended by the social worker.
 - d. The needs of the member's dependants.

8.5.5 When emergency support has been approved

1. The social worker may provide the following support.
 - 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.

See: Paragraph 8.5.4.5.b, Applying for emergency support
 - c. Other support measures as required in consultation with the affected family.
 - d. Development of a longer term strategy to ensure the well-being of the family for the remainder of the member's period of absence.
2. A formal review of the situation is made by the Defence Community Organisation social worker after three days and a written report is then forwarded to CDF through the Area Manager. A copy is placed on the member's case file.

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	the Defence Community Organisation, 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 Community Organisation will...
1.	paid for by the member's dependants	reimburse the cost of the services on presentation of receipts to DCO.
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

8.6.1 Purpose

The purpose of this Part is to provide support during posting to a member who has a dependant with recognised special needs.

8.6.2 Definition

The following definition applies to this Part.

Term	Definition in this Part
Early Intervention Program	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.

8.6.3 Member this Part applies to

This Part applies to a member who has a dependant recognised as having special needs under section 1.3.84.

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

8.6.4 Special needs assistance

1. This section applies to a member who meets both the following conditions.
 - a. The member has a dependant who has been recognised as having special needs under section 1.3.84.

See: Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
 - b. The member has been granted a removal as the result of a posting.
2. The member may be eligible for any of the following types of assistance.
 - a. A special needs pre-posting visit.

See: Section 8.6.7, Special needs pre-posting visits
 - b. Assistance with costs for required services.

See: Section 8.6.9, Assistance with respite, personal care or therapy services
 - c. Assistance with the cost of hiring special equipment in the new posting location.

See: Section 8.6.10, Assistance with equipment hire
 - d. Assistance with education for children with special needs.

See: Section 8.6.11, Education assistance for children with special needs
 - e. Special accommodation requirements at the new posting location.

See: Section 8.6.12, Special housing needs
 - f. Special accommodation during removal between the old and new posting locations.

See: Section 8.6.13, Special assistance during removal

8.6.5 Assessment of assistance on posting

1. A member, who has been formally recognised as having a dependant with special needs under section 1.3.84, will not be eligible for assistance under this Part for services that are being provided by other Commonwealth, State or Territory Government departments or Government funded agencies.

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

2. Where the spouse or partner of a member with a dependant with special needs is also a Service member, the family only has one benefit to assistance under this Part.

8.6.6 Assessment of assistance on posting

1. An assessment of assistance by the Defence Community Organisation for a member with a dependant with special needs ensures that the member receives the appropriate level of assistance in the new posting location.

2. When a member has received a posting order and wishes to seek assistance under this Part, they must apply in writing to the Director General Defence Community Organisation for an assessment of assistance using Form AD355 – Assessment of assistance on posting, and including the relevant supporting paperwork.

- a. When the relevant supporting documentation is less than two years old, no further report is required as a part of the relevant supporting paperwork, unless there has been a change to the original recognised special needs or in the type or level of assistance required.

See: Subsection 1.3.84.5, Dependant with special needs

- b. When the relevant supporting paperwork is older than two years, an updated report from an appropriate specialist provider that includes a management and treatment plan is required as a part of the relevant supporting paperwork.
- c. Where the condition has deteriorated and additional assistance is needed, a specialist medical report is required as a part of the relevant supporting paperwork, to verify the change in condition.

3. When there has been no change in the requirements for the dependant with special needs, and no change in the future is foreseeable, a report that is older than two years but less than five years old may be accepted by the Director General Defence Community Organisation.

4. If a member does not qualify for assistance under section 8.6.3, the Director General Defence Community Organisation may approve reasonable financial assistance when both of the following apply.

- a. The member does not qualify for assistance because of circumstances beyond their reasonable control.
- b. The financial assistance would be consistent with providing assistance for a dependant with special needs under this Part.

8.6.7 Special needs pre-posting visits

1. A pre-posting visit allows a member to plan and make arrangements for the dependant with special needs at the new posting location when the arrangements cannot be made from the old posting location.
2. The member must apply in writing using Form AC834 – Application for special needs pre-posting visit, including all relevant supporting documentation.
3. The application must be provided to the member's Commanding Officer at the losing location for a pre-posting visit.
4. The Commanding Officer must assess the application and make a written recommendation to the Director General Defence Community Organisation.
5. The Director General Defence Community Organisation may approve the application for a special needs pre-posting visit, having regard to the following.
 - a. Evidence of recognition as a member with a dependant with special needs.
See: Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
 - b. Evidence of the requirement for the dependant with special needs to have direct contact with the relevant departments or institutions in the new posting location.
 - c. A proposed detailed itinerary for the pre-posting visit.
 - d. Any other information to support a pre-posting visit.
6. Special needs pre-posting visits are separate from, and in addition to, approved house-hunting trips.

Relevant information: Chapter 7 Part 1 Division 4, House-hunting trips

7. When a special needs pre-posting visit has been granted the member, spouse or interdependent partner, and the dependant with special needs are eligible for travel and accommodation at Commonwealth expense at the rates outlined in Annex 9.5.A.
See: Annex 9.5.A, Amounts for accommodation, meals and incidentals
8. The Director General Defence Community Organisation may approve additional funding if it is necessary for two people to accompany the dependant with special needs on a pre-posting visit.
9. Special needs pre-posting visits are to be made using the most economical means of travel. The Director General Defence Community Organisation may grant an alternative means of travel having regards to the needs of the dependant.

Example: A member has been granted a special needs pre-posting visit between Sydney and Brisbane. The most economical means of travel is by plane. The dependant with special needs is unable to fly due to medical reasons. The member may be granted the use of a private vehicle to drive to Brisbane for the visit.

See: Chapter 9 Part 1 section 9.1.3, Most economical means of travel

8.6.8 Assistance at the new posting location

1. All assistance provided under section 8.6.9 and 8.6.10 at the new posting location is for services and equipment that the dependant with special needs is eligible to receive from Government funded agencies but is on a waiting list for.

See:

Section 8.6.9, Assistance with respite, personal care or therapy services

Section 8.6.10, Assistance with equipment hire

2. If a member is receiving, or starts to receive, services from State or Territory Government agencies, support under this Part for those services will no longer be provided.

Example: A member is receiving assistance for therapy services for a dependant with special needs in the new posting location while on the waiting list for State funded assistance. The State funded therapy service becomes available to the member's dependant. The member is no longer eligible for assistance for therapy services under this Part.

3. Assistance under sections 8.6.9 and 8.6.10 may be approved by the Director General Defence Community Organisation. Advice from the State or Territory Government agency will be considered when determining the period of assistance.
4. The Director General Defence Community Organisation may approve an extended period of assistance on written application from the member, when access to assistance provided by the State or Territory agencies takes a longer period. The member needs to provide advice from the relevant State or Territory agency that the dependant with special needs is still on a waiting list.
5. Assistance that is approved for a member with a dependant with special needs is paid by the following means.

Item	If the services were...	Defence Community Organisation will...
1.	paid for by the member	reimburse the cost of the services on presentation of receipts to DCO.
2.	provided and an invoice was issued by the service provider	pay the service provider on presentation of the invoice.

8.6.9 Assistance with respite, personal care or therapy services

1. In this section a decision maker means one of the following.
 - a. Director General Defence Community Organisation.
 - b. Director National Operations Defence Community Organisation.
2. Members with dependants with special needs may be provided with financial support for the following services when State or Territory assistance is not available or has a waiting period.
 - a. Respite care.
 - b. Personal care.
 - c. Therapy services.
 - d. Early intervention programs.

3. The member must apply in writing for the services listed in subsection 2 to the decision maker using Form AC835 – Application for assistance with respite, personal care, therapy services or equipment hire, including all relevant supporting paperwork.
4. The decision maker may approve an application for assistance, having regard to the following.
 - a. Evidence of recognition as a member with a dependant with special needs.
See: Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
 - b. Evidence of the placement on a waiting list for therapy and respite services.
 - c. Evidence that the assistance applied for was provided in the previous posting location, or that the family was on a waiting list in that location.
5. Financial assistance is only provided until State or Territory assistance is received by the member.
6. Respite care at Commonwealth expense will only be provided when no other forms of care are available.

Example: A member with a dependant with special needs who is eligible to receive respite care through a State or Territory agency may be placed on a waiting list. They may not be able to be provided with the care under formal or informal arrangements. Then respite care will be provided at Commonwealth expense.

8.6.10 Assistance with equipment hire

1. A member with a dependant with special needs may be provided with financial support to allow them to hire equipment in the new posting location when some or all of the following conditions apply.
 - a. Specialist equipment that was used at the old posting location was provided by a local Government service or was not transportable.
 - b. The dependant was on a waiting list for the equipment at the old posting location.
 - c. The dependant is on a waiting list in the new location.
2. The member must apply in writing to the Director General Defence Community Organisation using Form AC835 – Application for assistance with respite, personal care, therapy services or equipment hire, including all relevant supporting paperwork for assistance with financial costs for equipment hire.
3. The Director General Defence Community Organisation may approve the application for financial assistance under this section, having regard to the following.
 - a. Evidence of recognition as a member with family with special needs.
See: Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs
 - b. Evidence of an approved application for placement on waiting lists for Government funded services at the new posting location.
 - c. Evidence that the type of equipment applied for was provided at the previous posting location, or that the family was on a waiting list in that location.

- d. Evidence that equipment is not transportable or was provided by Government funded services at the previous posting location.
- 4. Financial assistance is only provided until State or Territory assistance is received by the member.

8.6.11 Education assistance for children with special needs

Education assistance for children with special needs is provided under section 8.4.14.

See: Part 4 Division 2 section 8.4.14, Children with special needs

8.6.12 Special housing needs

- 1. Housing support may be provided to a member with a dependant with special needs at the new posting location if there is a special accommodation requirement.
- 2. The support provided is limited to the following.
 - a. Consideration of the special needs by Defence Housing Australia when allocating a Service residence.
 - b. Modifications that do not significantly alter the structure of the house.

Example: Some modifications that may be provided include:

- 1. Installation of a ramp at the front door and at one other door if the dependant with special needs is in a wheelchair.
- 2. Removal of a shower door and replacement with a heavy duty shower curtain.
- 3. Modification of taps.

- c. Housing located close to the dependant's school.
- d. Increased rent ceiling for a rental property required to accommodate the special needs.

See: Chapter 7 Part 8 Division 2 paragraph 7.8.12.2.b, CDF may increase rent ceiling

- 3. The CDF may approve any of the following modifications on written application from the member.
 - a. Modifications that are similar to those at the member's residence in the previous posting location.
 - b. Window mounted air conditioners and heaters that are portable and have been purchased by the member may be installed or removed at Commonwealth expense.

Note: Split-system air conditions are not classified as portable. Installation and removal costs of these units will not be assisted by the Commonwealth.

See: Chapter 6 Part 5 Division 2 section 6.5.14, Technical help for dismantling and installing items
 - c. Removal of carpets where specialist medical advice based on appropriate allergy testing (for example, skin prick tests), has identified carpet as a trigger for a severe allergic reaction.

- d. Modifications that improve accessibility for the dependant.

Example: Ramps, alterations to showers and toilets.

- 4. Members who have a dependant with special needs and have received a posting order must contact Defence Housing Australia with their requirements, if they would like them taken into account.
- 5. A member who has a dependant with special needs, but has not been posted, may apply in writing for housing assistance provided under this section. The CDF may approve the request.

8.6.13 Special assistance during removal

- 1. If a member requires special accommodation during a removal for a dependant with special needs, the CDF will approve additional assistance for the special accommodation.

Examples: Some of special accommodation requirements can include the following.

- a. Wheelchair accessible shower.
- b. Room with a bath.
- c. Lift access.

- 2. Accommodation costs during a removal for a member and their dependants can be found in Annex 9.5.A.

See: Annex 9.5.A, Amounts for accommodation, meals and incidentals

- 3. The Director General Defence Community Organisation may approve unpacking assistance for a member who meets all the following conditions.

- a. The member has applied in writing to the Director General Defence Community Organisation.

Note: The member does not need to provide copies of the medical or supporting documents used in their application for recognition of a dependant with special needs or assessment of assistance for that dependant. Only any new documents to support the removal assistance conditions set out in paragraphs b., c. and d. below would be needed.

- b. The member is unable to help with the unpacking for either of the following reasons.
 - i. The member is absent due to Service reasons.
 - ii. The member has a medical condition that prevents the member from doing the unpacking.
- c. The member does not have family or friends present to support them in the new location they are moving to.

- d. The Director General Defence Community Organisation believes that one or more of the member's dependants are facing severe medical difficulties, and that this will prevent them from doing their unpacking. The Director General Defence Community Organisation may consider the following factors.

- i. Whether there is evidence provided that the member's adult dependant has a medical condition that prevents them from unpacking.

Examples: The member's spouse or partner has a medical certificate or physiotherapist advice that states they cannot lift items. For example, multiple sclerosis, arthritis, spinal injury.

- ii. Whether there is evidence provided that another dependant has a medical condition so severe it limits the member or their adult dependant from unpacking, as they must provide care.

Examples: A dependant has severe and challenging behaviours that limit the spouse or partner from unpacking, as the spouse or partner must provide care to prevent injury to the dependant or removalists. For example, throwing glassware, running away, or physical violence.

- 4. Unpacking assistance is subject to the following limits.
 - a. It is limited to two workers for four hours in duration. The workers are supplied by the Commonwealth removalist as part of the removal package.
 - b. It is only available at the time of home contents delivery.

8.6.14 Allowable travel time

A member with a dependant with special needs may be eligible for travel at shorter distances each day when travelling.

See: Chapter 9 Part 6 Division 1 section 9.6.7, Definitions, *Allowable travel time*, item c

8.6.15 Remote location leave travel

A member with a dependant with special needs living in a remote location, who is eligible for remote location leave travel, may be eligible for an alternate means of travel.

See: Chapter 9 Part 4 Division 4 subsection 9.4.31.3, Scheme B – member with dependants

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.

See: Chapter 1 Part 3 Division 2, Dependants and categorisation
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 Community Organisation.
 - 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 Assistance for attendance

1. A person may be provided with the following assistance under this Part.
 - a. Travel.
See: Section 8.7.6, Assistance with domestic travel
 - b. Accommodation.
See: Section 8.7.7, Assistance with accommodation
 - c. Meals.
See: Section 8.7.8, Assistance with meals
 - d. Other expenses.
See: Section 8.7.9, Assistance with incidental expenses
 - e. Dependant or child care.
See: Section 8.7.10, Assistance with dependant or child care
 - f. Additional Support.
See: Section 8.7.11, Additional support
2. The provision of assistance under this Part ends on the day after the close of the Court of Inquiry hearings.
Exception: The CDF may approve assistance for attendance at 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.
See: Chapter 9 Part 6 Division 5 section 9.6.25, Amount of allowance and calculation of distance
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 at Commonwealth expense.
Example: The person lives in Perth and the Court of Inquiry is being held in Sydney.

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. If there is a break of more than five days between sitting days, a person may choose to travel back to their home at Commonwealth expense. A maximum of three return trips at Commonwealth expense may be provided under this subsection in any two month period.
7. The Director General Defence Community Organisation may approve additional return trips at Commonwealth expense in extenuating circumstances. The Director General Defence Community Organisation 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 at Commonwealth expense 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. The CDF may approve accommodation at Commonwealth expense if the CDF considers it unreasonable for a person to travel to attend the Court of Inquiry on a daily basis. The CDF must have regard to advice from the Defence Community Organisation.
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.

Example 1: The person uses a walking stick and the accommodation is a 15 minute walk from the venue of the Court of Inquiry. The person may be provided with a cab charge voucher.

Example 2: There are a number of people attending the Court of Inquiry staying in accommodation that is a 30 minute walk from the venue of the Court of Inquiry. The Commonwealth may provide a shuttle bus.

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. A person who is receiving assistance with accommodation under section 8.7.7 is eligible for payments for breakfast, lunch and dinner. This table sets out their benefits.

Item	If the person is...	then they are to be paid...	this does not apply if...
1.	under the age of 10	half the rate set out in section 9.5.35 for the rank of colonel or lower	a meal is provided by the Commonwealth. Example: Lunch is provided at the Court of Inquiry venue. The person is not eligible for a payment for lunch even when they choose not to eat at the venue.
2.	any other person	the rate set out in section 9.5.35 for the rank of colonel or lower	a meal is provided by the Commonwealth.

See: Section 8.7.7, Assistance with accommodation

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. The weekly amount for incidentals allowance is payable to a person nominated by the family unit.

See: Chapter 9 Part 5 Division 3 subsection 9.5.41.2, Travel for more than 21 days

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.

8.7.11 Additional support

The Director General Defence Community Organisation will provide people with unclassified, publicly released, daily transcripts from the Court of Inquiry. This benefit may only be provided for the duration of the Court of Inquiry hearings.

Note: Legal representation may be provided in accordance with regulation 33 or regulation 121 of the *Defence (Inquiry) Regulations 1985*.

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 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.

Example: A partner, parent (including a step-parent) or sibling of the ADF member.

- 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 at Commonwealth expense, 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.

Example: The person uses a walking aid and the accommodation is a 15 minute walk from the venue of the Court of Inquiry. The person is provided with cab charge vouchers.

- 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 may be provided with travel assistance under paragraphs c, d. and e. if they live locally, to ensure they are assisted with the costs of daily travel to and from the inquest venue.

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.

Example: Travel and accommodation costs for attendance at the hearing are paid for as they are slightly below the rates listed in the Assessment of Costs.
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: National ADF Family Health Program

8.9.1 Purpose

The purpose of this Part is to reimburse ADF members or eligible dependants for health costs incurred within Australia by a dependant registered under the National ADF Family Health Program.

8.9.2 Members this Part applies to

1. This Part applies to the following members with one or more eligible dependants.
 - a. Permanent Forces members.
 - b. Members of the Reserves on continuous full-time service.
2. This Part does not apply in relation to health costs incurred by a member or their dependant in any period in which the member is serving as a member of the Reserves and is not on continuous full-time service.

8.9.3 Definitions

This table defines terms used in this Part.

Term	Meaning in this Part
Claimant	Means a person eligible to receive reimbursement under the program. Note: This is not necessarily the person who pays for the service or product. The claimant is any one of the following. a. The member. b. The member's eligible dependant. c. The legal personal representative of either or both the member or an eligible dependant.
Eligible dependant	Means a member's dependant, for whom all of the following conditions are met. a. The dependant is recognised as a dependant in accordance with Chapter 1 Part 3 Division 2. See: Chapter 1 Part 3 Division 2, Dependants and categorisation b. The dependant is listed on the Defence Personnel Management Key Solution System (called PMKeyS). c. The dependant is registered for The Program.

Term	Meaning in this Part
General practitioner	Means a person who meets the definition of a general practitioner under section 3 of the <i>Health Insurance Act 1973</i> . See: <i>Health Insurance Act 1973</i>
Medicare Benefits Schedule	Means the list of rebateable items made under the <i>Health Insurance Act 1973</i> .
Out of pocket expenses	Means the difference between the amount that is charged for an item provided to an eligible dependant and the amount of Medicare rebate that may be paid for that item.
Specialist	Means person who meets the definition of a specialist under section 3 of the <i>Health Insurance Act 1973</i> . See: <i>Health Insurance Act 1973</i>
Specialist services	Means services provided by a specialist that are provided in consulting rooms, or in a hospital or institutional setting.
The Program	Means the National ADF Family Health Program.

8.9.4 General practice setting benefits

1. A claimant may be reimbursed for all out of pocket expenses incurred by an eligible dependant for medical services provided in a general practice setting.
2. A service referred to in subsection 1 must have a Medicare Benefits Schedule item number. It does not need to be provided by a general practitioner.

Example: A nurse practitioner provides the service at the general practice and the out of pocket expenses for it are claimed under The Program.

3. Despite the limit in subsection 2, if a service could reasonably be expected to attract a Medicare rebate but for the fact that the patient is not eligible for Medicare, the claimant can be reimbursed the full amount of the fee that the general practice charged for that item.

8.9.5 Specialists and allied health benefits

1. The maximum that may be reimbursed to a claimant under this section for any financial year from 1 July 2015 is \$400 for each of a member's eligible dependants.
2. Reimbursement under this section is limited to the out of pocket expenses incurred by an eligible dependant, for services or products described in paragraphs a, b and c of this subsection, and excluding costs described in subsection 3.
 - a. Consultation with a specialist. The service must have a Medicare Benefits Schedule item number.
 - b. Medically prescribed, dental and optical appliances.
 - c. An allied health service, including any listed in the following table.

Item	Service	Benefit
1.	Audiology	Consultation by an eligible audiologist under the <i>Health Insurance (Allied Health Services) Determination 2014</i> . See: <i>Health Insurance (Allied Health Services) Determination 2014</i>
2.	Chiropractic and Osteopathy	Consultation by a chiropractor or osteopath registered with the Australian Health Practitioner Regulation Agency. See: Australian Health Practitioner Regulation Agency website for registered practitioners
3.	Dental	Consultation by a dentist registered with the Australian Health Practitioner Regulation Agency. Includes items listed by the Australian Dental Association (ADA). See: 1. Australian Health Practitioner Regulation Agency website for registered practitioners 2. The Australian Schedule of Dental Services and Glossary for included items
4.	Dietary	Consultation by an allied health professional under the <i>Health Insurance (Allied Health Services) Determination 2014</i> . See: <i>Health Insurance (Allied Health Services) Determination 2014</i>
5.	Occupational Therapy	Consultation by an occupational therapist registered with the Australian Health Practitioner Regulation Agency. See: Australian Health Practitioner Regulation Agency website for registered practitioners
6.	Optical	Consultation by an optometrist registered with the Australian Health Practitioner Regulation Agency. Includes all prescription eyewear, lenses, frames, contact lenses and repairs. See: Australian Health Practitioner Regulation Agency website for registered practitioners
7.	Physiotherapy	Consultation by a physiotherapist registered with the Australian Health Practitioner Regulation Agency. See: Australian Health Practitioner Regulation Agency website for registered practitioners
8.	Podiatry and Chiropody	Consultation by a podiatrist or chiropodist registered with the Australian Health Practitioner Regulation Agency. See: Australian Health Practitioner Regulation Agency website for registered practitioners
9.	Psychology	Consultation by a psychologist registered with the Australian Health Practitioner Regulation Agency. See: Australian Health Practitioner Regulation Agency website for registered practitioners
10.	Speech Therapy	Consultation by an allied health professional under the <i>Health Insurance (Allied Health Services) Determination 2014</i> . See: <i>Health Insurance (Allied Health Services) Determination 2014</i>

3. Specialist and allied health services to which either or both the following descriptions apply are not reimbursed under The Program.
 - a. They attract goods and services tax (GST).
 - b. They are cosmetic.
4. The benefit may be transferred to other eligible dependants of the member.

Example: A family of three has registered for The Program and has been allocated a total of \$1,200 for the financial year (i.e. \$400 maximum per dependant). One of the dependants undergoes extensive physiotherapy. The dependant's annual \$400 allocation has been claimed but there is still an amount outstanding. The claimant is able to use part or all of the other dependants' allocation to cover out of pocket expenses, with the understanding that another allocation is not available until the next financial year.
5. Claimants may be reimbursed for out of pocket expenses under The Program for eligible dependants with private health insurance. The following conditions apply.
 - a. Any private health rebate must be claimed before claiming reimbursement under The Program.
 - b. The claimant may only be reimbursed the cost of the service, less any Medicare and private health insurance rebates, up to their remaining yearly limit.
 - c. The claimant must provide any relevant private health insurance receipts with their claim.
6. The claimant must provide payment receipts with their claim, in order to be reimbursed under The Program.
7. In addition to the requirements of subsections 5 and 6, a claimant who seeks reimbursement for a medically prescribed appliance must include a copy of the recommendation or prescription for the item from a registered practitioner.

8.9.6 Hospital and institutional expenses are not reimbursed

Costs incurred for admissions, stays and accommodation in hospitals or institutional settings are not reimbursed under The Program.

8.9.7 Registering for The Program

1. To register a dependant for the purposes of The Program, a member must take all of the following actions.
 - a. Ensure the dependant is listed and their details up-to-date in the Dependant/Beneficiary section of Defence's Personnel Management Key Solutions system (PMKeyS). To list or update dependant details the member must use form AD160 – ADF Dependant Details.

See: Webform AD160 – ADF Dependant Details
 - b. Register for The Program using form AD858-1, ADF Family Health.

See: Webform AD858-1, ADF Family Health

Notes:

1. The member will be sent an ADF Family Health Card after dependants have been successfully registered. This card can be used to pay for services at the point of sale where the provider has software installed to enable that.
 2. Because a dependant does not become eligible until after they have been registered on The Program, claims cannot be made for services that are provided on a day before the dependant is registered.
2. Eligible dependants can only be registered by one ADF member. If an eligible dependant has more than one parent or guardian who could register them under The Program, then only one of those members may register the dependant.
- Note:** It is for the members to decide and agree which one of them performs that task.
3. A member cannot be registered as an eligible dependant under The Program.
 4. A member may elect to register or deregister a dependant at any time.
 5. If a person requests to be removed from The Program, Defence must action that request within a reasonable period of time.
 6. Information about members and their dependants that is collected by The Program is dealt with in accordance with the *Privacy Act 1988*.

8.9.8 Life of the benefit

1. Benefits under The Program are only payable on claims submitted within 12 months of the services or products being provided.
2. This means that the claimant must submit a claim within 12 months of an eligible dependant receiving a service or product in order to be reimbursed under The Program.

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.

Note: The Reserve Assistance Program provides access to mental health support services to members of the Reserves and their families to discuss work or personal issues. It is a confidential service.

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.

Examples: Persons may wish to use the Reserve Assistance Program for issues such as the following.

- a. A personal crisis.
 - b. Relationship and family issues.
 - c. Other physical and emotional difficulties.
2. No more than four sessions may be claimed for each issue the person wishes to address.

Examples:

1. A member attends three counselling sessions for one issue. The member may attend four sessions for another issue that arises a few months later.
2. The member's spouse may attend four counselling sessions without the member.

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.

Example: If all additional sessions are approved the person gets eight sessions to discuss an issue.

4. The CDF may make the decision in subsection 3 without knowing the identity of the person.

Note: This provision ensures the person's privacy.

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.

Note on disclosure of personal information:

1. A Defence member may provide written consent for health information to be released to specific individuals in their chain of command.
2. In all other situations information can only be disclosed in accordance with the exemptions to the *Privacy Act 1988*.

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.

Related Information: Chapter 3 Part 2 Division 1 section 3.2.15 permits some members to count their first session as duty. This may allow them to be paid for attending the session.

8.10.6 ...

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 at Commonwealth expense.

9.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Basic travel benefits
- Part 2 Travel in specific circumstances
- Part 3 Travel and dependants
- Part 4 Leave travel
- Part 5 Payment of travel costs
- Part 6 Vehicle allowance
- Part 7 Aircraft allowance

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.
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. See: Part 1 section 9.1.3 for more information.

Term	Definition in this Chapter
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. a. The cost of travel to the place by the most economical means. b. The cost of travel to and from the relevant airports, railway stations and coach terminals. c. Any taxes or levies on the travel. It does not include goods and services tax (GST) on the fare. See: Part 1 section 9.1.7 for more information.
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.

9.0.4 ...

Part 1: Basic travel benefits

9.1.1 Purpose

This Part provides a member's basic benefits for the following aspects of travel at Commonwealth expense.

- a. The means of travel.
- b. The class of travel.
- c. Travel by own means.
- d. Baggage allowance.

9.1.2 Travel overview

The following table gives an overview of how some key travel policies described in this Part relate to one another.

Item	Policy	Overview
1.	Most economical means of travel See: Section 9.1.3, Most economical means of travel Section 9.1.4, Air as most economical means of travel	Most economical means of travel determines the mode of travel the member may use. This takes into account things such as fares and salary costs. Examples: The member may drive, fly, or use a train or a coach for a journey.
2.	Lowest practical fare See: Section 9.1.5	Lowest practical fare applies if the member is approved to travel by air. It is a means of selecting the flight the member must use for the travel.
3.	Normal departmental liability See: Section 9.1.7	Normal departmental liability applies if the member is approved to travel by means that are not the most economical means. It is a figure which is the result of a formula used to work out how much the Commonwealth will pay for the travel.
4.	Class of travel See: Section 9.1.9	Class of travel applies if the member is approved to travel by air. It sets out the class of ticket the member may use. Example: Economy class.

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.

Examples: Coach, rail or air travel or rental vehicles.

- b. The fares and allowances for the member and any dependants.
 - c. The estimated value of the member's salary and salary-related allowances for the travel time.
3. This value is worked out in this way.

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.

Example: A member has to travel between Perth and Alice Springs. To fly would cost an airfare and several hours' salary and allowances. Rail would cost two fares and several days' salary and allowances. Once the total costs are compared air is shown to be the most economical means of public transport.

Non-example: A member has to travel between Darwin and Alice Springs. Rail, coach and air are all available options. However, no comparison needs to be made as section 9.1.4 provides that air is to be used.

4. Defence will not provide coach travel for individual members or dependants if air or rail travel is available. However, the CDF could grant a member's request to travel by coach if both these conditions are met.
 - 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 salary-related 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.

See:

Part 4, Leave travel

Chapter 5 Part 4, Recreation leave

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.

Note: The list of remote locations can be found at Annex 4.4.A.
 - 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.

Non-example: A charter 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.

Example: A member in Canberra has a meeting scheduled in Sydney which commences at 0930. To allow the member to arrive in Sydney in time to travel to the meeting the member determines that the latest flight time from Canberra is 0730. The flights that are to be considered for the lowest practical fare leave Canberra between 0645 and 0730.

- ii. The earliest possible return flight time for return flights.

Example: A member is returning to Canberra after a meeting in Sydney. The meeting finishes at 1500. Taking into consideration travel time from the meeting venue to the airport and check-in times, the member determines the earliest departure flight is at 1630. The flights that are to be considered for the lowest practical fare leave Sydney between 1630 and 1715.

Example: A member is travelling from Sydney to Townsville for a meeting at 1300. The member has found that there are two flights available that meet the criteria of lowest practical fare and will allow the member to arrive in Townsville in time for the meeting.

- a. A connecting flight which travels from Sydney to Brisbane then to Townsville. The total travel time for this trip is 5.5 hours.
- b. A direct flight from Sydney to Townsville which takes 2.5 hours.

The connecting flight has the lowest fare and it will arrive in Townsville in time for the meeting. However, the direct flight is a more effective use of the member's time as the timing and shorter flying times are more practical. Either flight can be chosen taking into consideration the member's circumstances for the travel.

2. A member who travels by air must travel using the lowest practical fare at the class of travel they are eligible for in the table in subsection 9.1.9.1.

See: Section 9.1.9, Class of travel

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.

Related information: Department of Finance Resource Management Guide No. 404, *Official Domestic Air Travel – Use of the Lowest Practical Fare*.

9.1.6 Travel by own means

If a member has been approved to travel by their own means, the Commonwealth will pay the member the lesser of either of the following amounts.

- a. The normal departmental liability.
- b. The amount of vehicle allowance that would have been payable to the member had they otherwise been eligible.

See: Division 5, Vehicle allowance amounts and limits

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.

Note: Normal departmental liability does not include goods and services tax (GST) on the fare.
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.

See: Part 6, Vehicle allowance

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.

See: Section 9.0.3, Definitions

- 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.

Note: NDL means normal departmental liability.

See: Section 9.1.7, Normal departmental liability

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. 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 air.

Item	A member who is...	and is travelling...	is eligible for travel by...
1.	Brigadier or higher	a. on a Canberra–Sydney flight when they are accompanying a dignitary	business class.
		b. on a Canberra–Sydney flight when the flight is part of a continuous longer flight	business class.
		c. on another Canberra–Sydney flight	economy class.
		d. on another domestic flight	business class.
2.	any of the following: a. Warrant Officer of the Navy b. Regimental Sergeant Major Army c. Warrant Officer of the Air Force	a. on a Canberra–Sydney flight when travelling on Defence business and accompanying a dignitary	business class.
		b. on a Canberra–Sydney flight when travelling on Defence business and the flight is part of a continuous longer flight	business class.
		c. on another Canberra–Sydney flight when travelling on Defence business	economy class.
		d. on another domestic flight when travelling on Defence business	business class.
		e. on any other domestic flight Example: A member travels from Melbourne to Perth on reunion travel.	economy class.
3.	Colonel or lower	on a domestic flight	economy class.
4.	staff officer required to travel with 3 star or higher on journey	on a domestic flight	business class.
5.	a Victoria Cross for Australia recipient travelling for representational duties	on a domestic flight	business class.
6.	an escort for a Victoria Cross for Australia recipient travelling for representational duties	on a domestic flight	business class.

See: Part 3 Division 11, Travel for representational purposes

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	first class. If first class is not available the member and dependants are eligible for travel by the highest class available. 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.

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 at Commonwealth expense is eligible for travel by the same means and at the same class as the member. This is unless another rule provides differently.

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 any other rank	260 kg. 156 kg.

2. The maximum limit includes the baggage the carrier lets the member take on board as part of the fare.
3. A carrier may carry only part of a baggage limit free of charge. In this case, the CDF may determine how the rest of the baggage is sent. The CDF may approve one these methods.
 - a. Sending the remaining baggage by the most economical of these two means.
 - i. With the member's furniture and effects.
 - ii. As unaccompanied baggage at Commonwealth expense.

- b. Allowing the member to carry it as excess accompanied baggage at Commonwealth expense. The CDF must consider whether the member needs access to the baggage during the journey or immediately after it.
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. The Commonwealth will not pay the cost of insuring the member's baggage.

Note: If baggage is included with furniture and effects, the insurance that relates to removals applies.

See Chapter 6 Part 5, Removals and storage
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 Commonwealth will pay for transport of Service property or documents the member is required to carry during travel.
3. Baggage does not include a member's or dependant's pets.

See: Chapter 6 Part 1 Division 3 for details of assistance with costs of pet relocation.

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.

Example: Travel between the member's home and the nearest airport.
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

9.2.1 Overview

This Part sets out a member's travel benefits across the spectrum of their Service life, from entry to ceasing continuous full-time service. The benefits described are in addition to, or modify, the basic benefits set out in Part 1.

9.2.2 Contents

This Part includes the following Divisions.

Division 1	Travel for applicants for entry into the ADF
Division 2	Travel on temporary duty
Division 3	Travel for removal purposes in Australia
Division 4	Travel on posting
Division 5	Travel in particular situations
Division 6	Travel on ceasing continuous full-time service – general
Division 7	Travel on ceasing continuous full-time service – specific circumstances
Division 8	Reserve members – duty travel

Division 1: Travel for applicants for entry into the ADF

9.2.3 Purpose

This Division sets out eligibility for travel expenses, allowances and accommodation expenses for a person who has applied for entry into the ADF.

9.2.4 Persons this Division applies to

This Division applies to a person who meets all these conditions.

- a. They are not a member.
- b. They have signed an application for appointment to or enlistment in the ADF.
- c. They have been asked to have an examination or interview to see if they are suitable to become a member.

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 at a class described in Part 1 section 9.1.9, Class of travel.
- b. Baggage as described in 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 as described in 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	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.

Item	If the member chooses to travel by...	then...
2.	rail rather than air	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.	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 at Commonwealth expense 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.

See: Chapter 6 Part 5, Removals and storage

9.2.9 Travel for first removal after entry into Service

A member may be eligible for travel at Commonwealth expense on their first removal after they enter the Service. To qualify, all these conditions must be 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.

See: Chapter 5 Part 11 Division 2, Short absence for removal purposes

9.2.10 Subsequent eligibility for removal travel

1. Subject to subsection 2, the CDF may approve travel at Commonwealth expense 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 a short absence for removal purposes to go back to where their dependants are.

See: Chapter 5 Part 11 Division 2, Short absence for removal purposes
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 at Commonwealth expense 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 a short absence for removal purposes.
See: Chapter 5 Part 11 Division 2, Short absence for removal purposes
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 at Commonwealth expense 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 are granted a short absence for removal purposes.
See: Chapter 5 Part 11 Division 2, Short absence for removal purposes
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.

Note: These benefits are in addition to the basic benefit in Part 1 of this Chapter.

Item	If the member...	the member...
1.	travels by rail as the most economical means	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	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	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. 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. 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.

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.

Note: These benefits are in addition to the basic benefit in Part 1 of this Chapter.

Item	If the member...	the member...
1.	travels by air as the most economical means with their dependants	a. may have their baggage limit increased by: i. one piece for each adult dependant, and ii. up to two pieces for children. Note: This additional benefit should be used to transport cutlery, linen, curtains and similar items. The aim is to help the family take up Service accommodation as soon as possible. b. is eligible for reasonable costs for themselves and any dependants' accommodation and meals. c. is eligible for reasonable door-to-door travel costs.
2.	travels by air as the most economical means without dependants	a. may have their baggage limit increased by: i. up to three pieces for the following journeys: • to or from Darwin, • between a remote location and the nearest capital city, or • between a place in an external territory and a place in Australia. ii. one piece of baggage for any other journey. b. is eligible for reasonable costs for accommodation and meals. c. is eligible for reasonable door-to-door travel costs.
3.	chooses to travel by private vehicle rather than air	a. and their dependants may be authorised to travel. b. The member may be eligible for vehicle allowance up to the cost of air travel. Note: If the travel is on a working day, any time greater than the allowable travelling time should be taken as leave. See: Part 6 section 9.6.7, Definitions

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.

Note 1: Coach travel will not usually be the most economical means.

See: Part 1 subsection 9.1.3.4, Most economical means of travel

Note 2: These benefits are in addition to the basic benefit in Part 1 of this Chapter.

Item	If the member...	the member...
1.	travels by coach as the most economical means	a. may be eligible for travelling allowance and meal allowance. b. is eligible for reasonable costs for themselves and any dependants' accommodation and meals. c. is eligible for reasonable door-to-door travel costs. d. must pay any additional baggage costs over the eligible maximum baggage limit under section 9.1.10. See: Part 1 section 9.1.10, Baggage – general
2.	chooses to travel by private vehicle rather than coach	a. and their dependants may be authorised to travel. b. may be eligible for vehicle allowance up to the cost of coach travel. 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.

9.2.17 Reimbursement of personal expenditure on travel

A member eligible for travel at Commonwealth expense may travel at their own expense. If they do, they will be reimbursed their actual travel costs, but only up to the limit of the amount that the Commonwealth would have paid for the journey.

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.

See: Division 2, Travel on temporary duty

9.2.19 Delayed or interrupted posting travel

Travel on posting may be delayed because the road is cut. In this case, the CDF may authorise payment of additional allowances and reimbursements for meals and accommodation.

Example: A flood or landslide.

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 Navy aircraft squadron.
 - 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.

See: Chapter 6 Part 5

Division 4, Postings or deployments, for removal to a seagoing ship or a Navy aircraft squadron

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

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. The Commonwealth will pay only for the cost of the member's transport from the port the ship sailed from to the port where they are to rejoin their ship.

Note: Depending on the reason the member missed the ship, they may face disciplinary action on rejoining the 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.

Note: Defence may arrange the travel for the member. If the member makes the arrangements, they would be expected to use the normal Defence business travel procedures.

- 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.

See: Part 5 Division 2, Travel on Defence business using the travel card

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.

See: Part 6, Vehicle allowance
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.

Note 1: These benefits are in addition to the basic benefit in Part 1 of this Chapter.

Note 2: This table sets out where other benefits related to travel on ceasing continuous full-time service can be found in this Manual.

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 at Commonwealth expense 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.

See: Division 7 section 9.2.36, Service terminated through member's fault

- b. In advance of ceasing continuous full-time service.
- c. In anticipation of ceasing continuous full-time service for compassionate reasons.

See also: Chapter 6 Part 5 Division 6 section 6.5.46, Removal on ceasing continuous full-time service

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.

See: Part 3 Division 10, Travel of dependants on death of a member

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.

Note: The Commonwealth will not pay any insurance costs relating to the baggage. This applies to all baggage, whether free, excess, accompanied or unaccompanied. If the baggage is part of a removal, insurance provisions may apply under Chapter 6 Part 5 Division 1 section 6.5.9A, Compensation for loss or damage to items stored or removed.

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.

See: Annex 9.5.A, Amounts for accommodation, meals and incidentals
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.
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 benefit is limited. It must not be more than what the Commonwealth would have paid for items a. to d. if the member and any dependants travelled by the most economical means.
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.

Example: A member may go on long service or other leave before ceasing continuous full-time service without returning to service before ceasing continuous full-time service. They may choose to travel to their new home during that time when they have a removal. In this case, they may choose to take their travel benefit in advance of ceasing 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.

See: Chapter 6 Part 5 Division 3, Removal to a personal location where benefits are provided

- b. The member is ceasing continuous full-time service.
2. If the Commonwealth put cost limits on the removal to the personal location, the travel benefit for travel from the personal location is also limited.
3. The Commonwealth will pay only up to what it would cost for travel between the locations described in paragraphs a. and b.
 - a. From the current posting location or home port (whichever is applicable).
 - b. To the location of the removal the member is eligible for on ceasing continuous full-time service.

Example: A member is posted to Sydney. The member chooses to remove their dependants to Brisbane. Their removal on ceasing continuous full-time service is to Melbourne. The Commonwealth will only pay travel costs associated with the removal from Sydney to Melbourne.

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 Commonwealth 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 at Commonwealth expense under the basic benefit in Part 1 of this Chapter. To qualify, they must take up the option within the relevant period below.

- 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.

See: Chapter 6 Part 5 Division 6, Removal on ceasing continuous full-time service

9.2.39 Failure to complete service

1. It may be that a member who travels at Commonwealth expense for ceasing continuous full-time service under this Division does not complete their service. In this case, they must repay what the Commonwealth spent on the travel.
2. The member does not have to repay the costs to the Commonwealth 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. Their home port if they were posted to a seagoing ship.
 - 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.

See: Chapter 6 Part 5 Division 3, Removal to a personal location where benefits are provided

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 at Commonwealth expense.

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 at Commonwealth expense 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

9.3.1 Overview

This Part sets out a member's benefits when travel is necessary to gain, lose, reunite with or look after their dependants. It also outlines dependants' benefits when a member dies.

9.3.2 Contents

This Part includes the following Divisions.

Division 1	Travel on marriage or ADF recognition of partnership
Division 2	Travel on breakdown of marriage or partnership
Division 3	Travel on maternity leave
Division 4	Reunion travel for members
Division 5	Reunion travel for school students
Division 6	Student reunion travel to members in a remote location
Division 7	Reunion travel for tertiary students
Division 8	Compassionate travel
Division 9	Australians dangerously ill scheme – within Australia
Division 10	Travel of dependants on death of a member
Division 11	Travel for representational purposes

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.

See: Chapter 1 Part 3 Division 2 section 1.3.88, Partner

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). See: Part 6, Vehicle allowance Part 1 section 9.1.7, Normal departmental liability

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.

See: Part 1, Basic travel benefits

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 CDF may authorise travel at Commonwealth expense by other than the most economical means. However, the member must pay the difference before the travel.

9.3.6 When a member travels at their own expense

1. A member eligible to travel at Commonwealth expense 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 at Commonwealth expense 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 who gets married in Australia in either of these two circumstances.
 - a. They are away from their posting location.
 - b. They are serving in a seagoing ship.
2. This section does not apply to a member whose marriage or common household was arranged before posting.
3. The member may be eligible for travel under subsection 2 for their spouse (and any other dependants) from the location where they were married. They must meet one of these two conditions.
 - a. They have at least one year of service left when the travel is approved.
 - b. They are on a posting that would have made them eligible for travel if they had been married at the time they were posted.
4. The member may be eligible for travel under subsection 2 for their partner (and any other dependants) from the location where they were recognised by the ADF as having a partner. They must meet one of these two conditions.
 - a. They have at least one year of service left when the travel is approved.
 - b. They are on a posting that would have made them eligible for travel if their partnership had been recognised at the time they were posted.
5. Travel under subsection 2. is limited to the cost of a fare for the spouse or partner (and any other dependants) from the place of marriage or the place where they were recognised by the ADF as having a partner (whichever is applicable) to one of the following places.
 - a. A residence in the member's posting location.
 - b. If the member is serving in a seagoing ship: whichever of these places they choose.
 - i. The location of the ship's home port.
 - ii. Their home port.
 - c. If the member is serving with a Navy aircraft squadron: whichever of these places they choose.
 - i. The location of the home port for the ship on which the squadron is embarked.
 - ii. The location of the air station on which the squadron is based.
 - iii. Their home port.

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 Navy aircraft squadron 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.

Note: Chapter 6 Part 5 Division 8, When a member becomes a member with dependants, has more information about removal of personal effects. If baggage is included with furniture and effects, the insurance provisions relating to removals will apply.

9.3.14 Travel on next posting

This table sets out travel benefits of a member on their next posting after they marry, or have a partnership recognised by the ADF, and become a member with dependants.

Item	If the event in subsection 1 took place in...	then they are eligible for travel from...	on the condition that...
1.	Australia	the place of marriage	—
		the location of their current posting	—
		their home port or the ship's home port	a. they had been serving in a seagoing ship or Navy aircraft squadron, and b. their spouse or partner (and any dependants) lived at the location from which the travel is granted.
		any other location in Australia	the Commonwealth would not have to pay any more than it would pay for travel from the three locations in this item above.
2.	outside Australia	the point of entry into Australia of the spouse or partner (and any other dependants)	—

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 at Commonwealth expense under this Division when they cease to be a member with dependants.

Note: The member may have a leave travel benefit under Part 4 of this Chapter.

See:

Part 4, Leave travel

Chapter 8 Part 1, Categories of member – dependants

2. This Division does not apply to travel benefits for a dependant on death of a member.

See: Division 10, Travel of dependants on death of a member

9.3.18 Travel at Commonwealth expense

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 at Commonwealth expense.

See: Chapter 6 Part 5 Division 10, Assistance for non-Service person on breakdown of marriage or partnership

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. If the non-Service spouse or partner decides to travel by air for reasons other than those in Part 1 section 9.1.4, the CDF may approve air travel at Commonwealth expense. Both these conditions must be met.
 - a. The non-Service spouse or partner must have paid any additional cost of travelling by air rather than rail.
 - b. The non-Service spouse or partner must have paid for 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. See: Annex 9.5.A, Amounts for accommodation, meals and incidentals
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. See: Annex 9.5.A, Amounts for accommodation, meals and incidentals
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 non-Service spouse or partner may be reimbursed the cost of meals for themselves and their dependants during their journey. This table sets out how much they may be reimbursed for meals at different locations on their journey.
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.

Item	If the person is...	then the most they will be reimbursed is...
1.	the non-Service spouse or partner	the amount payable for meals to a Colonel or lower under Part 5, Payment of travel costs.
2.	dependants of the non-Service spouse or partner aged 10 or more	the amount payable for meals to a Colonel or lower.
3.	dependants of the non-Service spouse or partner aged under 10	50% of the amount payable for meals to a Colonel or lower under Part 5, Payment of travel costs.

Example 1: If the non-Service spouse or partner travels from Sydney to Townsville in one day, the reimbursement rate is the meal allowance rate for Sydney.

Example 2: If the non-Service spouse or partner stays overnight at Brisbane during the journey, the reimbursement rate for meals on the first day is the rate payable for Brisbane.

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 towable item, if that applies) if a removal has been approved for it under Chapter 6.

See: Chapter 6 Part 5 Division 5, Vehicle removal
 - 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. If a non-Service spouse or partner's baggage cannot be removed with furniture and effects, the Commonwealth will pay for them to carry baggage up to 156 kilograms. The same conditions apply as under Part 1 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. The Commonwealth assistance for the 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.

See: Part 1 section 9.1.12, Door-to-door travel

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 Commonwealth will pay only up to what the member would have been eligible for under section 9.3.26, Travel on maternity leave, for the transferred benefit.

Division 4: Reunion travel for members

9.3.28 Purpose

This Division relates to members separated from their dependants for Service reasons. It allows them to make or receive reunion visits.

9.3.29 Members eligible for reunion travel

1. The CDF may approve a written application for reunion travel at Commonwealth expense from a member who meets all these conditions.
 - a. They are a member with dependants (unaccompanied) or they are a member with dependants posted to a seagoing ship.
 - b. They are living away from home for more than two months for Service reasons. This must be a continuous period.
 - c. Their absence on reunion will not significantly reduce the operational effectiveness of their unit.
 - d. Any of the following apply for the duration of the reunion.
 - i. The member has enough leave credit.
 - ii. The member is on a nonworking period.
 - iii. The member is on short absence.
 - iv. A combination of the above.
2. The CDF must consider both these criteria in deciding whether to grant an application.
 - a. The purpose of the reunion travel.
 - b. The operational requirements of the member's unit.
3. To avoid doubt, a member with dependants (unaccompanied) categorised under subsection 8.3.6.7 is eligible for reunion travel to visit dependants living in a personal location provided they meet any conditions required under this Division.

Exception: Subsection 3 applies in a modified way to a member whose dependants live in a personal location outside Australia. The member's reunion benefits are subject to the following limits.

- a. In this Division, reunion travel to a personal location is taken to be travel to the nearest Australian international airport with flights to the country of the personal location.
- b. In this Division, reunion travel from a personal location is taken to be the following travel.
 - i. The travel is from the nearest appropriate international terminal in Australia with flights from the country of the personal location.
 - ii. The travel is to the member's location.

See: Chapter 8 Part 3

Division 1 section 8.3.6, Member who may be classified as a member with dependants (unaccompanied)

Division 2, Member with dependants (unaccompanied) summary, for a summary of conditions of service that apply to a member with dependants (unaccompanied)

4. A member with dependants (unaccompanied) may also have an eligibility for remote location leave travel.

See: Part 4 Division 4, Remote location leave travel

General examples of reunion travel

Example 1: A member is posted to a three-month course. They know they will be away from home for three months. They ask the course coordinator to approve a reunion trip in the course break that takes place six weeks into the course. Although the two months have not yet passed when the travel occurs, the member can show that they will be living away from home for the whole three months of the course and they are not required for duty during the course break.

Example 2: A member is posted to a seagoing ship for 12 months. The member knows that after three months of the posting, the ship will deploy for six months. The member takes three reunion visits in the first three months of the posting. They take the remainder after the deployment.

Non-example: A member is posted away from their family home for 12 months. The member seeks to take all their reunion benefits as soon as they qualify. The member's Commanding Officer refuses to grant the request. The Commanding Officer talks to the member about the need to meet the demands on the work unit. They also talk about the policy behind reunion visits and whether it would be better to space the trips out to get the most from each trip.

5. A member posted to a ship is eligible for reunion travel from any port in Australia.

Exception: This does not apply if the port the member would be travelling from is in the location where the member's dependants live.

9.3.30 Frequency and cost of reunion travel

1. An eligible member may apply for a maximum of six reunion visits a year, or pro rata for a part of a year.
2. For each reunion visit the member is eligible for both of the following.
 - a. A return economy class air fare from the member's place of duty to either of the following locations.
 - i. Their dependants' home location in Australia.
 - ii. The nearest international terminal in Australia that has flights to the country of the dependant's personal location.
 - b. Door-to-door travel for travel in Australia.

See: Part 1 section 9.1.12, Door-to-door travel
3. ...

4. If a member travels (or has their dependants travel) by a means of transport other than air, the normal departmental liability is used to work out the cost that the Commonwealth would otherwise have paid for the airfare.

See: Part 1 section 9.1.7, Normal departmental liability

5. Despite subsection 1, the member's eligibility for recreation leave travel, remote location leave travel and reunion travel is limited to a combined total of seven trips a year. The member is taken to have used their annual benefit to reunion travel once this total is reached.

See: Part 4

Division 1, Recreation leave travel

Division 4, Remote location leave travel

Note: The maximum number of annual reunion visits a member on a flexible service determination may apply for is reduced under section 9.3.30A.

9.3.30A Frequency of reunion travel for member on a flexible service determination

1. This section applies to a member on a flexible service determination.
2. An eligible member on a flexible service determination may apply for a maximum number of reunion visits a year as set out in the following table. This is pro-rated for a part year.

Item	If the percentage of normal full time duty is ...	a member may apply for...
1.	less than 25%	a maximum of 2 reunion travel visits a year.
2.	25% to 50%	a maximum of 3 reunion travel visits a year.
3.	more than 50% and less than 75%	a maximum of 4 reunion travel visits a year.
4.	75% to less than 100%	a maximum of 5 reunion travel visits a year.

3. For the purpose of subsection 2, the percentage of the member's normal full time duty is calculated using the formula.

$$\text{Percentage of member's full-time duty} = \frac{POS}{Days} \times 100$$

Where:

POS is the number of days in the member's pattern of service over the life of the flexible service determination, calculated in accordance with subsection 4.

Days is the total number of days over the life of the flexible service determination.

4. To calculate the number of days in the member's pattern of service over the life of the flexible service determination, both the following apply.
 - a. Each full day of duty in a fortnight.
 - b. Each combination of part days of duty in a fortnight that add up to eight hours.
5. If a member's pattern of service is varied, the number of reunion visits is to be recalculated in accordance with subsection 2.

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 a year, the member is eligible to apply for a maximum of six reunion travel visits in that year.
7. If a member ends their flexible service determination with at least six months remaining in a year, the member is eligible to apply for a maximum of six reunion travel visits in that year.

9.3.31 Transfer of reunion travel ('reverse reunion travel')

1. An eligible member may transfer their benefit. That is, they may use it to offset the cost for one or more dependants to travel from the dependants' home location to where the member is serving, and back again.
2. The Commonwealth will pay for transferred reunion travel only up to the member's benefit under subsection 9.3.30.2.

Example: A member would like to fly their spouse and child to the member's posting location using one reunion travel benefit ('reverse reunion travel'). The cost of the return air fair for the member's reunion travel is \$400. The dependants' travel to the member's posting location cost \$650. The Commonwealth will pay \$400 towards the total cost of the member's dependants' travel.

3. A member who transfers reunion travel is judged to have used a reunion visit.
4. If a member might be visited by a dependant who is a member eligible for reunion travel for the visit. In this case, both members are judged to have used a reunion visit.

9.3.32 Certain travel judged to be reunion travel

A member is judged to have used a reunion visit if they meet both these conditions.

- a. They serve on temporary duty in the dependants' location.
- b. They are not needed for duty for two or more days in a row.

Note: This is because they could use the free time for a reunion visit.

9.3.33 Eligibility continues for six months

1. A member's eligibility for a reunion visit continues for six months from the date they became eligible for the visit.

Example: A member separated from their family on a posting became eligible for a reunion visit after two months at the posting. (The same would be true if they went on a course or temporary relocation.) They did not take up their benefit in the following six months. They lose their eligibility for that reunion visit.

2. Eligibility ends when they again live with their dependants.

Example: A member is posted away for 12 months and eligible for reunion travel to visit their dependants. The eligibility would end when the member moved to a home with the dependants at the end of the 12 months, even if the member had not used all six trips.

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.

See: Chapter 8 Part 4 Division 4, School students not at a 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.

See: Part 1 section 9.1.12, Door-to-door travel.

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.

Example: The child takes up the next year of schooling in the member's location.

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.

Non-example: The child has already had three additional journeys. The journey to the parents' location would be at their own cost.

9.3.37 Mode of travel

Travel must be by the most economical means, using student concession fares whenever possible.

See: Part 1 section 9.1.3, Most economical means of travel

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.

See: Chapter 4 Part 4 Annex 4.4.A, Remote locations for ADF district allowance.

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.

See: Part 1 section 9.1.12, Door-to-door travel

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 for a child who is a tertiary student.

See: Chapter 8 Part 4 Division 5, Tertiary students not at a member's location of residence.

- b. They would have been eligible for education assistance, but is not incurring costs for the student's accommodation.

Example: The tertiary student is studying away from the member's location of residence, but living with relatives who do not charge board. Therefore, no education assistance is paid to support the student's accommodation costs.

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.
See: Part 1 section 9.1.12, Door-to-door travel
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.

See: Part 1 section 9.1.3, Most economical means of travel

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.

See: Chapter 5 Part 9 Division 2, Compassionate leave

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.

Examples: Short absence, recreation leave.

See: Section 9.3.56, Compassionate travel and leave

4. A spouse or partner may be eligible for compassionate travel in their own right. Special conditions apply.

See:

Subsection 9.3.52.2, Who may be visited

Section 9.3.54, Eligibility of member's spouse or partner – extra conditions

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.

See:

Division 9, Australians dangerously ill scheme – within Australia

Chapter 17 Part 4, Australians dangerously ill scheme – overseas

- b. A member on leave without pay.
- c. A member posted overseas.

See: Chapter 15 Part 3 Division 6, Travel for compassionate reasons

9.3.51 Definitions

The following table defines terms used in this Division.

The term...	means...
very seriously ill	having an illness or injury so severe that life is imminently endangered.
seriously ill	having an illness or injury that could endanger life.

9.3.52 Who may be visited

1. The CDF may grant a member compassionate travel to visit a person described in the following table, even if they do not normally live with the member

Item	The member may have compassionate travel to visit a person who is any of the following...	if...
1.	a. The member's spouse or partner b. The member's child	that person is seriously ill.
2.	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. a. That 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. The member's spouse or 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	either of the following conditions is met. a. That person is very seriously ill. b. That person has recently died.

See: Chapter 1 Part 3
Section 1.3.83, Dependants
Section 1.3.85, Dependants recognised by CDF

2. The CDF may grant a member's spouse or partner compassionate travel to visit a person described in the following table.

Related Information: Section 9.3.54, Eligibility of member's spouse or partner – extra conditions

Item	The member's spouse or partner may have compassionate travel to visit a person who is any of the following...	if...
1.	a. The member b. The member's child c. The child of the member's spouse d. The child of the member's partner	that person is seriously ill.

Item	The member's spouse or partner may have compassionate travel to visit a person who is any of the following...	if...
2.	a. The parent or guardian of the member's spouse or partner b. The brother or sister of the member's spouse or partner c. A dependant of the member's spouse or partner	both the following conditions are met. 1. That person is seriously ill. 2. The spouse has to be there because no-one else in the family is available and able to help.
3.	a. The member b. The child of the member's spouse or partner c. The parent or guardian of the member's spouse or partner d. The brother or sister of the member's spouse or partner e. A dependant of the member's spouse or partner	that person is very seriously ill.
4.	a. The member b. The child of the member's spouse or partner c. The parent or guardian of the member's spouse or partner d. A dependant of the member's spouse or partner e. The brother or sister of the member's spouse or partner	that person has recently died.

See: Chapter 1 Part 3 section 1.3.85, Dependants recognised by CDF

3. If the member and their spouse or partner both qualify for travel for the same event, both may be granted travel.

Example: A member's child is very seriously ill in another location. Both the member and the spouse or partner may be granted travel to be with the child, as they both qualify.

4. There is no travel benefit if the person applying to travel is already at the location of the person to be visited.

Non-example: Compassionate travel to visit a very seriously ill person.

This is an example of when it might not be appropriate to grant compassionate travel under subsections 1 and 2.

A member is on posting in Sydney. They travel to Perth on Defence business. While in Perth, their parent (who lives in Perth) suddenly becomes very seriously ill. The member asks for compassionate travel for their spouse or partner and child to travel from Sydney. However, the spouse or partner has no benefit for their parent-in-law. Also, because the member is already at the compassionate destination at Commonwealth expense, the member has no compassionate travel benefit to transfer to the child.

9.3.53 Exceptional reasons

The CDF may grant travel for the member or spouse 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.

Examples:

1.	Owing to a financial setback, a bank is threatening to repossess the member's home.
2.	The family home has been destroyed in bushfire or cyclone. The family is safe but homeless.
3.	The member's child is a tertiary student suffering mental illness. The member's presence is required to receive advice from counsellors on how the child should be managed.
4.	The boarding arrangements for a school-age child break down and new arrangements need to be made immediately. Either parent, but not both, could be provided compassionate travel (and leave for the member).
5.	The member's spouse or partner or child has been subjected to an episode of domestic violence, including significant injury, by another family member.

Non-examples:

1.	The member is on deployment. Their unoccupied flat is burgled and vandalised. The flat is safe and has been secured by the landlord. There are no compassionate circumstances.
2.	The member is a sole parent and has to go into hospital. There is no travel benefit available to transfer to another parent to provide childcare, because the member is already at the compassionate location. Childcare is not a compassionate circumstance.
3.	Both parents are members away on duty, and wish to transport the children to and from the grandparents' home (or bring the grandparents to the member's home). There are no compassionate circumstances.

9.3.54 Eligibility of member's spouse or partner – extra conditions

These additional conditions apply to compassionate travel for a spouse or 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 spouse or partner may apply for assistance with compassionate travel to an overseas location.
2. The CDF may approve return travel at Commonwealth expense to and from the nearest appropriate international terminal in Australia.
3. The Commonwealth does not provide assistance with the cost of the overseas portion of the trip.

9.3.56 Compassionate travel and leave

1. Compassionate travel may be approved for absence or leave other than compassionate leave.

Example: The member's parents' home has been destroyed in a bushfire. The parents are safe but homeless. The member is granted recreation leave, and compassionate travel to visit their parents.

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.

Examples: Recreation leave travel, remote location leave travel.

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, spouse or 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.

See: Part 1 section 9.1.12, Door-to-door travel

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.

See: Chapter 5 Part 9 Division 6 section 5.9.18, Benefit

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 spouse or 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 spouse or 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 spouse or partner.
 - b. The ability of the other person to provide care and support.

9.3.60 Children accompanying the member or spouse

The CDF may approve travel at Commonwealth expense for a member's children. Approval may only be given if the CDF is satisfied that both these conditions are met.

- 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.

9.3.61 Other travel costs

A member granted compassionate travel is not eligible for travel costs beyond those provided for under this Division.

Example: A member who works at Townsville is granted compassionate travel to visit their mother in Sydney. The member has no eligibility for travelling allowance, use of the Defence Travel Card, or to be given accommodation while they are away.

Division 9: Australians dangerously ill scheme – within Australia

9.3.62 Principle

1. The Australians dangerously ill scheme is activated when a member is hospitalised with a very serious or serious illness or injury.
2. This scheme provides support to a hospitalised member by arranging a visit from an approved person at Commonwealth expense.

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.

Note: Chapter 17 Part 4 sets out the provisions for members who are hospitalised overseas with a very serious or serious illness.

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

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. See: Chapter 1 Part 3 Division 1 section 1.3.72, Serious illness
Very serious illness	Has the meaning in section 1.3.78, Very serious illness. See: Chapter 1 Part 3 Division 1 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 provide a visit at Commonwealth expense when the visitor normally lives in the location where the member is in hospital.

Example 1: A member who is posted to Puckapunyal becomes seriously ill and is transferred to a hospital in Melbourne. The member's mother is identified and recorded on PMKeyS as the primary emergency contact. As the member's mother lives in Melbourne, support under this Division is not provided.

Example 2: A member is seriously injured and is hospitalised in their posting location. The member's partner lives with the member in the posting location, so support under this Division is not provided.

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 at Commonwealth expense.
 - a. A person identified by the member and recorded on PMKeyS as the primary emergency contact in the event of a casualty.
 - b. The spouse or partner of the member.
 - c. A dependant of the member.
 - d. A parent of the member, if the member has no dependants under section 1.3.83.

Note: A parent of a member may include, but is not limited to, any of the following people.

- i. A biological parent.
- ii. An adoptive parent.
- iii. A foster parent.
- iv. A step-parent.

- e. A child of the member.

Note: This child is not necessarily a recognised 'dependent'.

Example: The member has a child who lives with the member's former partner. The child has not been recognised as a dependent for pay and conditions purposes as the child does not live with the member.

See: Chapter 1 Part 3 Division 2, Dependants and categorisation

2. The approved visitor must meet both of the following conditions.
 - a. They 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.

See also: Section 9.3.75, When the member's condition changes

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.

Note: A sustainable welfare management plan to assist the member is normally developed if the member requires any of the following beyond 21 consecutive days.

- a. Long term specialist treatment.
- b. Palliative care.
- c. Long term rehabilitation as an inpatient.

9.3.70 Assistance for the approved visitor

The approved visitor may be provided with the following assistance under this Division.

- a. Domestic travel.

See:

Section 9.3.71, Assistance with domestic travel
Section 9.3.72, Travel by private vehicle

- b. Accommodation.

See: Section 9.3.73, Assistance with accommodation

- c. Meals.

See: Section 9.3.74, Assistance with meals

9.3.71 Assistance with domestic travel

- 1. The CDF may approve return economy class air travel within Australia at Commonwealth expense 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 at Commonwealth expense to the approved visitor.

See: If the approved visitor chooses to travel by private vehicle to the member's hospital see section 9.3.72, Travel by private vehicle.

- 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 the Defence Community Organisation.
5. Multiple visits to and from the approved visitor's home location during the approved period may not be reimbursed or paid by the Commonwealth.

Example: An approved visitor is three days into an approved seven day visit. The approved visitor needs to return home to attend a meeting. They then return to the member's location. This return trip may not be reimbursed.

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 the Defence Community Organisation.

See: Part 1 section 9.1.2, Travel overview

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.

Example: A member posted to Newcastle is injured while on training. Due to the seriousness of the injury the member is sent to a hospital in Sydney. The member's partner chooses to drive to Sydney. The time it would take to travel between Newcastle and Sydney is considered reasonable for the purposes of this Division.

Non-example: A member posted to Townsville is injured and is sent to hospital in Brisbane. The member's partner wishes to drive to Brisbane for the visit. The time it would take to travel between Townsville to Brisbane is not considered reasonable for the purposes of this Division.

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 costs which would have been incurred by the Commonwealth under section 9.6.25 for the distance travelled.

See: Part 6 Division 5 section 9.6.25, Amount of allowance and calculation of distance

Exception: The cost of tolls, parking fees, traffic fines or parking tickets is not reimbursed.

9.3.73 Assistance with accommodation

1. The CDF may approve commercial accommodation at Commonwealth expense up to the relevant rate in Annex 9.5.A Part 2.
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.

Example: The closest hotel within the allowable cost is located 20km from the hospital where the member is located. There is a hotel 2km away from the hospital which is \$25 a night over the allowable cost. The cost of transport to and from the hotel 20km away would be greater than the \$25 a night extra payable at the closer hotel.

Non-example: The closest hotel within the allowable cost is located 10km away from the hospital where the member is located. There is a hotel 2km away from the hospital which is \$150 a night over the allowable travel cost. The transport costs to and from the hotel 10km away would not exceed \$150 a day so the cost of staying in the closer hotel is not reasonable.

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 the Defence Community Organisation.
5. The approved visitor may choose to stay beyond the approved period. However, the cost of accommodation occupied after the approved period will not be reimbursed.

Exception: See subsection 9.3.75.2, When the member's condition changes

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 by the Commonwealth under Annex 9.5.A Part 2.

See: Part 5 Annex 9.5.A Part 2, Amounts for accommodation, meals and incidentals
2. The approved visitor may choose to stay beyond the approved period. However, the cost of meals consumed after the approved period will not be reimbursed.

Exception: See subsection 9.3.75.2, When the member's condition changes

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.

Examples: Some circumstances beyond an approved visitor's control can include, but are not limited to, airline strikes, weather delays and sold out flights.
3. The CDF may approve another visit for the member. The member must meet 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 Navy aircraft squadron.

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 Commonwealth will not pay 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.
See: Part 1, Basic travel benefits
2. The dependants may choose to travel by means that are not the most economical. Both of the following conditions apply.
 - a. The Commonwealth will pay no more than the cost of travel by the most economical means.
See: Part 1, Basic travel benefits
 - b. The dependants must pay any additional costs before the travel at Commonwealth expense is undertaken.
3. ...

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.

See: Part 1, Basic travel benefits

9.3.83 Baggage

If baggage is included with furniture and effects, the insurance provisions for removal on death of a member will apply.

See: Chapter 6 Part 5 Division 11, Removal on death of a member

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 spouse or partner accompany them at Commonwealth expense on Defence business travel within Australia.

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

2. If the CDF approves accompanied travel on 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 for travel on Defence business within Australia.

See: Part 5 Annex 9.5.A, Amounts for accommodation, meals and incidentals

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 Contents

This Part includes the following Divisions.

Division 1	Recreation leave travel
Division 2	Pre-deployment leave travel
Division 3	Post-deployment travel
Division 4	Remote location leave travel

9.4.3 Nominated family

1. The location where a member's nominated family normally lives is important for recreation leave travel. It is used to decide where the member can travel to at Commonwealth expense.
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. Note: A member of a couple might be categorised as a member without dependants in some situations (see Chapter 8).

3. If the member's nominated family normally live at separate locations, the member may alternate between those locations.

Examples: Divorced parents, or children who live at different locations.

Note: If the member's nominated family normally live overseas, see section 9.4.14, Member with family overseas.

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.

See: Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

Example: The member's nominated family moves to another location. The nominated family is the same, but the destination for leave travel changes.

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.

Example: There is a long-term family dispute leading to a complete relationship breakdown.

Non-example: The member does not want to visit the relative. They prefer to visit a friend somewhere else.
 - 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.

Example: A grandparent who was the member's primary carer as a child.
 - b. Law.

Examples: An adoptive relationship, a guardianship, a foster parenting relationship.
 - c. Traditional kinship.

Example: An uncle or guardian recognised by the Aboriginal community to which the member belongs.

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.
3. A member with no nominated family is eligible for travel to the nearest capital city.

Division 1: Recreation leave travel

9.4.5 Purpose

This Division assists members (including trainees) with travel from where they are on duty, to visit their family during recreation leave.

See: Chapter 5 Part 1, Overview

9.4.6 Members eligible

The CDF may approve recreation leave travel by the most economical means of public transport if a member meets all these conditions.

- a. They are a member without dependants.
- b. They are serving in Australia.
- c. Their nominated family is in Australia, but not at their place of duty.
- d. They have been granted recreation leave or a course break, in which they plan to visit their nominated family.

9.4.7 Recreation leave travel benefit

1. A member whose application for recreation leave travel is approved may be provided with return travel from their accommodation at the duty location to where their nominated family lives in Australia.
2. The Commonwealth assistance for 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.

See: Part 1

Section 9.1.3, Most economical means of travel

Section 9.1.12, Door-to-door travel

9.4.8 Number of recreation leave travel trips

1. A trainee may be provided with up to three return trips in a leave year, including any graduation trip.
2. Any other eligible member, including a member undergoing training, may be provided with one return trip in a leave 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 leave 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.
5. The total of recreation leave travel, remote location leave travel and reunion travel must not be more than seven trips a year.

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.

Example: The CDF refuses to grant a member's application for an advance because the member is planning to marry at the start of the leave year into which the member has applied to advance the travel.

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.

See: Part 1 section 9.1.7, Normal departmental liability

- b. Pay those excess costs before the booking is finalised. They pay them to the Collector of Relevant Money.

Note: The member's payment is to be credited to the appropriate cost code for their travel.

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 Commonwealth will pay up to the lesser of these two amounts.
 - 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.

Example: A member without dependants is on posting in Sydney. The nominated family (their parents) normally live in Brisbane but are currently on a caravanning holiday in northern Australia. The member flies from Sydney to Cairns to join their parents, travels with them to Darwin while on leave, and returns by air from Darwin to Sydney. The member is eligible for an amount equal to what Defence would have paid for an economy return air ticket from Sydney to Brisbane.

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.

Example: For a member in Nowra, Bomaderry railway station for transport to Sydney Airport.

2. Payment of vehicle allowance under subsection 1 must not be more than the normal departmental liability.

Example: Cab charge.

See: Part 1 section 9.1.7, 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.

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.

Note: The nearest international terminal may include Darwin.

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.

Example: The member applies to return home during an Easter course break.

- 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.

See: Chapter 1 Part 3 Division 1 section 1.3.75, Trainee

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 may be granted assistance with the cost of travel within Australia to the location of their nominated family. Both of the following conditions must be met.
 - a. The member has been granted pre-deployment leave under Chapter 5 Part 9 Division 7.
See: Chapter 5 Part 9 Division 7, Pre-deployment leave
 - b. The member's nominated family is not at the member's place of duty.
2. Pre-deployment leave travel is provided on a door-to-door basis.

See: Part 1 section 9.1.12, Door-to-door travel

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 may be granted assistance with the cost of travel within Australia to the location of their nominated family. Both the following conditions must be met.
 - a. The member has returned to Australia from an area that attracted pre-deployment leave.
 - b. The member's nominated family is not at the member's place of duty.
2. Post-deployment leave travel is provided on a door-to-door basis.

See: Part 1 section 9.1.12, Door-to-door travel

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.

Notes:

1. Remote locations and the corresponding ADF district allowance grades are listed at Annex 4.4.A, Remote locations for ADF district allowance.
2. Door-to-door travel provisions in Part 1 section 9.1.12, do not apply to remote location leave travel.

9.4.24 Structure of this Division

This Division is structured as follows.

a.	Section 9.4.25	Definitions that apply in this Division
b.	Section 9.4.26	Describes the remote location leave travel benefits for a member without dependants. Members without dependants have remote location leave travel where Scheme A conditions apply.
c.	Sections 9.4.27 and 9.4.28	Describes the remote location leave travel benefits for a member with dependants (unaccompanied), and their dependants. Members with dependants (unaccompanied) have remote location leave travel that Scheme A conditions apply to.
d.	Section 9.4.29	Describes the basic remote location leave travel benefits for a member with dependants. Members with dependants have an eligibility for remote location leave travel that Scheme A conditions apply to. Some members with dependants also eligible for remote location leave travel that Scheme B conditions apply to.
e.	Section 9.4.30	Describes additional conditions that apply to a member with dependants who has a remote location leave travel benefit that Scheme A conditions apply to.
f.	Section 9.4.31	Describes additional conditions that apply to a member with dependants who has a remote location leave travel benefit that Scheme B conditions apply to.
g.	Section 9.4.32	Describes how members and dependants can offset their benefits to other destinations. This applies only if Scheme A conditions apply to the benefit.
h.	Sections 9.4.33 to 9.4.41	Describes other conditions that apply to remote location leave travel, whether Scheme A or Scheme B conditions apply.

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: 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. a. Eligibility for transportation at Commonwealth expense. Example: A member transfers eligibility for a trip with the result that the member's brother is provided with air travel by a commercial airline. b. Eligibility for the member to be paid vehicle allowance for travel by another specified person in a private vehicle.

9.4.26 Scheme A – member without dependants

1. This section describes the conditions that apply to a member without dependants.
2. For the purposes of this section a travel benefit is return air travel from either of the following locations to the nearest capital city.
 - a. The remote location the member is posted in.
 - b. The location closest, by travel time, to the remote location that has an airport with commercial air travel.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

See also:

Section 9.4.40, Schemes A and B – Tindal travel arrangements

Section 9.4.40A, Schemes A and B – additional travel arrangements

3. Scheme A conditions apply to travel benefits under this section.
4. A member without dependants accrues remote location leave travel at the rate that applies to them under this table.

Item	A member who is serving in a location that attracts...	is eligible for...
1.	ADF district allowance at the Grade A rate	one travel benefit, if the CDF assesses that the member is reasonably likely to serve in that location for two years. The benefit accrues at the start of every two-year period.
2.	ADF district allowance at the Grade B, C, D or E rate	one travel benefit, where the CDF assesses that the member is reasonably likely to serve in that location for one year. The benefit accrues at the start of every one-year 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.

Related Information: A benefit may lapse before this date. See section 9.4.34, Schemes A and B – lapsing of benefit.
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.

Example: A member has a travel benefit from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel benefit. The member uses their travel benefit to bring both parents to Darwin.
 - 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 describes the conditions that apply to a member with dependants (unaccompanied).
2. For the purposes of this section a travel benefit is return air travel from either of the following locations to the nearest capital city.
 - a. The remote location the member is posted in.
 - b. The location closest, by travel time, to the remote location that has an airport with commercial air travel.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

See also:

Section 9.4.40, Schemes A and B – Tindal travel arrangements

Section 9.4.40A, Schemes A and B – additional travel arrangements

3. Scheme A conditions apply to benefits under this section.
4. A member with dependants (unaccompanied) accrues remote location leave travel at the rate that applies to them under this table.

Item	A member who is serving in a location that attracts...	is eligible for...
1.	ADF district allowance at the Grade A rate	one travel benefit, where the CDF assesses that the member is reasonably likely to serve in that location for two years. The benefit accrues at the start of every two-year period.
2.	ADF district allowance at the Grade B, C, D or E rate	one travel benefit, where the CDF assesses that the member is reasonably likely to serve in that location for one year. The benefit accrues at the start of every one-year 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.

Related Information: A benefit may lapse before this date. See section 9.4.34, Schemes A and B – lapsing of benefit.

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.

Example: A member has a travel benefit from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel benefit. The member uses their travel benefit to bring both parents to Darwin.

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. For the purposes of this section a travel benefit is return air travel from either of the following locations to the nearest capital city.
 - a. The remote location the dependants live in.
 - b. The location closest, by travel time, to the remote location that has an airport with commercial air travel.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

See also:

Section 9.4.40, Schemes A and B – Tindal travel arrangements

Section 9.4.40A, Schemes A and B – additional travel arrangements

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. See: Section 9.4.30, Scheme A – member with dependants
		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. See: Section 9.4.30, Scheme A – member with dependants
		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 and B – lapsing of benefit.

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.

Example: A member's spouse has a travel benefit from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the travel benefit. They use their travel benefit to bring both parents to Darwin.
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 describes the basic remote location leave travel benefit for a member with dependants who is serving in a remote location, and their dependants.

Related Information:
 Section 9.4.37, Schemes A and B – spouse or partner is a member
 Section 9.4.38, Schemes A and B – spouse or partner is a Defence APS employee
2. A member with dependants who is serving in a location that attracts ADF district allowance at the Grade A rate, and their dependants, are eligible for this benefit.
 - a. The member and dependants are eligible for one travel benefit each, if the CDF is satisfied that the member is reasonably likely to serve in that location for two years.
 - i. The benefits in paragraph a. accrue at the start of every two-year period.
 - ii. The conditions for Scheme A apply to the benefit in paragraph 2.a.

See: Section 9.4.30, Scheme A – member with dependants
3. A member with dependants who is serving in a location that attracts ADF district allowance at the Grade B, C, D or E rate, and their dependants, are eligible for both of these benefits.
 - a. The member and dependants are eligible for one travel benefit each, where the CDF is satisfied that the member is reasonably likely to serve in that location for one year.
 - i. The benefits in paragraph a. accrue at the start of every one-year period.
 - ii. The conditions for Scheme A apply to the benefit in paragraph 3.a.

See: Section 9.4.30, Scheme A – member with dependants

- b. The member and dependants are eligible for one travel benefit each, where the CDF is satisfied that the member is reasonably likely to serve in that location for one year.
 - i. The benefits in paragraph b. accrue at the start of every one-year period.
 - ii. The conditions for Scheme B apply to the benefit in paragraph 3.b.

See: Section 9.4.31, Scheme B – member with dependants

- 4. A member or dependants may take the benefits in paragraphs 3.a and 3.b in any order.
- 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.

Related Information: Section 9.4.29, Basic benefit – member with dependants

- 2. For the purposes of this section a travel benefit is return air travel from either of the following locations to the nearest capital city.
 - a. The remote location the member and their dependants live in.
 - b. The location closest, by travel time, to the remote location that has an airport with commercial air travel.

Note: For remote locations in the Northern Territory, the nearest capital city is taken to be Adelaide.

See also:

Section 9.4.40, Schemes A and B – Tindal travel arrangements

Section 9.4.40A, Schemes A and B – additional travel arrangements

- 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.

Related Information: A benefit may lapse before this date. See section 9.4.34, Schemes A and B – lapsing of benefit.

- 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.

Example: A member has a travel benefit from Darwin to Adelaide. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel benefit. The member uses their travel benefit to bring both parents to Darwin.

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.

Note: Unaccompanied travel by a child would need to comply with airline requirements.

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.

Related Information: Section 9.4.29, Basic benefit – member with dependants

2. For the purposes of this section a travel benefit is return air travel from either of the following locations to any capital city except Darwin. The member must select the capital city in writing.
 - a. The remote location the member is posted in.
 - b. The location closest, by travel time, to the remote location that has an airport with commercial air travel.

Non-examples: Costs put towards an overseas holiday, costs of travel to Australian regional destinations beyond the nearest capital city, fares put towards costs of accommodation or hire cars (except for Tindal travel).

See also:

Section 9.4.40, Schemes A and B – Tindal travel arrangements

Section 9.4.40A, Schemes A and B – additional travel arrangements

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. See: Chapter 1 Part 3 Division 2 section 1.3.84, 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.

Related Information: A benefit may lapse before this date. See section 9.4.34, Schemes A and B – lapsing of benefit.

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 at Commonwealth expense is transferred, not the value of a fare.

Example: A member has a travel benefit from Darwin to Sydney. The member wants their parents to visit them in Darwin instead. The member transfers their travel benefit to their mother. The member's father pays his own fare.

Non-example: A member has a travel benefit from Darwin to Sydney. The member wants their parents to visit them in Darwin instead. The member finds a discount fare that is less than half the cost of the member's travel benefit. The member may not use his travel benefit to bring both parents to Darwin.

- d. The travel at Commonwealth expense is limited to travel to and from the family member's nearest capital city.

Example: A member transfers their benefit to their sister. The member lives in Darwin, and their sister lives in Geelong. The member's sister travels from Melbourne to Darwin at Commonwealth expense. Travel from Geelong to Melbourne is a private expense.
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 describes the offset conditions that apply 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.

Example: A member in Townsville is eligible for remote location leave travel to Brisbane. Instead the member wants to explore Cape York by car. The member may be paid vehicle allowance to the value of the journey to Brisbane.

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.

See: Section 9.4.40, Schemes A and B – Tindal travel arrangements

- 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.

See:

Subsection 9.4.40A.2, Schemes A and B – additional travel arrangements
Part 6, Vehicle allowance

- 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.

See:

Subsection 9.4.40A.2, Schemes A and B – additional travel arrangements
Part 6, Vehicle allowance

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.

Example: A member in Darwin claims a remote location leave travel benefit. They elect to drive to Alice Springs with their partner. They are paid vehicle allowance for the journey, to the limit of one air fare to Adelaide. The member's partner has not used a remote location leave travel benefit.
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 actual cost of a package tour that meets all of the following conditions.
 - i. The package must contain commercially provided travel to the destination.
 - ii. The package has been purchased from an individual or corporation who holds an Australian Federation of Travel Agents travel accreditation scheme (ATAS) accreditation, or similar.
 - iii. The components of a package tour are not costed separately.

Notes:

- a. A package tour can be a commercially available package or one that has been individually tailored.
- b. Information about ATAS and a list of accredited travel agents can be found on the Australian Federation of Travel Agents website.

9.4.33 Schemes A and B – advances of benefit

1. This section describes the advance conditions that apply 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.

Example: A member and their family apply to advance a remote location leave travel benefit for a family holiday. Soon afterwards one of their children is to turn 21, and will not be a dependant. That child will not accrue a remote location leave travel benefit. The CDF may not grant an advance for the member's child.
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 describes the lapsing conditions that apply 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. A member's or dependants' remote location leave travel benefits lapse on either of the following days.

- a. The day before they accrue a new remote location leave travel benefit.

Exception: If a benefit has been deferred under section 9.4.35, Schemes A and B – deferral of benefit, it does not lapse during the period of deferral.

- b. The last day of the member's posting to the remote location.

Exceptions:

1. The member may be categorised as a member with dependants (unaccompanied) for the new posting location. If that happens, the remote location leave travel benefit for a dependant of the member does not lapse unless the dependant stops living at the remote location.

2. A member's dependant ceases to have a benefit if they cease to be a dependant of the member.

Related Information: Other lapsing provisions can be found in these sections.

Section 9.4.28, Scheme A – dependants of a member with dependants (unaccompanied)

Section 9.4.36, Schemes A and B – member changes category

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.

Example: A member has not been able to take a family holiday because work has been too busy. The member and dependants accrue new remote location leave travel benefit, and their previous accruals would normally lapse. Instead the member applies to defer the lapsing for one year. The member is granted the deferral, after making a leave plan for the next year with their supervisor.

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.

Example: Member with dependants changes category to be a member with dependants (unaccompanied).

See: Chapter 1 Part 5 section 1.5.3, Change in member's circumstances

- 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 describes the conditions that apply 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.

See: Chapter 1 Part 3 Division 2
 Section 1.3.92, Spouse
 Section 1.3.88, 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. A member described in subsection 1 accrues remote location leave travel benefits described under the table, instead of the accrual rates set out in section 9.4.29.

Item	If the location is...	the member who arrived at the location...	is taken to accrue their second credit...
1.	Grade A	first	two years after arrival.
		second	on the same day as their spouse or partner.
2.	Grade B, C, D or E	first	one year after arrival.
		second	on the same day as their spouse or partner.

Example: SGT Jones is posted to Darwin on 1 June 2010. The member's partner, CAPT Smith, joins the member on 1 March 2011. The members accrue remote location leave travel on these dates.

Date	Accrual
1 June 2010	SGT Jones
1 March 2011	CAPT Smith
1 June 2011	CAPT Smith and SGT Jones
1 June 2012	CAPT Smith and SGT Jones

9.4.38 Schemes A and B – spouse or partner is a Defence APS employee

1. This section describes the conditions that apply 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.

See: Chapter 1 Part 3 Division 2
Section 1.3.92, Spouse
Section 1.3.88, 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.

Note: The Defence APS employee's workplace agreement may provide for assisted leave fares allowance for Defence APS employees and their dependants. Assisted leave fares allowance may also provide for travel from remote locations.

2. A spouse or partner who is described in subsection 1 accrues one fewer remote location leave travel than is provided for in section 9.4.29. The spouse or partner may choose whether they lose a Scheme A or Scheme B benefit. The choice must be in writing.

Example: A member and their dependants live in Darwin. The member's spouse is an APS employee in the Department of Defence. The member and their other dependants are eligible for one Scheme A and one Scheme B benefit every year. The member's spouse is eligible for one Scheme A or one Scheme B benefit every year.

9.4.39 Schemes A and B – interaction with other travel benefits

1. This section describes the conditions that apply to a member who has a remote location leave travel benefit that Scheme A or Scheme B conditions apply to.
2. The total of recreation leave travel, remote location leave travel under this Division and reunion travel must not be more than seven trips a year.

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.

See: Part 6, Vehicle allowance
 - 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.

Example: A member has six dependants who are travelling on remote location leave travel from Tindal. The member may be paid the cost of hiring a passenger van for the journeys 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.

Example: One-way hire charges levied by the car hire company.

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. If the member is posted to Woomera — the member may be paid vehicle allowance for return travel by private vehicle between Woomera and the airport at Olympic Dam.

See: Part 6, Vehicle allowance

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.

Example: The member and three dependants need to travel from the remote location to the location with an airport that provides commercial travel. The public transport that is available for this trip is by bus. The cost of the four bus tickets is higher than the rate of vehicle allowance for the same distance. The member is eligible for vehicle allowance.

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

9.5.1 Overview

This Part sets out the assistance that a member may get toward the cost of travelling in Australia. A member may get assistance with these types of travel.

- a. Travel on posting.
- b. Travel on training.
- c. Travel related to the end of a member's continuous full-time service.
- d. Travel on Defence business.
 - i. Members on business travel use an official charge card (the Defence travel card) to pay reasonable travel costs.
 - ii. Use of the travel card is based on the principle that a member will neither gain nor lose financially when they travel on Defence business.

9.5.2 Contents

This Part includes the following Divisions.

Division 1	Members eligible and definitions
Division 2	Travel on Defence business using the travel card
Division 3	Travelling allowance
Annex 9.5.A	Amounts for accommodation, meals and incidentals
Annex.9.5.B	Amounts for travel after 21 days

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.
See: Section 9.5.10, Part-day travel period
- 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.
See:
Part 6, Vehicle allowance
Part 7, Aircraft allowance
2. This Part does not make a member eligible for payments for the costs of these types of travel.
 - a. Compassionate travel.
See: Part 3 Division 8
 - b. Pre- or post-deployment leave travel.
See: Part 4
Division 2, Pre-deployment leave travel
Division 3, Post-deployment leave travel
 - c. Recreation leave travel.
See: Part 4 Division 1

- d. Remote location leave travel.

See: Part 4 Division 4

- e. Reunion travel.

See: Part 3 Division 4

9.5.6 Members who must use the Defence travel card to pay travel costs

A member who travels on Defence business must use the Defence travel card to pay for travel costs.

Exception: Members who qualify under paragraph 9.5.7.a.

See: Division 2, Travel on Defence business using the travel card

9.5.7 Members who must use travelling allowance to pay travel costs

These members must use travelling allowance provided in Division 3 to pay travel costs. They cannot use the Defence travel card to pay the cost of travel in this Part.

- a. A member who travels on Defence business and who has not been given a Defence travel card.

See: Division 2 section 9.5.31, Member eligible for allowance instead of using travel card

- b. A member on posting travel.

- c. A member on leave travel.

- d. A member who travels on ceasing continuous full-time service.

See: Division 3, Travelling allowance

9.5.8 Definitions

This table defines terms used in this Part.

Term	Definition in this Part
City location	A city location referred to in Annex 9.5.A Part 1 and Part 2, including its suburbs.
High-cost country centre	A location mentioned in Annex 9.5.A Part 3.

Term	Definition in this Part
Meal period	A one-hour period that meets both of these conditions. - It starts during a travel period. - It starts at one of these times. - Breakfast – 0700 - Lunch – 1300 - Dinner – 1900. Example: A member starts travel at 0600. At 0700 the member is in a travel period. The hour starting at 0700 counts as a meal period. Non-example: The member starts travel at 0715. At 0700 the member is outside the travel period. Because the start of the breakfast period was outside the travel period, it does not qualify as a meal period. Example: The member finishes travel at 1915. Because the start of the dinner period was during the member's travel period, the hour from 1900 counts as a meal period. It does not matter that the member ended the travel period during that time.
Medium cost country centre	A location specified in Annex 9.5.A Part 4.
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. - A capital city. - A high cost country centre. - A medium cost country centre.
Private vehicle	- For travel on removal by a member or their dependant: a motor vehicle owned by the member or dependant to be removed. - 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. - Temporary rank. - Acting rank. - 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. A travel period starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to the duty location by the most economical means	when the member leaves their normal place of duty or residence	when the member returns to their normal place of duty or residence.
2.	travels by another means that takes longer than the most economical means, for a Service reason		when the member returns to their normal place of duty or residence.
3.	travels by another means that takes longer than the most economical means, for a non-Service reason	when the member would have left their normal place of duty or residence if they had travelled by the most economical means	when the member would have returned to their normal place of duty or residence, if they had travelled by the most economical means.
4.	takes a break unnecessarily or for private reasons during the period	a. when the member leaves their normal place of duty or residence	during the period of the break
		b. when the member resumes the travel for Service reasons	when the member returns to their normal place of duty or residence.

Example, table item 3: Air travel is the most economical means of travel from Melbourne to Sydney, but a member chooses to drive their own car. The travel period is the period that air travel would take.

Example, table item 4: The effect of item 4 is that a member's journey is taken to span the same period that it would have taken without the break. So a member travelling from Melbourne to Brisbane on Defence business stops off for the weekend in Sydney to visit friends. The travel period does not include the Sydney stopover.

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.

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

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.

See: Chapter 13 Part 3 Division 1 section 13.3.15, Part-day travel

2. The rate of allowance is \$49.80 a day.
3. A member must not use the Defence travel card to claim part-day travelling allowance.

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

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 starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to the duty location by the most economical means	when the member leaves their normal place of duty or residence at the losing location	when the member arrives at the new posting location.
2.	travels by another means that takes longer than the most economical means, for a Service reason	See: Chapter 1 Part 3 Division 1 section 1.3.37	when the member arrives at the new posting location

Item	A travel period when the member...	starts...	and ends...
3.	travels by another means that takes longer than the most economical means, for a non-Service reason See also: Part 6 Division 3, Authorised travel on removal		when the member would have arrived at the new posting location, if they had travelled by the normal means.
4.	takes a break unnecessarily or for private reasons during the period	a. when the member leaves their normal place of duty or residence at the losing location	during the period of the break.
		b. when the member resumes the travel for Service reasons	when the member arrives at the new posting location.
5.	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	a. when the member leaves their normal place of duty or residence at the losing location	during the period spent on leave
		b. when the member resumes the travel to the new posting location	when the member arrives at the new posting location. Note: The effect of item 5 is that the travel period is limited to the time spent on travel between the locations as if the member had not broken the travel period to go on leave.

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 travel period for a member described in subsection 1 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 starts and ends at the times described in the table.

Item	A travel period when the member...	starts...	and ends...
1.	travels direct to their final location by the most economical means	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 at their final location.
2.	takes a break unnecessarily or for private reasons during the period	when the member leaves one of these places. a. Their last place of duty. b. The location where their duty ended.	during the period of the break.
		c. when the member resumes the travel for Service reasons	when the member arrives at the final location.

Division 2: Travel on Defence business using the travel card

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*

1. Normal accommodation stock is accommodation that meets both the following conditions.
 - a. It is listed on the contracted service provider's inventory management system as available to Defence members from time to time.

Note: Members can find the available inventory accommodation in the following ways.

 - i. It is on the Internet site maintained by the contracted service provider (www.aothotels.com.au).
 - ii. It is on the online booking tool. (This is available on the Internet on qbtauonline.qbt.travel/login/defence/.)
 - iii. By telephoning 13 11 57.
 - b. It is still available at the time it is booked for the member.
2. There are two categories of normal accommodation stock.
 - a. Accommodation provided for members ranked Brigadier or higher.
 - b. Accommodation provided for members ranked Colonel or below.
3. A member must use normal accommodation stock listed for their category.

Example: A Major needs to travel. The member looks at the contracted service provider's Internet site, and finds rooms listed for Colonels or below. Any room in that list can be normal accommodation stock for that member. If the room has been booked by the time they try to book it, the member can choose another room from the list that is still available.

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.

See: Section 9.5.15, Meaning of normal accommodation stock

Example: A member is to travel to Townsville. There are several hotels in normal accommodation stock in Townsville. The member makes a choice, and uses that accommodation. The member pays for it with the Defence travel card.

Non-example: A member is to travel to Townsville. The member looks at the Townsville hotels in normal accommodation stock and prefers another hotel. The member cannot book in the other hotel instead. The member must use a Townsville hotel in 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.
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.

Example: A member needs to travel to Townsville at short notice. There are no rooms in normal accommodation stock available as they have all been booked. The member asks the service provider if there is accommodation available in Townsville that is not in normal accommodation stock. The service provider is able to supply a room, at greater cost to Defence. As the member needs to travel, the CDF approves the more expensive accommodation. The member uses the Defence travel card to pay for the room.

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.

Example: A member is at a remote airport late at night and the airline advises the plane has been delayed until morning. The member tries to contact the contracted service provider but fails. The member chooses to use a nearby motel which is not supplied by the contracted service provider. The CDF approves the use of the motel.

Non-example: A member has found accommodation that is slightly cheaper than normal accommodation stock. Not using the contracted service provider undermines the Commonwealth's contractual obligations. The CDF does not approve the use of the accommodation.

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.

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.

Related Information: For use of the travel card beyond 21 days, see section 9.5.22.

- b. A member who lives out for up to 21 days in non-commercial accommodation.

Example: A member who stays with relatives.

2. The following table sets out the limits on meals and incidentals for the member.

Item	If the member's rank is...	then they are eligible to use the travel card to pay for...	up to a daily maximum amount of the...
1.	Brigadier or higher	meals for each meal period	sum of relevant rates from Annex 9.5.A Part 1, columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.A Part 1, column 6.
2.	Colonel or lower	meals for each meal period	sum of relevant rates from Annex 9.5.A Part 2, columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	rate in Annex 9.5.A Part 2, column 6.

3. The following examples show the use of the travel card.

Example 1 – meals: If the member cannot use the travel card to pay for their meal directly, they are able to use the card to withdraw cash from an automatic teller machine to pay for the meal. The withdrawal amount must not exceed the member's maximum amount.

Example 2 – meals: The member is eligible to use the travel card to withdraw an amount for more than one meal at once. This means they could withdraw money in the morning and then spend less on lunch than the amount listed as a maximum because they are staying near a cheap cafe. They might spend more on dinner because at that time they are working near a more expensive restaurant.

Example 3 – incidentals: The member may combine the daily maximum amount for incidentals for a week-long trip to purchase the bulk of their incidental requirements on one shopping trip.

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.

See: Chapter 4 Part 2 Division B.13, Field allowance

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 Commonwealth, a carrier or anyone else has provided them at no cost to the member.

Exception: Accommodation supplied under section 9.5.16.

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

- 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.

Example: A member who travelled by air would not be eligible for an amount for a meal provided during a flight on an aircraft chartered by Defence. However, the member would be eligible for an amount for a meal period during which the member was on an ordinary commercial flight. This is because the meals provided on commercial flights are not of a consistent standard and may not be made available on turbulent flights.

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.
4. A member may not have spent all of what they were allowed for meals and incidentals at the time they confirm their costs after the journey. In this case, they are not eligible for the unused travel costs.
5. A member is not eligible for an amount for accommodation provided on a non-commercial basis.

Example: A member who stayed privately with a friend or relative during a travel period would not be eligible to use cash withdrawn from the travel card to pay their friend or relative for the accommodation.

6. This table sets out what meal amounts apply if a member visits more than one location in a day.

See: Section 9.5.17, Meals and incidentals while living out on a journey

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.

See: Chapter 4 Part 2 Division B.13, Field allowance

Example: A member who is not entitled to field allowance may be eligible for incidentals if they meet either of these conditions.

- 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.

Non-examples: A member would not be eligible for incidentals in any of these situations.

- a. They travel on a journey which has not been approved as being at Commonwealth expense. For example, as a voluntary exchange of postings with another member.
- b. They break the journey for personal reasons.
- c. They are on recreation leave travel under Part 4 Division 1 of this Chapter.
- d. They are posted to the location where they are already serving on temporary duty, from the date the posting takes effect.

9.5.20 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 amounts that a member may use the travel card to pay for accommodation, meals and incidentals in the travel period.

Item	If the member's rank is...	then they are eligible to use the travel card to pay for...	up to a maximum amount of...
1.	Brigadier or higher	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each day of the travel period up to the end of 21 days	The rate in Annex 9.5.A Part 1 column 6.
		incidentals for each day of the travel period after the first 21 days	\$67.75 a week
2.	Colonel or lower	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each day of the travel period up to the end of 21 days	The rate in Annex 9.5.A Part 2 column 6.
		incidentals for each day of the travel period after the first 21 days	\$67.75 a week

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. In this case, sections 9.5.16 and 9.5.17 do not apply to the member after midnight on the 21st day, regardless of rank. This table sets out how their eligibility is worked out after that time. Parts of a week are worked out on a pro rata basis.

Item	If the member is eligible to use the travel card to pay for...	then they are eligible for a weekly maximum amount 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	\$67.75 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, a day when the member is entitled to field allowance does not count towards the period of 21 days.

Example: A member has served for five days under field conditions. They continue to be eligible for travelling allowance at the daily rate until the 26th day.

See: Chapter 4 Part 2 Division B.13, Field allowance

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.

9.5.23 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.

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.
 - 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.

9.5.24 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 to use the Defence travel card to pay for up to the maximum of their meal benefit under section 9.5.17.

9.5.25 Incidentals for a member on a course

A member who is living in at any of these institutions where they are doing a course is eligible for incidentals. No matter what their rank, they are eligible to use the travel card up to the maximum amount set out in Annex 9.5.A Part 1 column 6.

- 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.

Related Information: Paragraph 9.5.19.g, When there is no eligibility for incidentals

9.5.26 Overnight stay following a period of Reserve service

1. A member on Reserve service may use the travel card under sections 9.5.16 and 9.5.17 or section 9.5.20 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.

9.5.27 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.

See: Part 6 Division 2 section 9.6.12, Recall from leave

9.5.29 Additional payment toward travelling costs

1. A member's maximum benefit may be less than they actually spend on meals or incidentals during the travel period.
2. The CDF may approve the member's use of an additional amount on the travel card, towards the following costs.
 - a. Meals.
 - b. Incidental costs.
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 Confirming actual travel costs

1. A member must confirm their costs on the travel card using the Defence travel card management system. They must do this within 28 days after they end their travel.

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

9.5.31 Member eligible for allowance instead of using travel card

1. A member may be eligible for an allowance to pay their travel costs if they have not been given a travel card. The amount of the allowance is calculated as if the member was eligible for travelling allowance under Division 3.

See: Division 3, Travelling allowance

Example: A member may not yet have been issued with a card, or their card may have been lost or stolen.

2. The member must keep receipts to show their travel costs.

See: Section 9.5.30, Confirming actual travel costs

Division 3: Travelling allowance

9.5.32 Purpose

The purpose of this Division is to meet the reasonable costs of travel for members by providing an allowance for accommodation, meals and incidental expenses for Defence approved travel within Australia, including these.

- a. Travel on Defence business for members who have not been given a Defence travel card.
- b. Travel on posting.
- c. Travel on completion of service for all members.

9.5.33 Members this Division applies to

This Division applies to any member (including a member on Reserve service) who is on a travel period or part-day travel period.

See: Part 5 Division 1
Section 9.5.9, Travel period – business travel
Section 9.5.10, Part-day travel period

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.

Related Information: Benefits for these members can be found in Division 2, Travel on Defence business using the 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.

See:
Part 6, Vehicle allowance
Part 7, Aircraft allowance

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.

See also: Section 9.5.41, Travel for more than 21 days

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 in Annex 9.5.A Part 1 column 2 for the location.
		meals for each meal period	the sum of relevant rates from Annex 9.5.A Part 1 columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate in Annex 9.5.A Part 1 column 6.
2.	Colonel or lower	accommodation on each night in the travel period	the relevant amount in of Annex 9.5.A Part 2 column 2 for the location.
		meals for each meal period	the sum of relevant rates from Annex 9.5.A Part 2 columns 3, 4 and 5 for the location and meals.
		incidentals for each 24 hour period of the journey, and for any part-day at the end	the rate in Annex 9.5.A Part 2 column 6.

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 Commonwealth, a carrier or anyone else has provided them.

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

Example: A member who travelled by air would not be eligible for an amount for a meal provided during a flight on an aircraft chartered by Defence. However, the member would be eligible for an amount for a meal period during which the member was on an ordinary commercial flight. This is because the meals provided on commercial flights are not of a consistent standard and may not be made available on turbulent flights.

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.

See: Chapter 7 Part 4 for details of the assistance a member can get for living in on temporary duty.

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.

See: Division 1 section 9.5.8, definition of *Meal period*
5. This table sets out what meal amounts apply if a member visits more than one location in a day.

See: Section 9.5.35, Travel costs while living out on a journey

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.

See: Chapter 4 Part 2 Division B.13, Field allowance

Example: A member who is not entitled to field allowance may be eligible for incidentals if they meet either of these conditions.

- 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.

Non-example: A member would not be eligible for incidentals in any of these situations.

- a. They travel on a journey that has not been approved as being at Commonwealth expense. For example, as a voluntary exchange of postings with another member.
- b. They break the journey for personal reasons.
- c. They are on recreation leave travel under Part 4 Division 1 of this Chapter.
- d. They are posted to the location where they are already serving on temporary duty, from the date the posting takes effect.

9.5.38 Incidentals for a member on a course

A member who is living in at any of these institutions where they are doing a course is eligible for incidentals. No matter what their rank, they are eligible for travelling allowance at the incidentals rate set out in Annex 9.5.A Part 1 column 6.

- 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.

Related Information: Paragraph 9.5.37.g, When there is no eligibility for incidentals

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	If the member's rank is...	then they are eligible for travelling allowance for...	at this rate...
1.	Brigadier or higher	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate in Annex 9.5.A Part 1 column 6.
		incidentals for 24 hours of the travel period after the first 21 days and for any part-day at the end	\$67.75 a week
2.	Colonel or lower	compulsory mess charges	the amount of the charges.
		living-in accommodation	
		meals provided in the living-in accommodation	
		incidentals for each 24 hours of the travel period, up to the end of 21 days	The rate in Annex 9.5.A Part 2 column 6.
		incidentals for each 24 hours of the travel period, after the first 21 days and for any part-day at the end.	\$67.75 a week

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.
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	\$67.75 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, a day when the member is entitled to field allowance does not count towards the period of 21 days.

Example: A member has served for five days under field conditions. They continue to be eligible for travelling allowance at the daily rate until the 26th day.

See: Chapter 4 Part 2 Division B.13, Field allowance

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

1. A member's eligibility under section 9.5.41 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.
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.

Item	If the member's dependant...	then they are eligible for travelling allowance at...
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.

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.

See: Part 6 Division 2 section 9.6.12, Recall from leave

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.

Example: The member signs an After Travel Certification form to confirm that they took the travel booked for them.
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 to the Commonwealth.

Annex 9.5.A: Amounts for accommodation, meals and incidentals

Note 1: Accommodation rates in this Annex apply to a member eligible for travelling allowance under Part 5 Division 3.

See: Part 5 Division 3, Travelling allowance

Note 2: Division 1 section 9.5.8 provides that a reference to a metropolitan location is taken to include its suburbs.

Part 1: Brigadier or higher

This table outlines the maximum rates payable to a Brigadier or higher.

Column 1 Location	Column 2 Accommodation (\$)	Column 3 Breakfast (\$)	Column 4 Lunch (\$)	Column 5 Dinner (\$)	Column 6 Incidentals (\$)
Adelaide	185.00	29.45	41.70	58.35	27.65
Brisbane	192.00				
Canberra	205.00				
Darwin (April to November)	268.00				
Darwin (December to March)	149.00				
Hobart	184.00				
Melbourne	217.00				
Perth	199.00				
Sydney	247.00				
High-cost country centres	See Part 3				
Medium-cost country centres (see Part 4)	128.00	27.05	27.65	53.90	27.65
Other country centres	117.00				

Part 2: Colonel or lower

This table outlines the maximum rates payable to a Colonel or lower.

Column 1 Location	Column 2 Accommodation (\$)	Column 3 Breakfast (\$)	Column 4 Lunch (\$)	Column 5 Dinner (\$)	Column 6 Incidentals (\$)
Adelaide	139.00	27.05	30.45	51.85	19.35
Brisbane	144.00				
Canberra	154.00				
Darwin (April to November)	201.00				
Darwin (December to March)	112.00				
Hobart	138.00				
Melbourne	163.00				
Perth	149.00				
Sydney	185.00				
High-cost country centres	See Part 3				
Medium-cost country centres (see Part 4)	107.00	24.25	27.65	47.70	19.35
Other country centres	97.00				

Part 3: High-cost country centres – accommodation

This table lists high-cost country centres and the maximum accommodation rates payable to a member of any rank.

Location	Maximum accommodation cost (\$)	Location	Maximum accommodation cost (\$)
New South Wales		South Australia	
Armidale	124.50	Bordertown	140.00
Bathurst	130.00	Ceduna	125.00
Bega	139.00	Mount Gambier	124.50
Bourke	141.00	Naracoorte	119.00
Broken Hill	133.50	Port Augusta	123.50
Cobar	121.50	Port Lincoln	148.50
Coffs Harbour	131.50	Port Pirie	124.50
Cowra	117.00	Wilpena Pound	181.50
Dubbo	120.50	Tasmania	
Gosford	121.00	Burnie	136.00
Goulburn	118.50	Devonport	140.00
Gunnedah	116.00	Launceston	125.00
Inverell	116.00	Queenstown	120.00
Leeton	116.50	Victoria	
Lismore	117.50	Bairnsdale	122.00
Maitland	135.50	Ballarat	131.00
Mudgee	133.50	Benalla	116.00
Muswellbrook	121.00	Bendigo	130.00
Newcastle	161.50	Bright	156.50
Nowra	123.50	Geelong	118.50
Orange	129.50	Hamilton	116.00
Port Macquarie	152.00	Horsham	142.50
Queanbeyan	133.50	Mildura	123.00
Tumut	112.00	Portland	116.50
Wagga Wagga	133.50	Sale	126.00
Wollongong	149.00	Seymour	112.50
Northern Territory		Shepparton	126.00
Alice Springs	141.50	Swan Hill	134.00
Jabiru	216.50	Wangaratta	113.50
Katherine	137.50	Warrnambool	119.50
Nhulunbuy	230.00	Wonthaggi	140.00
Tennant Creek	129.00		
Yulara	264.00		

Location	Maximum accommodation cost (\$)	Location	Maximum accommodation cost (\$)
Queensland		Western Australia	
Cairns	142.50	Albany	130.50
Dalby	141.50	Broome	193.50
Emerald	123.50	Bunbury	130.00
Gold Coast	197.00	Carnarvon	141.50
Hervey Bay	130.00	Esperance	140.50
Horn Island	157.00	Exmouth	199.50
Mackay	125.00	Geraldton	161.00
Maryborough	112.50	Halls Creek	144.00
Monto	120.00	Kalgoorlie	155.50
Mount Isa	141.50	Karratha	205.50
Nambour	121.50	Kununurra	185.00
Rockhampton	119.50	Northam	112.00
Roma	118.00	Port Hedland	149.00
Toowoomba	135.50	External Australian Territory	
		Christmas Island	169.00
		Cocos Island	290.00
		Norfolk Island	160.00

Part 4: Medium-cost country centres

The following table lists medium-cost country centres.

Medium-cost country centres	
New South Wales	Queensland
Albury	Ayr
Cooma	Bundaberg
Grafton	Charters Towers
Griffith	Gladstone
Moree	Innisfail
Tamworth	Kingaroy
South Australia	Warwick
Kadina	Victoria
Whyalla	Wodonga

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

This table outlines the maximum meal rates after 21 days.

Item	If, during the travel period, the member is...	and...	then their maximum entitlement is...
1.	boarding (in a boarding house, hotel or motel)	the tariff is not all-inclusive and cooking facilities are not provided	\$764.45 a week.
		the tariff is not all-inclusive and cooking facilities are provided	the cost of meals and food for meal preparation of up to \$428.65 a week.
2.	renting	-	the cost of meals and food for meal preparation of up to \$428.65 a week.

Part 6: Vehicle allowance

9.6.1 Purpose

Vehicle allowance assists a member with reasonable costs when they are authorised to use a private vehicle in Australia in any of these situations.

- a. On duty.
- b. On recall to duty outside normal working hours.
- c. To get to duty during public transport stoppages.
- d. On leave travel.
- e. On removal.

9.6.2 Basis

1. Normally travel will be by the most economical means. This concept is explained in Parts 1 and 2 of this Chapter. The most economical means might involve air travel, or other public transport, as well as private vehicle travel.
2. Nevertheless, a member may be given approval to use their private vehicle for official travel. This Part explains what rules a member needs to meet in order to be given this approval. Generally, they fall into these categories.
 - a. Use of a private vehicle is convenient for the member.
 - b. Use of a private vehicle is an efficient form of travel.
3. Vehicle allowance is calculated as a rate for each kilometre. Generally there is a limit to how much can be paid.

See: Division 5 section 9.6.28, Limit to benefit
4. This table shows what the Commonwealth pays for each means of travel.

Item	If travel is by...	then the Commonwealth pays...
1.	private vehicle	• a. allowance payable to a member under this Part. • b. travelling allowance, if any. • c. meal allowance, if any.
2.	normal means	• a. fares of the member and any passenger who would otherwise travel at Commonwealth expense. • b. travelling allowance, if any. • c. meal allowance, if any.

9.6.3 Contents

This Part includes the following Divisions.

Division 1	General
Division 2	Authorised travel on duty and recall to duty from paid leave
Division 3	Authorised travel on removal
Division 4	Authorised travel on other journeys
Division 5	Vehicle allowance amounts and limits

Division 1: General

9.6.4 Purpose

This Division identifies members eligible under this Part, and defines terms and concepts used in it.

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	Division 3 section 9.6.15
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.

Example: A member receives executive vehicle allowance. The member applies to use their private vehicle for a five day official trip from Canberra to Nowra. The cost of a hire car is higher than the ordinary vehicle allowance payment. The CDF may approve the payment of ordinary vehicle allowance in addition to the executive vehicle allowance already payable.

See: Chapter 4 Part 6 section 4.6.6, Executive vehicle allowance

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. 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.
Allowable travel time	To be worked out on the basis of the actual distance by the shortest practicable route, using the following formulas. a. If the member is towing a towable item: the distance in km divided by 360. b. Otherwise: the distance in km divided by 480. c. If a member or their dependant has a special need: a shorter daily distance that the CDF approves for the journey. See: Chapter 1 Part 3 Division 2 section 1.3.84, Dependant with special needs Note: The Commonwealth bases its expectation of what it will pay on a reasonable daily driving distance by the shortest practicable route. It is expected that a member will complete the journey at a daily driving rate of 480 km or, if towing a towable item for which a removal benefit exists, 360 km. The allowable travel time is based on these distances.
Authorised	Authorised for allowance under this Part by the CDF.

Term or concept	Definition in this Part
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. a. Using the vehicle allows the member to perform duties more efficiently than the use of the normal means of travel. Examples: i. If no public transport is available, or it is not possible to rearrange a duty travel itinerary to make use of public transport. ii. If Commonwealth transport is not available, or only available from time to time, and the member needs access to suitable transport all the time. b. Using the vehicle enables the most effective use of Commonwealth personnel and vehicle resources. Examples: i. If using a Service vehicle unreasonably requires a Service driver to stay on duty outside normal duty hours. ii. If a Service vehicle is underused for a long time on one task when it was needed somewhere else. c. The CDF is satisfied that the member's personal interests would be harmed if they used the normal means of travel. Example: Using a private vehicle could help avoid undue strain on the member, or their unreasonable absence from home.
Private vehicle	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.

Note: Vehicle allowance includes a component to cover the costs of both comprehensive and compulsory third party insurance at the rate for private vehicles.

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.

Note: This is subject to Chapter 6 Part 6, which authorises reimbursement of costs that result from cancellation of a posting.

Item	If a member's authorised journey is...	then they...
1.	shortened	must repay to the Commonwealth 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 to the Commonwealth 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.

Note: This Division does not apply to recall from duty from leave without pay or short absence.

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.

See: Subsection 9.6.13.2, Benefit – travel on duty

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 the Commonwealth.
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 3: Authorised travel on removal

9.6.14 Purpose

This Division sets out a member's benefits when they travel by private vehicle on removal.

9.6.15 Conditions

1. A member's travel on removal in a private vehicle is taken to be authorised if either of these criteria is met.
 - a. The Commonwealth requires the member to drive the vehicle.
 - b. The member chooses to drive the vehicle when the Commonwealth would have paid to transport it.

Note: This section applies to removal to the new location. It also applies to removal travel journeys described in subsection 4.

2. The Commonwealth may require that a second vehicle owned by the member, or their dependant, be driven on removal. In this case, travel is taken to be authorised.
3. A member may be unable, for Service reasons, to drive the private vehicle on removal. In this case, the CDF may authorise a dependant of the member to drive the vehicle.
4. A member posted for duty to a new location may be authorised to travel by private vehicle before the date of posting, or after they begin duty. This table sets out journeys that may be authorised.

Item	If the member travels...	then they may be authorised to travel by private vehicle...
1.	before they begin duty in the new location	a. with their dependants to the new location to arrange accommodation and supervise unpacking of furniture and effects, and b. back to the old location.
2.	after they begin duty in the new location	a. back to the old location to supervise uplift, and b. to accompany their dependants to the new location.

9.6.16 Benefit

1. For authorised travel on removal, a member is eligible for the sum of the following amounts.
 - a. Vehicle allowance at the rate worked out under Division 5 section 9.6.25.
 - b. Any increase to the allowance that applies under Division 5 section 9.6.26.

Exception: If subsection 9.6.15.2 or 3 applies, no increase will be granted.
 - c. Travel costs under Annex 9.5.A.

See: Annex 9.5.A, Amounts for accommodation, meals and incidentals
 - d. The amount worked out under Part 5 Division 2 for accommodation and meals of any dependants.

2. Benefits under subsection 1 are worked out based on these assumptions.
 - a. The member took the most direct practicable route and did not take stopovers they could avoid.
 - b. The member took no more than the allowable travel time.
3. If the member has chosen to drive the vehicle, the amount of benefit is limited. It must not be more than the Commonwealth would have paid in total for these two costs.
 - a. Travel by the member and any dependants.
 - b. Transport of the vehicle (unless the travel is under subsection 9.6.15.4).
4. For authorised travel for removal of a second vehicle, the member is eligible for the sum of the following amounts. They are worked out as if the shortest practicable route were taken.
 - a. Vehicle allowance at the rate worked out under section 9.6.25. This does not include any increase under section 9.6.26. The member is not eligible for the increased rate for passengers for travel on removal in a second vehicle.
 - b. If the vehicle is transported for part of the journey: the cost of transporting the vehicle and any caravan or trailer being towed with the vehicle.
5. The benefit under subsection 4 is limited to the cost of transporting the vehicle for the whole journey.

9.6.17 Travel before deployment

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 deployed for six months or longer.
 - c. The member is eligible for storage of a car and towable item at Commonwealth expense.
 - d. The member chooses instead to store their car and towable item somewhere other than a commercial storage facility.

Exception: Storage on the base.

Example: Storage at a friend's home.
2. The member may be paid the lesser of the following amounts.
 - a. Vehicle allowance calculated in accordance with section 9.6.25, for the journey from the member's accommodation to the place the vehicle is stored.

See: Division 5 section 9.6.25, Amount of allowance and calculation of distance
 - b. The cost of storing the vehicle for the length of the deployment, in a commercial storage facility for vehicles that has been approved by Defence Housing Australia.

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.

Example: Vehicle allowance could be reduced by the member's usual public transport fare.

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 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.
 - a. There is no eligibility for an additional amount of allowance for transporting the member as a passenger. Other passengers may attract the passenger component of vehicle allowance, if they are eligible for travel at Commonwealth expense.

Example: The spouse's or partner's child.

- 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.

See: Part 1, Basic travel benefits

- c. There is no eligibility for additional costs.

9.6.23 Benefit

For authorised travel on journeys described in this Division, a member is eligible for the sum of these amounts.

- a. Vehicle allowance at the rate worked out under Division 5 section 9.6.25.
- b. Unless this Division specifically prevents it, the following.
 - i. Any increase to the allowance that applies under Division 5 section 9.6.26.
 - ii. 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 this formula.

$$\frac{\text{Road distance (km)} \times \text{rate (cents per km)}}{100}$$

where:

- a. the road distance is the number of whole kilometres in the shortest route it is reasonable to take.
- b. the rate is based on the capacity of the engine, as set out in this table.
- c. dividing by 100 gives the resulting amount in dollars.

Item	If the vehicle's engine capacity is...		then the rate per km is...
	<i>Non-rotary engine</i>	<i>Rotary engine</i>	
1.	more than 2600cc	more than 1300cc	74 cents
2.	1601cc – 2600cc	801cc – 1300cc	73 cents
3.	1600cc or less	800cc or less	61 cents

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.

Example: The shortest route is closed by flooding. This forces the member to take a longer route.

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 0.83 of a cent per km for a member who meets any of these criteria.
 - a. They carry a passenger who would otherwise travel at Commonwealth expense.
 - 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 for carrying passengers must not be more than the Commonwealth would have paid for their travel 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: 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. 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. 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. $\frac{\text{Distance travelled on duty in nominated period}}{\text{Actual or expected tyre life (in kilometres)}} \times \text{Original tyre price (whole dollars)}$

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.

See: Division 1 section 9.6.7, Definition of *allowable travel time*

- b. The sum of these three amounts the Commonwealth would have paid if the member had 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 See: Section 9.0.3, Definitions	in accordance with Part 5 Division 2. See: Part 5 Division 2, Travel on Defence business using the travel card
2.	who does not meet the requirements of item 1	in accordance with Annex 9.5.A. See: Annex 9.5.A, Amounts for accommodation, meals and incidentals

- 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.

See: Part 6 Division 1 section 9.6.7, Definitions

9.7.6 Benefit

1. This section applies to a member authorised to travel by flying a private aircraft instead of travelling at Commonwealth expense by the normal 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.

See: Part 6 Division 1 section 9.6.7, Definitions

9.7.7 Amount of allowance

The amount of allowance is worked out using this formula.

$$\frac{\text{distance} \quad \times \quad \text{hourly cost}}{\text{cruising speed}}$$

Term	Definition
Distance	The distance must take into account these factors. 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.

Term	Definition	
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. 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 at Commonwealth expense.
- 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.

Note: Some insurance companies may classify the aircraft as a business aircraft and require an additional premium. It is the member's personal responsibility to find out about their company's practice and arrange appropriate insurance.

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

10.0.1 Overview

This Chapter sets out eligibility for allowances for clothing and personal effects.

10.0.2 Contents

This Chapter includes the following Parts.

Part 1	Uniform allowance
Part 2	Personal purchase of uniform articles
Part 3	Aide-de-camp and ADF advisor benefit
Part 4	Loss or damage to clothing or personal effects
Part 5	Service police investigator plain clothes allowance

Part 1: Uniform allowance

10.1.1 Purpose

The purpose of this Part is to assist members maintain uniforms in good order and condition.

Note: The allowance is not designed to cover laundry or dry cleaning costs, or maintaining personal items.

Examples: Towels, brushes, pyjamas and underwear.

10.1.2 Member this Part applies to

This Part applies to these members.

- a. A member on continuous full-time service, entitled to salary and with the rank of Major General or lower.
- b. A member who is serving a period of detention under Service law.

10.1.3 Members this Part does not apply to

1. This Part does not apply to a member who meets both these conditions.
 - a. They are a member of the Reserves on continuous full-time service.
 - b. The member is entitled to be issued with free replacement clothing.
2. To avoid doubt, this Part does not apply to a member on Reserve service.

10.1.4 Uniform allowance rates

1. This table outlines the rates of uniform allowance.

Item	If a member is...	Then the annual rate of uniform allowance is (\$)...
1.	a member in either of the following categories: a. A Corporal or lower. b. A member paid salary under Schedule B.13 of DFRT Determination No. 2 of 2017, <i>Salaries</i>.	419
2.	a Sergeant or higher non-commissioned rank	504
3.	an officer, including a member who is required to join an officers' mess or wardroom on a permanent basis	682

2. If a member held the rank of Warrant Officer or lower before becoming an officer trainee, they are to be paid the rate as if they had not become an officer trainee. This is until the day they become eligible for a higher rate, or cease to be an officer trainee.

Note: The method for calculating the daily rate of the allowance is provided in Chapter 3 Part 2 Division 1.

10.1.5 ...

Defence Determination 2016/19, Conditions of service

1015

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 at Commonwealth expense.
 - 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 and ADF advisor 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 of an aide-de-camp or an ADF advisor.

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 an aide-de-camp, equerry, flag lieutenant or escort officer or designated by the CDF as an aide-de-camp. This does not include an honorary aide-de-camp or an aide-de-camp to an official of a State or Territory.
 - b. A member who is a Defence Advisor to the Joint Standing Committee on Foreign Affairs, Defence and Trade.
 - c. A member who is any of the following and approved by the CDF.
 - i. An ADF advisor.
 - ii. A member required to perform official representational duties.
 - iii. A member posted to the CDF Signals Detachment.
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 Payment of aide-de-camp and ADF advisor benefit

1. The member is eligible for the reimbursement of the cost of purchase or hire of clothing to meet the requirements of the member's duties.
2. The maximum reimbursement payable to an eligible member during the member's posting is specified in the following table.

Item	If the member is ...	the maximum amount that may be reimbursed is (\$)...
1.	an aide-de-camp to the Governor-General	3,514.
2.	an aide-de-camp to an overseas visiting dignitary	
3.	any other member to whom this Part applies	1,757.

3...

Part 4: Loss or damage to clothing or personal effects

10.4.1 Purpose

The purpose of this Part is to authorise a payment to members for loss or damage to clothing or personal effects, directly related to service.

10.4.2 Member this Part applies to

This Part applies to any member. This includes a member on Reserve service.

10.4.3 Definitions

This table defines terms used in this Part.

Term	Meaning in this Part
Loss	Loss includes theft.
Personal effects	Personal effects means tangible property that might be worn or carried on the person. Examples: Briefcases, handbags, wallets, watches, hand luggage, suitcases, jewellery, portable radios, cameras, personal cash, pens, dentures and glasses.
Value	Value means the current catalogue price for an item, reduced by the proportion of its life already expired.

10.4.4 Payment for loss or damage

1. The CDF may authorise payment of an amount to a member, if the member suffers loss or damage to clothing or personal effects owing to their service. In assessing the amount to be paid, the CDF must consider all these criteria.
 - a. The value of the item at the time of the loss or damage.
 - b. Whether the member contributed to the extent of the loss or damage, including by failure to take reasonable precautions.

Note: If this is the case, the amount considered for payment may be reduced.
 - c. Any other amount paid or payable for damages, compensation or under a contract of insurance.
 - d. The cost of any repairs.
 - e. The cost of any service necessary to replace the item.

Example: A member's glasses are damaged beyond repair. It could be reasonable to approve a payment that includes the cost of an eye examination which is part of the process for obtaining replacement glasses.
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 recovered amount to the Commonwealth.

10.4.5 When this Part does not apply

This Part does not apply in the following situations.

- a. The member is going on or returning from leave.

Exception: If the member has been recalled from leave, the CDF may decide to approve a claim.

- b. The member is eligible for an amount for the loss or damage under Chapter 14 Part 6 Division 3, Loss or damage to possessions overseas.
- c. The items are repaired or replaced at Commonwealth expense.
- d. The loss or damage would not have occurred if the member had taken reasonable steps to avoid the loss or damage.

Part 5: Service police investigator 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.

10.5.2 Member this Part applies to

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

- a. They have been appointed to an investigator position in the ADF Investigative Service.
- b. The Provost Marshal ADF has decided that the position requires the occupant to wear plain clothes as part of an investigation.

10.5.3 Eligibility for Service police investigator plain clothes allowance

1. The member is eligible for the reimbursement of the cost of purchase or hire of clothing to meet the requirements of the member's duties as a Service police investigator.
2. The maximum amount a member is eligible for reimbursement is \$1,757 every four years from the date of appointment to an investigator position.

Example: A member was appointed to an investigator position on 12 July 2012. The member reached the maximum reimbursement amount in February 2015. The member will not be eligible for any further reimbursement until they reach the four year anniversary on 12 July 2016.

3. In addition to reimbursement under this Part, each Service will continue to provide items of military uniform for members to whom this Part applies.

Note: Members may be eligible for uniform allowance as well as reimbursement under this Part.

See: Part 1, Uniform allowance

Chapter 11: ADF-related compensation

11.0.1 Overview

This Chapter deals with assistance available if a member dies or suffers personal injury or disease as a result of their service.

11.0.2 Contents

This Chapter includes the following Parts.

- Part 1 Rehabilitation and compensation for personal injury or disease – general arrangements
- Part 2 Additional military compensation
- Part 3 Payment of financial entitlements on death
- Part 4 Funeral and transportation costs on death

Part 1: Rehabilitation and compensation for personal injury or disease – general arrangements

This Part is reserved for publication in the *ADF Pay and Conditions Manual* of an administrative description of rehabilitation and compensation of ADF members for personal injury or disease.

Part 2: Additional military compensation

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).

11.2.2 Contents

This Part includes the following Divisions.

Division 1	Overview
Division 2	Additional death benefit
Division 3	Severe injury adjustment
Division 4	Avoidance of double benefits
Division 5	Authorisation of payment and review of decisions
Division 6	General

Division 1: Overview

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

This table defines terms used in this Part.

Term	Definition in this Part
ADB	An additional death benefit mentioned in Division 2 section 11.2.7.
Basic amount	An amount mentioned in Division 3 subsection 11.2.11.1.
Commonwealth authority	The same meaning as in section 4 of the SRC Act.
Compensation	SRC compensation, State compensation or State workers' compensation.
Dependent child	Is a person who meets all the following conditions. a. The person meets the definition of child in section 1.3.81. Exception: Conditions in sections 1.3.83 and 1.3.85 do not need to be met for the child to be considered a dependant. See: Chapter 1 Part 3 Division 2 section 1.3.81, Child b. The person is wholly or partly dependent on the member for economic support. c. The person meets either of the following conditions. i. They are under 16 years old. ii. They are 16 or more years old but under 25 years old, and meet the education test. In this definition meeting the education test means meeting both the following conditions. 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.
Dependent child amount	An amount mentioned in subsection 11.2.8.2 or 11.2.11.2. See: Division 2 section 11.2.8, Calculation of the ADB Division 3 section 11.2.11, Calculation of the SIA
Impairment	The same meaning as in section 4 of the SRC Act.
Interim payment amount	An amount mentioned in subsection 11.2.13.3. See: Division 3 section 11.2.13, Interim payment of SIA
Member	Includes a member of the Reserves.
Non-economic loss	The same meaning as in section 4 of the SRC Act.

Term	Definition in this Part
Permanent	The same meaning as in section 4 of the SRC Act.
Severe injury	An injury for the purposes of the SRC Act, affecting the brain or spinal cord of a person. The injury must result in quadriplegia, paraplegia, hemiplegia, an organic brain syndrome, chronic blindness or a condition of similar effect.
SIA	A severe injury adjustment mentioned in section 11.2.10. See: Division 3 section 11.2.10, Entitlement to severe injury adjustment
Spouse	Has the same meaning as in the <i>Safety, Rehabilitation and Compensation Act 1988</i> . Note: This meaning includes a de facto partner (whether of the same sex or a different sex).
Spouse amount	An amount mentioned in subsection 11.2.8.1. See: Division 2 section 11.2.8, Calculation of the ADB
SRC Act	The <i>Safety, Rehabilitation and Compensation Act 1988</i> .
SRC compensation	Compensation payable under subsection 17 (3) or (4), or section 24 or 27, of the SRC Act.
State compensation	The same meaning as in section 119 of the SRC Act.
State workers' compensation	The same meaning as in section 118 of the SRC Act.
The Secretary	Secretary of the Department of Veterans' Affairs.

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.

See: Division 3 section 11.2.11, Calculation of the SIA

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.

Example: A member was injured in 2006. The member dies in 2014, for a reason that the member's doctor believes was a result of the 2006 injury.
 - b. The member is survived by any of these sets of people.
 - i. A spouse.
 - ii. One or more dependent children.
 - iii. Both a spouse and one or more dependent children.
 - c. SRC compensation in respect of the injury is payable to, or for the benefit of, the spouse 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 spouse of a deceased member is entitled to a payment of \$47,395.78.
2. In addition to the spouse 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.

See: Division 6 section 11.2.26, Indexation of amounts

11.2.9 Who the ADB is payable to

1. The ADB is payable to the spouse.
2. However, subsection 3 or 4 applies if a dependent child amount is payable for a child and either of these conditions is met.
 - a. The deceased member is not survived by a spouse.
 - b. The spouse 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 described in paragraph a. of this subsection occurred on a date described 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.

See: Division 6 section 11.2.26, Indexation of amounts

11.2.12 Who the SIA is payable to

1. The SIA in relation to a member is payable to the member.
2. However, if a dependent child amount is payable for a child and the member does not have primary responsibility for the daily care of the child, the dependent child amount is payable to a 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.

See: Division 6 section 11.2.26, Indexation of amounts

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 to the Commonwealth 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 to the Commonwealth 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 to the Commonwealth 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 to the Commonwealth 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.

See:

Section 11.2.15, SIA or ADB not payable if damages are recovered

Section 11.2.16, No double benefit if State workers' compensation is received

Section 11.2.17, No double benefit if State compensation is received

11.2.19 Reduction of SIA or ADB if similar compensation received before commencement

Nothing in this Division requires the repayment to the Commonwealth of an amount of compensation of the same kind as SIA or ADB received by a person from the Commonwealth before 9 February 1998 in respect of an injury for which SIA or ADB is payable under this Part, but the amount of SIA or ADB that would, but for this section, be payable to the person under this Part, is to be reduced by the amount of compensation of that kind already received.

11.2.20 Recovery of SIA or ADB that is repayable

The Commonwealth may recover, as a debt due to the Commonwealth in a court of competent jurisdiction, an amount of SIA or ADB repayable to the Commonwealth under section 11.2.15, 11.2.16 or 11.2.17.

See:

Section 11.2.15, SIA or ADB not payable if damages are recovered

Section 11.2.16, No double benefit if State workers' compensation is received

Section 11.2.17, No double benefit if State compensation is received

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.

See: Division 4, Avoidance of double benefits

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.

See: Chapter 1 Part 6 section 1.6.3, Payment of amount to a person under legal disability

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.

See: Section 11.2.26, Indexation of amounts

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 dies. This includes a member of the Reserves.
2. The CDF must authorise a payment to a person under section 1.6.4. The payment must be the total of what the member would have been entitled to if they had left the ADF without dying. The total is made up of amounts for these entitlements.

See: Chapter 1 Part 6 section 1.6.4, Payments of amounts on death of a member

- a. Recreation leave.

See: Chapter 5 Part 4

- b. Long service leave.

See: Chapter 5 Part 5

- c. War service leave.

See: Chapter 5 Part 8

- d. Compensation for loss or damage to clothing or personal effects.

See: Chapter 10 Part 4

3. This table sets out where related information about death and disability can be found.

Item	Information	Description
1.	Section 1.6.5.2, Effect of death on eligibility for salary and allowances See: Chapter 1 Part 6	Provides for circumstances where the CDF must direct that, for Chapters 1 to 17, a member's death is presumed to have occurred on a specified date
2.	Section 1.6.3, Payment of amount to person under legal disability See: Chapter 1 Part 6	Provides for payment of amounts to persons who are under a legal disability. Example: A deceased member's dependent children.
3.	Section 1.6.4, Payment of amounts on death of a member See: Chapter 1 Part 6	Sets out the standard procedures for payment of amounts following a member's death
4.	Other entitlements	There may be other entitlements on the death of a member. Examples: Superannuation, removals and payments of outstanding salary and allowances.

11.3.3 Bereavement payment

1. This table defines terms used in this section.

Term	Definition in this section
Dependent person	A person who was financially dependent on the deceased member during the relevant pay period.
Gross fortnightly pay	Either of these amounts. a. The total of the fortnightly instalments of salary and allowances the member would have been entitled to for the relevant pay period. This includes what they would have had to pay for any of these. i. Income tax. ii. Superannuation. iii. A debt due to the Commonwealth. 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. This amount is used only if it is greater than the amount under paragraph a.
Relevant pay period	The fortnight that ends on the day immediately before the day the member died.

2. This section applies to a member who dies, and who satisfied either of the following conditions during all or part of the relevant pay period.
 - a. The member was on continuous full-time service and salary was payable.
 - b. The member was on a flexible service determination.
3. If a member dies, the amount payable is either of the following.
 - a. For a member not on a flexible service determination — the payment is four times the member's gross fortnightly pay.
 - b. For a member on a flexible service determination — the payment is four times the member's gross fortnightly pay that would have been payable if the member was not on a flexible service determination.

See: Chapter 1 Part 6 section 1.6.4, Payment of amounts on death of a member

4. Payment must be made in four equal fortnightly instalments. The payments begin on the first day of the pay period immediately after the member's death.
5. No payment will be made if there is no dependent person.

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*.

See: *Defence Act 1903*, section 58A, Interpretation

- 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.

Note: The CDF may rely on various formal and informal sources in forming his belief.

- 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.

Example of exception: Disputes over access to children, testament or will disputes, rental property disputes, or disputes between beneficiaries.

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.

11.4.2 Contents

This Part contains the following Divisions.

Division 1	Funeral costs, floral and non-floral tributes for deceased members or former members
Division 2	Assistance on death of a dependant in Australia

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.

See: Division 1, Funeral costs, floral and non-floral tributes for deceased members

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 the Defence Community Organisation.

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 Community Organisation may approve a funeral at Commonwealth expense 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.

Related information: Provisions for these members are in Chapter 15 Part 9 section 15.9.3, Assistance if member dies.

11.4.8 Definition

In this Division, legal personal representative means either 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.

11.4.9 Funeral costs

1. The Director General Defence Community Organisation 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 Community Organisation must have regard to the following.
 - a. Whether the items are culturally appropriate for the deceased member or former member.
 - 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 Community Organisation 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.

Examples: Funeral director, minister.

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 Community Organisation 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.
4. Mourners' travel and accommodation costs will not be met by the Commonwealth.

11.4.11 Travel and accommodation

1. Subject to subsection 3, the Director General Defence Community Organisation may approve travel and two night's accommodation within Australia for the following people to attend the funeral of the deceased member or former member.
 - a. The deceased member or former member's dependants.
 - b. A person to accompany the dependant if the dependant is very young, aged, has an illness or is severely distressed.
 - c. A family member who has been nominated by a dependant if the dependant is unable to attend the funeral.
 - d. The parents of the deceased member or former member.

Exceptions: Travel and accommodation will not be provided in any of the following circumstances.

1. The deceased member's or former member's funeral will be held overseas under section 11.4.10.
 2. The member died while on duty overseas, and is given an overseas funeral under Chapter 15 Part 9 section 15.9.3.
 3. The person eligible for a benefit under subsection 1 lives in the location where the funeral is to be held.
2. The Director General Defence Community Organisation may approve additional accommodation if the travel requirements and funeral service times require the people approved under subsection 1 to stay at the location for an additional night.

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.

Note: The travel and accommodation benefit payable is based on the rank of the deceased member or former member.

See: Chapter 9

Part 1, Basic travel benefits

Part 5 Annex 9.5.A, Amounts for accommodation, meals and incidentals

4. The Director General Defence Community Organisation 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 at Commonwealth expense 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.

See: Chapter 1 Part 3 Division 2
Section 1.3.83, Dependants
Section 1.3.85, Dependants recognised by CDF

- b. The member's dependant dies in Australia.

See also: Chapter 15 Part 9 section 15.9.3A if the member's dependant dies overseas.

- c. The dependant is not in the location where the funeral is to take place.

See also: Chapter 9 Part 3 Division 8, Compassionate travel

11.4.15 Assistance provided when a dependant dies

1. The Director General Defence Community Organisation 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.

Note: An Australian departure point is the Australian location with air or sea travel to the overseas location.

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.

Examples: Funeral director, minister.

c. The person who paid for the preparation or transportation of the deceased dependant.