# Defence Determination 2016/19, Conditions of service

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

## Compilation No. 120

**Compilation date:** 14 March 2024

**Includes amendments:** Defence Determination 2024/2

This compilation is in 4 volumes

Volume 1 Chapter 1 – Chapter 5

Volume 2 Chapter 6 – Chapter 11

**Volume 3 Chapter 12 – Chapter 17**

Volume 4 Endnotes

Each volume has its own contents

Prepared by the Department of Defence

Rectified Authorised Version registered 04/06/2025 F2024C00230

# 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 14/3/2024 (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 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 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 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If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

## Contents

**Chapter 12: Overseas conditions of service – overview 1**

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

12.1.1 Member Chapters 12 to 16 apply to ..... 1

12.1.2 Member Chapters 12 to 16 do not apply to ..... 1

**Part 3: Definitions for Chapters 12 to 17 ..... 2**

12.3.1 Definitions ..... 2

12.3.2 Accompanied member ..... 3

12.3.3 Allowable travel cost ..... 3

12.3.5 Dependant ..... 4

12.3.9 Long-term posting overseas ..... 5

12.3.14A Post index ..... 6

12.3.16 Posting period overseas ..... 6

12.3.18 Short-term duty overseas ..... 7

12.3.19 Time zone hour ..... 7

Annex 12.3.B: Post index locations ..... 8

**Part 4: Service with the United Nations ..... 10**

12.4.1 Purpose ..... 10

12.4.2 Period of service with the United Nations counts as service ..... 10

Division 1: Member remunerated by the UN ..... 11

12.4.4 Purpose ..... 11

12.4.5 Member this Division applies to ..... 11

12.4.6 Allowances and benefits not payable ..... 11

Division 2: Member remunerated by the ADF ..... 12

12.4.7 Purpose ..... 12

12.4.8 Member this Division applies to ..... 12

12.4.9 Allowances and benefits payable ..... 12

12.4.10 Leave arrangements during the period of service with the United Nations ..... 12

**Part 5: International travel and isolation periods ..... 13**

12.5.1 Purpose ..... 13

12.5.2 Persons this Part applies to ..... 13

12.5.3 Cost of isolation accommodation ..... 13

12.5.4 Alternative accommodation ..... 14

12.5.4A Accommodation at end of duty overseas – quarantine residence ..... 14

12.5.5 Meal supplement allowance – outside of Australia ..... 14

12.5.6 Incidentals – outside of Australia ..... 15

12.5.7 Meal supplement allowance – in Australia ..... 15

**Part 6: Imprisonment, detention and custody overseas ..... 17**

12.6.1 Purpose ..... 17



Rectified Authorised Version registered 04/06/2025 F2024C00230

12.6.2 Member this Part applies to ..... 17
12.6.3 Member this Part does not apply to ..... 17
12.6.4 Dependants remaining in overseas location ..... 17
12.6.5 Return travel to Australia before duty period has ended ..... 17
12.6.6 Return travel to Australia after duty period has ended ..... 17
12.6.7 Member deported from country ..... 18
12.6.8 Travel for a member's dependants ..... 18
12.6.9 Additional recreation leave and assisted leave travel ..... 18
12.6.10 Leave on release ..... 18
12.6.11 Storage ..... 19
12.6.12 Funeral expenses ..... 19
**Part 7: Death of member or dependant overseas ..... 20**
12.7.1 Purpose ..... 20
12.7.2 Definitions ..... 20
12.7.3 Person this Part applies to ..... 20
12.7.4 Assistance if member dies ..... 20
12.7.5 Assistance if dependant dies ..... 21
12.7.6 Continuing benefits for dependants ..... 22
12.7.7 Reimbursement for loss on sale of vehicle if member dies ..... 22
**Chapter 13: Short-term duty and peacetime deployment overseas 24**
**Part 1: General provisions ..... 24**
13.1.1 Purpose ..... 24
13.1.2 Member this Chapter applies to ..... 24
13.1.3 Member this Chapter does not apply to ..... 24
13.1.4 Member on short term duty ill or injured ..... 24
**Part 2: Overseas travel benefits ..... 25**
Division 1: Class of air travel ..... 25
13.2.4 Member this Division does not apply to ..... 25
13.2.5 Class of air travel for member travelling when pregnant ..... 25
13.2.5A Class of air travel for members travelling in groups ..... 25
13.2.5B Class of air travel for members travelling on a peacetime deployment, exercise or activity ..... 26
13.2.6 Class of air travel for short-term duty ..... 26
13.2.7 Downgrading the class of air travel ..... 26
13.2.8 CDF discretion for first class air travel ..... 26
Division 2: Rest periods ..... 28
13.2.9 Purpose ..... 28
13.2.10 Member this Division does not apply to ..... 28
13.2.11 Rest period benefits ..... 28
13.2.12 Recreation leave with rest periods ..... 28



Rectified Authorised Version registered 04/06/2025 F2024C00230

Division 3: Accompanied travel ....29
13.2.12A Member this Division does not apply to ....29
13.2.13 Partner accompanying member on short-term duty overseas....29
Division 4: Miscellaneous costs of short-term duty overseas....30
13.2.14 Insuring personal effects ....30
**Part 3: Travel costs for short-term duty overseas ....31**
13.3.1 Purpose ....31
13.3.2 Basis....31
13.3.4 Member eligible to use the travel card....31
13.3.5 Member not eligible to use the travel card....31
Division 1: Rates, limitations and specific situations ....32
13.3.6 Travel costs while living out....32
13.3.7 Allowance to pay for travel costs....32
13.3.8 Limits on benefits....33
13.3.9 Reduced rates for meals on day of arrival or departure ....33
13.3.10 Reduced eligibility for incidentals ....34
13.3.11 Additional travel costs....34
13.3.12 Top-up of costs paid by another organisation ....34
13.3.13 Travel costs when in hospital ....35
13.3.15 Part-day travel ....35
13.3.16 Travelling allowance while occupying living-in accommodation....35
Division 2: Equipment costs ....37
13.3.17 Purpose ....37
13.3.17A Member this Division does not apply to ....37
13.3.18 Benefit ....37
13.3.19 Additional equipment costs....37
Annex 13.3.A: Travel costs....39
Part 1: Brigadier or higher ....39
Part 2: Colonel or lower....41
**Part 4: Special conditions and allowances ....45**
Division 1: Member on Defence co-operation program or project....45
13.4.3 Member this Division applies to....45
13.4.4 Member this Division does not apply to....45
13.4.5 Allowance if meals not provided....45
13.4.6 Allowance for supplementary dietary needs....46
Division 2: Officially approved activities....47
13.4.7 Member this Division applies to....47
13.4.7A Member this Division does not apply to ....47
13.4.8 Help with travel costs....47



Rectified Authorised Version registered 04/06/2025 F2024C00230

**Chapter 14: Relocating to or from a long-term posting overseas 48**
**Part 1: General provisions ..... 48**
14.1.1 Member this Chapter does not apply to ..... 48
14.1.2 Definitions ..... 48
**Part 2: Before leaving Australia ..... 49**
Division 1: Pre-departure certificate of fitness ..... 49
14.2.3 Person this Division applies to ..... 49
14.2.4 Pre-departure certificate of fitness ..... 49
Division 2: Financial advances ..... 51
14.2.5 Member this Division applies to ..... 51
14.2.6 Outlay advance — purpose ..... 51
14.2.7 Outlay advance — payment ..... 51
14.2.8 Outlay advance — statement ..... 51
Division 3: Expenses if overseas posting is cancelled ..... 52
14.2.11 Reimbursement of costs if long-term posting cancelled ..... 52
Division 4: Delay in departure accommodation ..... 53
14.2.12 Definitions ..... 53
14.2.13 People this Division applies ..... 53
14.2.14 Eligibility for temporary accommodation ..... 53
14.2.15 Duration of eligibility ..... 54
**Part 3: Removals ..... 55**
14.3.1 Overview ..... 55
14.3.2 Member this Part applies to ..... 55
14.3.3 Dual entitlements ..... 55
Division 1: Removal, storage or sale of items ..... 56
14.3.5 Removal at beginning of posting ..... 56
14.3.6 Pet relocation ..... 56
14.3.7 Storage of items not removed ..... 57
14.3.7A Items placed into temporary storage ..... 57
14.3.8 Loss on sale or disposal of items ..... 57
14.3.9 Storage of excess items ..... 57
14.3.11 Removal at end of posting ..... 58
14.3.12 Unacceptable items for removal ..... 59
14.3.13 Benefits if enlisted overseas ..... 59
Division 2: Storage and removal of private vehicles ..... 61
14.3.15 Storage of vehicle ..... 61
14.3.16 Removal of vehicle on return to Australia ..... 61
Division 3: Transfer allowance ..... 62
14.3.17 Purpose ..... 62



Rectified Authorised Version registered 04/06/2025 F2024C00230

14.3.18 Benefit ....62
Division 4: Loss or damage ....63
14.3.19 Insurance for removal ....63
Division 5: Dependant removals in special cases ....64
14.3.20 Purpose ....64
14.3.21 Separate removal of member and dependant ....64
14.3.22 Moving dependants within Australia ....64
Division 6: Removals if dependant status changes ....66
14.3.23 Purpose ....66
14.3.24 Member marries or has partnership recognised at posting location ....66
14.3.25 Member marries or has partnership recognised away from posting location ....66
14.3.26 Removal on next posting ....66
14.3.27 Ceasing to be a member with dependants overseas ....67
**Part 4: Travel to and from the posting location ....68**
14.4.1 Overview ....68
14.4.2 Member this Part applies to ....68
Division 1: Travel benefits ....69
14.4.4 International best fare ....69
14.4.5 Travel benefit ....69
14.4.6 Travel costs ....69
14.4.7 Class of air travel for long-term posting ....70
14.4.8 Alternative travel modes and routes ....70
14.4.9 Travel by private vehicle ....71
Division 2: Baggage benefits ....72
14.4.10 Baggage benefits ....72
14.4.11 Excess baggage ....72
14.4.12 Unaccompanied baggage or air freight ....73
Division 3: Rest periods ....74
14.4.13 Purpose ....74
14.4.15 Rest period benefits ....74
Division 4: Dependants not travelling with the member ....75
14.4.17 Dependants not travelling with member ....75
14.4.18 Baggage charges ....76
**Part 5: Settling in and out ....77**
14.5.1 Purpose ....77
14.5.2 Member this Part applies to ....77
14.5.3 Settling in at the posting location ....77
14.5.4 Settling out of posting location ....78
14.5.5 Settling in/settling out allowance ....78



Rectified Authorised Version registered 04/06/2025 F2024C00230

**Part 6: Evacuations and withdrawals from posting ..... 80**
Division 1: Evacuations ..... 80
14.6.4 Member this Division applies to ..... 80
14.6.4A Member this Division does not apply to ..... 80
14.6.5 Period of evacuation ..... 80
14.6.6 Transport for evacuation ..... 80
14.6.7 Accommodation and meals during evacuation ..... 80
14.6.8 Conditions of service during evacuation ..... 81
14.6.9 Overseas living allowances ..... 81
14.6.10 Purchase of clothes during evacuation ..... 81
14.6.11 Storage during evacuation ..... 81
14.6.12 Health assistance ..... 81
14.6.13 Education assistance during evacuation ..... 82
14.6.14 Reunion visits during evacuation ..... 82
Division 2: Withdrawal from posting ..... 83
14.6.17 Losses if Commonwealth withdraws from posting ..... 83
Division 3: Loss or damage to possessions overseas ..... 84
14.6.18 Purpose ..... 84
14.6.19 Member this Division applies to ..... 84
14.6.20 Definition – possessions ..... 84
14.6.21 General conditions ..... 84
14.6.22 Loss or damage – private vehicles ..... 85
14.6.23 CDF decision on loss ..... 86
**Chapter 14A: COVID-19 response 87**
**Part 1: COVID 19 evacuations ..... 87**
14A.1.1 Purpose ..... 87
14A.1.2 Definitions ..... 87
Division 1: Evacuation flights ..... 88
14A.1.3 Person this Division applies to ..... 88
14A.1.4 Evacuation flights ..... 88
14A.1.5 End of evacuation flights ..... 88
14A.1.6 Excess baggage ..... 89
14A.1.6A Transit accommodation and meals ..... 89
Division 2: Accommodation and meals ..... 90
14A.1.7 Accommodation on return to Australia ..... 90
Division 3: Additional ongoing benefits ..... 91
14A.1.9 Person this Division applies to ..... 91
14A.1.10 Ongoing accommodation in Australia ..... 91
14A.1.11 Accommodation limits and contributions ..... 92



Rectified Authorised Version registered 04/06/2025 F2024C00230

14A.1.11A Furniture and household items ..... 93
14A.1.12 Larder establishment payment ..... 93
14A.1.14 Storage in the overseas location ..... 94
14A.1.15 Pets remaining in an overseas location ..... 94
14A.1.16 Overseas living allowances – member in Australia ..... 94
14A.1.17 Location allowance – member in Australia ..... 95
14A.1.17A Additional recreation leave for hardship locations – member in Australia ..... 95
14A.1.18 Education assistance ..... 95
14A.1.19 Additional benefits ..... 96
14A.1.19A Temporary duty in Australia ..... 96
Division 5: Member and dependants remaining overseas ..... 97
14A.1.20 Purpose ..... 97
14A.1.21 Education assistance ..... 97
14A.1.22 Reduction in overseas allowances ..... 97
14A.1.23 Reunion travel ..... 97
**Part 2: Absence from place of duty ..... 99**
14A.2.1 Purpose ..... 99
14A.2.2 Definitions ..... 99
14A.2.3 Person this Part applies to ..... 99
14A.2.4 Isolation benefits – long-term posting overseas ..... 99
14A.2.5 Isolation benefits – short-term duty overseas ..... 100
14A.2.6 Meal supplement allowance ..... 100
**Chapter 15: Living and working on long-term posting overseas 102**
**Part 1: General provisions ..... 102**
Division 1: Purpose, application and definitions ..... 102
15.1.1 Purpose ..... 102
15.1.2 Member this Chapter does not apply to ..... 102
15.1.3 Definitions ..... 102
15.1.3A Benchmark school ..... 103
15.1.4 Close relative ..... 103
15.1.5 Compulsory tuition fees ..... 103
15.1.6 Official vehicle ..... 103
15.1.7 Posting location ..... 104
15.1.8 Utilities ..... 104
Division 2: Public holidays and Christmas stand-down ..... 105
15.1.10 Public holidays overseas ..... 105
15.1.11 Christmas stand-down ..... 105
**Part 2A: Overseas living allowances ..... 106**



Rectified Authorised Version registered 04/06/2025 F2024C00230

Division 1: Purpose, application and key concepts ....106
15.2A.3 Purpose ....106
15.2A.6 Changes in overseas living allowances ....106
15.2A.8 Effect of non-Commonwealth allowances on the overseas living allowances ....106
15.2A.9 The dual Commonwealth benefit rule ....107
Division 2: Cost of living adjustment ....108
15.2A.10 Purpose ....108
15.2A.11 Eligibility for cost of living adjustment ....108
15.2A.12 How the cost of living adjustment is worked out and applied ....108
Division 3: Cost of posting allowance ....109
15.2A.13 Purpose ....109
15.2A.14 Period of eligibility ....109
15.2A.15 Rate of allowance ....109
15.2A.16 Supplementary cost of posting allowance for Manhattan, New York, USA ....110
Division 4: Child supplement allowance ....111
15.2A.17 Purpose ....111
15.2A.18 Member this Division applies to ....111
15.2A.19 Period of eligibility ....111
15.2A.20 Amount of allowance ....111
Division 5: Other matters affecting the overseas living allowances ....112
15.2A.21 Purpose ....112
15.2A.22 Member this Division applies to ....112
15.2A.23 Temporary absence from the posting location – accompanied member ....112
15.2A.24 Temporary absence from the posting location – unaccompanied member ....113
15.2A.25 Member permanently leaves posting location before their dependants ....113
Division 6: Meal and clothing allowances ....114
15.2A.26 Purpose ....114
15.2A.27 Meal allowance – additional duty ....114
15.2A.28 Meal costs in temporary accommodation ....114
15.2A.29 Special garment allowance ....115
**Part 3: Travel during a long-term posting ....116**
15.3.1 Purpose ....116
15.3.2 Member this Part applies to ....116
Division 1: Travel for short-term duty while on long-term posting ....117
15.3.4 Travel for short-term duty while on long-term posting ....117
15.3.4A Member this Division does not apply to ....117
15.3.4B Benefits while on short-term duty ....117
15.3.5 Travel by private vehicle ....117



Rectified Authorised Version registered 04/06/2025 F2024C00230

Division 2: Excess commuting costs ....118
15.3.6 Purpose ....118
15.3.7 Public Transport ....118
15.3.8 Private vehicle ....118
15.3.9 Public transport and private vehicle combined ....119
Division 3: Overseas reunion travel ....120
15.3.10 Purpose ....120
15.3.11 Member this Division applies to ....120
15.3.12 Number of reunion visits to overseas posting location ....120
15.3.13 Time periods for reunions ....120
15.3.14 Amount of reimbursements – travel ....121
15.3.14A Amount of reimbursements – unavoidable stopover ....121
15.3.15 Cost of escort for child – USA or Canada ....122
15.3.15A Costs for escort for child – Marshall Islands ....123
15.3.16 Member or partner visits dependant ('reverse overseas reunion') ....124
15.3.17 Reverse dependant overseas reunion travel to a non-dependant ....124
15.3.17A Reunion visits with guardians in Australia ....124
Division 4: Vehicle allowances ....126
15.3.18 Purpose ....126
15.3.19 Member this Division applies to ....126
15.3.20 Member this Division does not apply to ....126
15.3.21 Vehicle allowance ....126
15.3.22 Personal property tax on vehicle – USA ....127
Division 5: Vehicle contribution ....128
15.3.23 Purpose ....128
15.3.25 Hire of official vehicle for casual short-term private use ....128
15.3.26 Continuous full-time private use of official vehicle ....128
15.3.27 Miscellaneous vehicle costs ....128
15.3.28 Defence Executive Vehicle Scheme ....129
15.3.29 Waiver of contribution ....129
Division 6: Travel for compassionate reasons ....130
15.3.30 Purpose ....130
15.3.32 Payment of benefits under this Division ....130
15.3.33 Close relative to visit a person overseas with a serious or very serious illness ....130
15.3.34 Close relative travel for matters following a death overseas ....130
15.3.35 Member or partner to visit a close relative ....131
15.3.36 Fares for children ....132
Division 7: Travel on extension of posting or second overseas posting ....133
15.3.37 Purpose ....133



Rectified Authorised Version registered 04/06/2025 F2024C00230

15.3.38 Additional travel when posting extended ..... 133
15.3.39 Additional travel on back-to-back long-term posting overseas ..... 134
15.3.39A Additional travel – additional benefits ..... 135
15.3.40 Dependants' travel costs to join the member on posting extension or posting to a second long-term posting overseas ..... 135
**Part 4: Housing ..... 137**
15.4.1 Purpose ..... 137
15.4.2 Member this Part applies to ..... 137
15.4.3 Member this Part does not apply to ..... 137
Division 1: Housing ..... 138
15.4.5 Purpose ..... 138
15.4.6 Housing benefits ..... 138
15.4.7 Rental bond advance – USA, Canada and UK ..... 139
15.4.8 Costs incurred under terms of occupancy ..... 139
15.4.9 Dispute about damage to property ..... 139
15.4.10 Changing housing during posting ..... 139
15.4.11 Housing becomes unavailable or unfit ..... 140
Division 2: Utilities ..... 141
15.4.12 Purpose ..... 141
15.4.13 Member this Division does not apply to ..... 141
15.4.15 Benefit ..... 141
Division 4: Rent and utilities contribution ..... 142
15.4.17 Purpose ..... 142
15.4.18 Rent contribution ..... 142
15.4.18A Utilities contribution ..... 142
15.4.19 Dual liability ..... 142
15.4.20 Rent and utilities contribution – member occupying living-in accommodation overseas ..... 142
15.4.21 Exemptions from rent and utilities contribution ..... 143
Division 5: Reductions to rent and utilities contributions ..... 144
15.4.22 Purpose ..... 144
15.4.22A Posting to hardship locations ..... 144
15.4.23 Maintaining a household in Australia ..... 144
15.4.24 Substandard housing ..... 144
15.4.25 Reductions of rent and utilities contribution during short-term hardship ..... 145
Division 6: Household help and support ..... 146
15.4.26 Purpose ..... 146
15.4.27 Payment of benefits ..... 146
15.4.28 Benefits not payable ..... 146
15.4.30 Snow clearing ..... 146



Rectified Authorised Version registered 04/06/2025 F2024C00230

15.4.31 Household support for member safety ....146
Annex 15.4.A: Rent group overseas....147
Annex 15.4.B: Rent and utilities contribution....149
**Part 5: Excess health costs ....151**
Division 1: Eligible persons....151
15.5.4 Eligible person ....151
15.5.5 Period of eligibility....151
Division 2: Benefits ....152
15.5.6 Purpose ....152
15.5.7 Medical costs....152
15.5.7A Minimum Thresholds....152
15.5.8 Hospital costs ....153
15.5.9 Pharmaceutical costs ....153
15.5.10 Pharmaceutical costs – health care card....153
15.5.11 Ancillary services....154
15.5.12 Dental costs for young children ....154
15.5.13 Ambulance costs ....155
15.5.14 Routine medical checks....155
Division 3: Special benefits for health-related travel....157
15.5.15 Purpose ....157
15.5.16 Travel to another location for health care ....157
15.5.17 Escort to accompany eligible person....157
15.5.18 Child to accompany eligible person....157
15.5.19 Commercial air travel for health care....158
15.5.19A Private vehicle use for health care ....158
15.5.20 Living costs at another location during treatment ....159
Division 4: Claiming health costs....161
15.5.21 Purpose ....161
15.5.23 Assignment of rights to recover costs....161
15.5.24 Payment for health service instead of reimbursement ....161
**Part 6: Education assistance for children....162**
Division 1: General provisions....162
15.6.1 Purpose ....162
15.6.2 Member this Part applies to....162
15.6.3 Dual benefit exclusion ....162
15.6.5 How benefits are paid....162
15.6.6 Amount repayable if member receives refund....162
Division 2: Education assistance for children at the posting location ....163
15.6.7 Member this Division applies to....163



Rectified Authorised Version registered 04/06/2025 F2024C00230

15.6.8 Initial enrolment fees ....163
15.6.9 Compulsory examination fees ....163
15.6.10 Compulsory tuition fees ....163
15.6.11 Member contribution ....164
15.6.12 Excess school transport costs ....165
15.6.13 Language and communication tuition ....165
15.6.14 Remedial tuition ....165
15.6.15 Summer school costs ....166
15.6.16 Summer camps – Manhattan Island ....167
15.6.17 Child leaves Australia to attend school at posting location overseas ....167
15.6.17A Mandatory COVID-19 testing ....168
Division 3: Education assistance for children overseas – special circumstances ....169
15.6.18 Education assistance – inadequate education facilities ....169
15.6.19 Travel benefit for child leaving posting location overseas ....169
15.6.20 Accompanying a child to begin boarding school ....170
Division 4: Education assistance for children in Australia ....172
15.6.23 Member this Division applies to ....172
15.6.24 Member this Division does not apply to ....172
15.6.25 Initial enrolment fees ....172
15.6.26 Compulsory tuition fees ....172
15.6.27 Accommodation costs ....173
15.6.28 Remedial tuition ....173
15.6.29 Child leaves the posting location overseas to attend school in Australia ....174
15.6.30 End of education assistance ....175
Annex 15.6.A: Benchmark schools ....176
Annex 15.6.B: Approved summer schools ....179
**Part 7: Foreign language training for partner ....181**
15.7.1 Purpose ....181
15.7.1A Person this Part applies to ....181
15.7.2 Foreign language training ....181
**Part 8: Club membership ....182**
15.8.1 Purpose ....182
15.8.2 Member's location and approved club ....182
15.8.3 Member this Part applies to ....183
15.8.4 Benefits in the member's location ....183
15.8.5 Additional club membership costs ....183
15.8.6 Payment of benefit ....184
**Chapter 16: Overseas hardship locations 185**
**Part 1: General conditions and definitions ....185**



Rectified Authorised Version registered 04/06/2025 F2024C00230

16.1.1 Purpose ..... 185
16.1.2 Definitions ..... 185
16.1.3 Provisional hardship location ..... 185
16.1.4 Qualifying period ..... 186
16.1.5 Member this Chapter applies to ..... 186
16.1.6 Member this Chapter does not apply to ..... 186
**Part 2A: Location allowance ..... 187**
16.2A.1 Purpose ..... 187
16.2A.2 Member this Part applies to ..... 187
16.2A.3 Member this Part does not apply to ..... 187
16.2A.3A Dual Commonwealth benefit rule ..... 187
16.2A.3B Eligibility for location allowance ..... 187
16.2A.4 Payment of location allowance ..... 187
16.2A.5 Rate of allowance ..... 188
16.2A.6 Location allowance eligibility ends ..... 189
16.2A.7 Duty in another hardship location ..... 189
**Part 3A: Additional recreation leave ..... 190**
16.3A.1 Purpose ..... 190
16.3A.2 Member this Part applies to ..... 190
16.3A.3 Additional recreation leave ..... 190
**Part 4: Assisted leave travel ..... 191**
Division 1: Assisted leave travel benefit ..... 191
16.4.1 Purpose ..... 191
16.4.2 Definitions ..... 191
16.4.3 Eligibility for assisted leave travel ..... 191
16.4.4 Using assisted leave travel ..... 191
16.4.5 Assisted leave travel benefit ..... 192
16.4.6 Travel by private vehicle ..... 192
16.4.7 Excess baggage ..... 192
16.4.8 Substituted leave centre ..... 193
Division 2: Calculating number of trips ..... 194
16.4.9 Posting for the ordinary posting period ..... 194
16.4.10 Posting longer than ordinary posting period ..... 194
16.4.11 Posting shorter than ordinary posting period ..... 194
Division 3: Offsetting assisted leave travel ..... 196
16.4.12 Offsetting assisted leave travel ..... 196
16.4.13 Reimbursement ..... 196
Division 4: When travel costs must be repaid ..... 197
16.4.15 Recovery of travel costs ..... 197



Rectified Authorised Version registered 04/06/2025 F2024C00230

16.4.16 Proof of travel ..... 197
**Part 5: Accommodation on unavoidable stopovers ..... 198**
16.5.1 Purpose ..... 198
16.5.3 Member this Part applies to ..... 198
16.5.4 Member this Part does not apply to ..... 198
16.5.5 Accommodation ..... 198
16.5.6 Accommodation – conditions for payment of costs ..... 198
16.5.7 Accommodation – Papua New Guinea stopover in Port Moresby ..... 198
**Part 7: Extraordinary costs ..... 199**
16.7.1 Purpose ..... 199
16.7.2 Member this Part applies to ..... 199
16.7.3 Extraordinary costs incurred at posting location ..... 199
**Part 8: Special location allowances ..... 200**
16.8.1 Purpose ..... 200
16.8.2 Member this Part applies to ..... 200
16.8.3 Allowances for selected Defence Attachés ..... 200
16.8.5 Attraction allowance for Papua New Guinea ..... 200
**Annex 16.B: Hardship location conditions of service ..... 201**
**Chapter 17: Warlike and non-warlike deployments 205**
**Part 1: General provisions ..... 205**
17.1.1 Purpose ..... 205
17.1.2 Definitions ..... 205
17.1.3 Member this Chapter applies to ..... 205
17.1.4 Member this Chapter does not apply to ..... 205
**Part 2: Eligibility to receive conditions of service ..... 206**
17.2.1 Purpose ..... 206
17.2.1A Period of eligibility ..... 206
**Part 3: Conditions of service – overview ..... 207**
17.3.1 Introduction ..... 207
17.3.2 Class of air travel – warlike and non-warlike deployments ..... 207
**Part 4: Australians dangerously ill scheme – overseas ..... 208**
17.4.2 Purpose ..... 208
17.4.4 Member this Part applies to ..... 208
17.4.5 Persons who this Part does not apply to ..... 208
17.4.6 People who may be an approved visitor ..... 208
17.4.7 Approved period for visit ..... 209
17.4.8 Long term illness ..... 210
17.4.10 Travel insurance, documentation and vaccinations ..... 210
17.4.11 Assistance with overseas travel ..... 210



Rectified Authorised Version registered 04/06/2025 F2024C00230

17.4.12 Assistance with accommodation ....211
17.4.13 Assistance with meals ....211
17.4.14 When the member's condition changes ....211
**Part 7: Allowances and leave ....213**
Division 1: Deployment allowance ....213
17.7.3 Purpose ....213
17.7.5 Member this Division applies to ....213
17.7.6 Rate of allowance ....213
17.7.7 Payment of allowance ....215
17.7.8 Breaks in service ....215
17.7.9 Eligibility for multiple rates ....215
17.7.10 Member on transit through a specified area ....215
17.7.11 Review of rates ....216
17.7.12 Allowances that may be payable ....216
Division 2: Civil practice support allowance ....217
17.7.13 Purpose ....217
17.7.14 Member this Division applies to ....217
17.7.15 Rate of allowance ....217
17.7.16 Period of service ....217
Division 3: Non-warlike deployments – additional recreation leave ....218
17.7.17 Purpose ....218
17.7.18 Member this Division applies to ....218
17.7.19 Rate of accrual ....218
Division 4: Relief out-of-country travel fare assistance ....219
17.7.21 Purpose ....219
17.7.22 Destination ....219
17.7.23 Conditions ....219
17.7.24 Offsetting fare assistance ....220



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Chapter 12: Overseas conditions of service – overview

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

### 12.1.1 Member Chapters 12 to 16 apply to

Chapters 12 to 16 apply to a member, including a member of the Reserves, performing duty overseas and includes the following periods.

a. For the purpose of commencing duty overseas, the period immediately before commencing duty overseas for the following purposes.

   i. To allow the member and dependant to complete all things necessary to travel to the overseas location.

   ii. To allow the member and dependants to complete an isolation period required by a law of a foreign government.

b. During the COVID-19 pandemic, the later of the following periods.

   i. The period ending when the member returns to their posting location in Australia.

   ii. If the member returns to their posting location and is required to isolate — the end of their isolation period.

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

Chapters 12 to 16 do not apply to these members.

a. The CDF.

b. The Vice Chief of the Defence Force.

c. Service Chiefs.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 3: Definitions for Chapters 12 to 17

## 12.3.1 Definitions

In Chapters 12 to 17 the following definitions apply.

**Accompanied member** has the same meaning given by section 12.3.2.

**Allowable travel cost** has the same meaning given by section 12.3.3.

**COVID-19 control measure** means a measure, however described, taken to limit the spread of COVID-19 issued by a government, or government authority.

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

**Dependant** has the same meaning given by section 12.3.5.

**Force assigned** means a member is recorded in PMKeyS as being force assigned.

**Hardship location** means one of the following.

a. A location listed in Annex 16.B column A.

b. A provisional hardship location.

**Hardship location grade** means the grade provided annually to Defence by the data service provider for a hardship location listed in Annex 16.B column A.

**Long term posting overseas** has the same meaning given by section 12.3.9.

**Most economic means** is the most efficient, practical and appropriate means of travel having regard to, but not limited to, the following.

a. The cost of the travel.

b. The availability of the travel.

c. The total travel time.

**Overseas post** means an overseas establishment of the Commonwealth where a member is required to serve.

**Parent**, in relation to a child, means a person who is responsible for the day-to-day care of the child.

**Post index** has the same meaning given by section 12.3.14A.

**Posting location**, in relation to a long-term posting overseas, means one of the following.

a. The location to which the member is posted.

b. If the member is posted to a position on Manhattan Island — New York State, excluding Manhattan.

c. If the member is posted to a position on Manhattan Island and is directed to live on Manhattan Island — Manhattan.

**Posting period overseas** has the same meaning given by section 12.3.16.

**Short-term duty overseas** has the same meaning given by section 12.3.18.



Rectified Authorised Version registered 04/06/2025 F2024C00230

**Specified area** means the area where the nature of service applies as declared by the Minister for Defence under section 5C of the *Veterans' Entitlements Act 1986*.

**Time zone hour** has the same meaning given by section 12.3.19.

**Travel time** means the period that meets all of the following.

a. It begins on the latest allowed check-in time for the scheduled departure.

b. It ends on the arrival time at the destination airport.

c. It does not include any of the following.

i. Rest periods.

ii. Leave.

iii. A stopover where the member is not on duty.

**Unaccompanied member** means a member who is not an accompanied member.

### 12.3.2 Accompanied member

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

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

b. The partner lives with the member at the posting location.

c. They are not away from the member's posting location for a continuous period of more than 4 weeks, other than to accompany the member on recreation leave that the member accrued at the posting location.

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

### 12.3.3 Allowable travel cost

1. Subject to subsection 2, allowable travel cost means the following.

a. The minimum cost of air travel between 2 locations.

b. Compulsory insurance costs the member paid to secure a discounted fare.

c. Rebooking or cancellation fees, because travel was not possible on the scheduled date, for Service reasons.

2. The following limitations apply to travel under paragraph 1.a.

a. The travel must be by an airline with seats available.

b. The airline must offer a standard of safety and security comparable to air travel within Australia.

c. Stopovers are avoided if possible.



Rectified Authorised Version registered 04/06/2025 F2024C00230

d. Concessions and discounts are used if possible, including discounts for advance purchase.

3. Despite paragraph 1.a, allowable travel costs may exceed the minimum cost if the CDF is satisfied it is reasonable in the circumstances after considering all of the following.

a. The standards of safety, security, amenity and hygiene at both ground facilities and on board the aircraft.

b. The time of year when the travel is undertaken.

c. The duration of the travel.

d. The extent to which the person may, in the course of travel, be subjected to discrimination within the meaning of the *Human Rights and Equal Opportunity Commission Act 1986*.

e. Any other factor relevant to the person's travel.

### 12.3.5 Dependant

1. For overseas conditions of service, a dependant means any of these persons.

a. A partner who normally lives with the member.

b. A child of the member, or of the member's partner, who meets all of the following.

i. They are under the age of 18.

ii. They are dependent on the member.

iii. They normally live with the member.

c. A person who has a recognised special need under section 1.3.6 regardless of their age.

2. The CDF may approve another person as a member's dependant. The following conditions apply.

a. The person must be a relative of the member or of the member's partner.

b. The CDF must specify the period the person is the dependant of the member and for what conditions of service benefits.

c. The CDF must consider all of the following criteria before giving approval.

i. The extent of the person's dependency on the member.

ii. Whether the person's normal place of residence is the member's normal place of residence.

iii. The length and timing of the member's posting period.

iv. The period during which the person intends to live with the member at the posting location.

v. If the person intends to leave the posting location, their reason for that.

vi. The expected effect on the person, if the member could make alternative arrangements for the person's care and maintenance.



Rectified Authorised Version registered 04/06/2025 F2024C00230

vii. Any other special circumstance bearing on the member's relationship to the person.

3. Benefits under Chapters 12, 14, 15 and 16 are provided for dependants. These conditions apply.

   a. The member must be on a long-term posting.

   b. The dependant must meet one of these conditions.

      i. The dependant lives, or intends to live, with the member at the posting location for at least 12 months.

      ii. The dependant is eligible for education assistance under Chapter 15 Part 6.

4. For subparagraph 3.b.i, the CDF may approve a period of longer than 6 months but less than 12 months. The CDF must consider all these criteria.

   a. The nature of the posting.

   b. The length of the posting period.

   c. The likely cost and benefit to the Commonwealth of providing benefits for the dependant.

   d. The family circumstances of the member.

   e. Any other factor relevant to the posting.

### 12.3.9 Long-term posting overseas

1. A long-term posting overseas is one of these periods.

   a. A continuous period of duty in an overseas country for longer than 6 months other than a period of short-term duty overseas that has been extended under subsection 12.3.18.2.

   b. A continuous period of duty in a series of overseas countries, for longer than 6 months in total. The CDF may approve these periods of duty as a long-term posting. The CDF must consider all these criteria.

      i. The accommodation and living arrangements likely to be adopted by the member during the period of duty.

      ii. The period the member is to spend in each country.

      iii. Any other factor relevant to the period of duty.

   c. A period of short-term duty that the CDF extends beyond 6 months, other than an extension under subsection 12.3.8.2. The long-term posting starts on the date of approval of the extension.

2. This subsection applies to a member who has spent time at a location while assigned to a deployment, and then does further duty there after the end of their deployment. The further duty is a long-term posting if the total period is longer than 6 months. The long-term posting starts on the date of approval of the further duty.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## 12.3.14A Post index

1. Subject to subsection 2, the post index for a post index location in an item in column A of the table in Annex 12.3.B is the standard figure provided to Defence by a data service provider for a location specified in column B of the same item.

2. If either of the following circumstances apply, the post index for the posting location is 100.

    a. If the figure provided by the data service provider for the post index location is less than 100.

    b. The post index location is not listed in Annex 12.3.B column A.

3. The post index location listed in Annex 12.3.B column A for a member's posting location is determined according to the following.

    a. If the posting location is Manhattan — the post index location is Manhattan.

    b. If the posting location is a city listed in Annex 12.3.B column A — the post index location is the city.

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

    d. If the posting location is a city or establishment and the state where the city or establishment is located is not listed in Annex 12.3.B column A — the post index location is the country where it is located.

    e. If paragraphs a, b, c or d do not apply, the post index is determined by subsection 12.3.14A.2.

4. For the purpose of subsection 3 the following apply.

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

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

## 12.3.16 Posting period overseas

1. A posting period overseas means the period between the following days.

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

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

2. Despite subsection 1, if the member arrives or departs on a day observed locally as a weekend or public holiday, the following applies.

    a. If the member arrives at the posting location on a day observed locally as a weekend or public holiday and starts duty on the next working day — the posting period begins the day the member arrives at the posting location.

    b. If the member departs the posting location on a day observed locally as a weekend or public holiday and finishes duty on the preceding working day — the posting period ends on the day the member departs from the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 12.3.18 Short-term duty overseas

1. Short-term duty overseas means a period of duty a member undertakes at an overseas location that is away from their normal place of duty for a period of 6 months or less.

2. The duration of the short-term may be extended if the CDF is satisfied that the extension is necessary.

3. The CDF must not give an extension under paragraph 2 that will cause the duration of short-term duty overseas to exceed 7 months.

### 12.3.19 Time zone hour

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 12.3.B: Post index locations

| Item | Column A<br>Post index location | Column B<br>Data service provider location |
|---|---|---|
| 1A. | BANGLADESH | Dhaka |
| 1. | BELGIUM | Brussels |
| 2. | BRUNEI | Bandar Seri Begawan |
| 3. | CAMBODIA | Phnom Penh |
| 4. | CANADA | Canada |
| 5. | - British Columbia | Vancouver |
| 6. | - Ontario | Toronto |
| 7. | - Quebec | Montreal |
| 8. | CHINA | Beijing |
| 9. | CYPRUS | Cyprus |
| 9A. | ESTONIA | Tallinn |
| 10. | ETHIOPIA | Addis Ababa |
| 11. | FIJI | Suva |
| 12. | FRANCE | France |
| 13. | - Paris | Paris |
| 14. | GERMANY | Berlin |
| 15. | INDIA | New Delhi |
| 16. | INDONESIA | Jakarta |
| 17. | ISRAEL | Tel Aviv |
| 18. | ITALY | Italy |
| 19. | - Genoa | Genoa |
| 20. | - Rome | Rome |
| 21. | JAPAN | Tokyo |
| 22. | JORDAN | Amman |
| 23. | KIRIBATI | Tarawa |
| 24. | KUWAIT | Kuwait City |
| 24A. | LAOS | Vientiane |
| 24B. | LATVIA | Riga |
| 25. | MALAYSIA | Kuala Lumpur |
| 26. | MARSHALL ISLANDS | Majuro |
| 27. | MICRONESIA | Pohnpei |
| 28. | MYANMAR | Yangon |
| 29. | NETHERLANDS | Amsterdam |
| 29A. | NEW CALEDONIA | Noumea |
| 30. | NEW ZEALAND | New Zealand |
| 31. | - Auckland (Region) | Auckland |
| 32. | - Christchurch | Christchurch |
| 33. | - Wellington (Region) | Wellington |
| 34. | PAKISTAN | Islamabad |
| 35. | PALAU | Koror |
| 36. | PAPUA NEW GUINEA | Port Moresby |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | |
|---|---|---|
| 37. | PHILIPPINES | Manila |
| 38. | SAMOA | Apia |
| 39. | SAUDI ARABIA | Riyadh |
| 40. | SINGAPORE | Singapore |
| 41. | SOLOMON ISLANDS | Honiara |
| 41A. | SOUTH KOREA | Seoul |
| 41B. | - Changwon | Changwon |
| 41C. | - Seoul | Seoul |
| 42. | SPAIN | Spain |
| 43. | - Madrid | Madrid |
| 45. | SRI LANKA | Colombo |
| 45A. | SWEDEN | Stockholm |
| 46. | THAILAND | Bangkok |
| 47. | TIMOR-LESTE | Dili |
| 48. | TONGA | Nukualofa |
| 49. | TÜRKIYE | Ankara |
| 50. | TUVALU | Funafuti Atoll |
| 51. | UNITED ARAB EMIRATES | Abu Dhabi |
| 52. | UNITED KINGDOM | United Kingdom |
| 53. | - London | Central London |
| 54. | UNITED STATES OF AMERICA | United States of America |
| 55. | - Alaska | Anchorage |
| 56. | - California | Los Angeles |
| 57. | - Colorado | Denver |
| 58. | - Connecticut/Rhode Island | Hartford |
| 59. | - Florida | Miami |
| 60. | - Georgia | Atlanta |
| 61. | - Guam | Guam |
| 62. | - Hawaii | Honolulu |
| 63. | - Illinois | Chicago |
| 64. | - Maryland/Virginia, including Washington DC | Washington DC |
| 65. | - Massachusetts | Boston |
| 66. | - Missouri | St Louis |
| 67. | - New York State | New York (excluding Manhattan) |
| 68. | - Manhattan | Manhattan |
| 69. | - Texas | Dallas |
| 70. | - Washington State | Seattle |
| 71. | VANUATU | Port Vila |
| 72. | VIETNAM | Hanoi |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Service with the United Nations

### 12.4.1 Purpose

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

### 12.4.2 Period of service with the United Nations counts as service

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 1: Member remunerated by the UN

### 12.4.4 Purpose

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

a. They are undertaking a period of service with the United Nations.

b. They are receiving remuneration from the United Nations.

### 12.4.5 Member this Division applies to

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

a. They are released from duty to undertake a period of service with the United Nations.

b. They are receiving remuneration from the United Nations.

### 12.4.6 Allowances and benefits not payable

1. A member and their dependants are not eligible for benefits under Chapters 1 to 17 for the following periods.

    a. The period of service with the United Nations.

    b. Any period immediately before or after the period of service with the United Nations, in relation to the following.

        i. Conditions of service for long-term posting overseas that would be payable in relation to the period of service.

        ii. Travel costs or any other costs incurred by the member or a dependant in connection with the service with the United Nations.

2. Despite subsection 1, the CDF may approve the following benefits, as if the member were going on, or on a long-term posting.

    a. Storage of the member's and dependant's possessions within Australia, while the member is on a period of service with the United Nations.

    b. Reimbursement for insurance of the possessions stored under paragraph a.

    c. Outlay advance.

    d. Assistance with health services provided overseas for a member and their dependants.

    e. Temporary accommodation allowance while in Australia.

3. For subsection 2, the CDF must consider all the following factors.

    a. Whether there is a similar benefit provided by the United Nations.

    b. The costs incurred by the member and dependants.

    c. Any other factor relevant to the member's circumstances during the approved period of service with the United Nations.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Member remunerated by the ADF

### 12.4.7 Purpose

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

### 12.4.8 Member this Division applies to

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

a. The member is released from duty to undertake a period of service with the United Nations.

b. The member is receiving remuneration from the ADF.

### 12.4.9 Allowances and benefits payable

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

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

### 12.4.10 Leave arrangements during the period of service with the United Nations

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 5: International travel and isolation periods

## 12.5.1 Purpose

This Part provides benefits for members and their dependants who are required to isolate for the purpose of responding to public health and safety emergencies that is related to a member's service overseas.

## 12.5.2 Persons this Part applies to

This Part applies to any of the following persons.

a. A member on any of the following.

   i. Short-term duty overseas.

   ii. Long-term posting overseas.

   iii. Deployment.

b. A member travelling, or being required to isolate, for the purpose of commencing service under paragraph a.

c. A dependant who accompanies a member travelling, or being required to isolate, for the purpose of commencing short-term duty or long-term posting overseas.

## 12.5.3 Cost of isolation accommodation

1. A person is eligible to receive the costs associated with a requirement to isolate if they satisfy all of the following.

   a. They are required to isolate in specified accommodation.

   b. They are required to pay a charge for the accommodation.

   c. The requirement to isolate is in connection with travel provided under Chapters 12 to 17 of this Determination.

   **Note:** A benefit is not available under this section for travel undertaken for any other purpose.

2. The member is eligible for the amount of charge for the accommodation occupied during isolation period.

   **Note:** A person may receive this benefit more than once for a journey.

3. This section does not apply in any of the following circumstances.

   a. The charge is for board or rent that the person would pay had they not been required to isolate.

   b. The member has received a benefit for the same accommodation under this Determination.

   c. The charge has been paid by another organisation.

4. The benefit under this section may be provided as a reimbursement to the member or by direct payment to the organisation responsible for collecting the charge.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 12.5.4 Alternative accommodation

1. This section applies to a member who meets the following.

    a. The member is not required to isolate.

    b. The member's dependants are required to isolate.

    c. The member's dependants isolate in the member's home at the posting location overseas.

    d. The member occupies temporary accommodation for the dependant's isolation period.

2. The member is eligible for temporary accommodation for themself in their posting location for the dependant's isolation period.

### 12.5.4A Accommodation at end of duty overseas – quarantine residence

1. A person is eligible to occupy a quarantine residence for their isolation period if any of the following apply.

    a. If they are a member and all of the following apply.

        i. They have returned to Australia at the end of a period of duty overseas, other than on a deployment.

        ii. They are required to isolate.

        iii. They are not required to isolate in a State or Territory operated quarantine facility.

        iv. They are not able complete their isolation period in their home.

        v. A quarantine residence is available to occupy.

    b. If they are a dependant of a member all of the following apply.

        i. They have returned to Australia in connection with the end of the member's long-term posting overseas.

        ii. They are required to isolate.

        iii. They are not required to isolate in a State or Territory operated quarantine facility.

        iv. They are not able complete their isolation period in their home.

        v. A quarantine residence is available to occupy.

2. If a member and their dependant are eligible for a benefit under this section at the same time, the member and their dependant share the same quarantine residence.

### 12.5.5 Meal supplement allowance – outside of Australia

1. This section applies to a person who is outside of Australia and is eligible for any of the following benefits.

    a. Cost of isolation accommodation under section 12.5.3.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. Alternative accommodation under section 12.5.4.

2. Subject to subsection 3, a person is eligible for meal supplement allowance for each day of the isolation period.

3. Meal supplement allowance is not payable for a day on which a person receives 3 or more meals without a fee being charged to the person.

4. The rate of meal supplement assistance for a person required to isolate outside of Australia is one of the following.

   a. If the country where the person is required to isolate is listed in Annex 13.3.A Part 2, one of the following applies.

      i. If the person is 13 years old or older — the rate specified for the limit for each day: meals in the table in Annex 13.3.A Part 2 for the country.

      ii. If the person is younger than 13 years old — two-thirds of the rate specified in subparagraph i.

   b. If the country where the person is required to isolate is not listed in the table in Annex 13.3.A Part 2 — one of the following.

      i. If the person is 13 years old or older — AUD 42.50 per day.

      ii. If the person is younger than 13 years old — AUD 21.25 per day.

### 12.5.6 Incidentals – outside of Australia

1. This section applies to a member who meets all of the following.

   a. They are eligible for meals supplement allowance under section 12.5.5.

   b. They are on short-term duty overseas.

2. The member is eligible for incidentals.

3. The rate of incidentals is one of the following.

   a. If the country where the person is required to isolate is listed in Annex 13.3.A Part 2, the rate specified for the limit for each day: incidentals in the table in Annex 13.3.A Part 2 for the country.

   b. If the country where the person is required to isolate is not listed in Annex 13.3.A Part 2, the rate specified for the limit for each day: incidentals in item 92 of the table in Annex 13.3.A, Part 2.

### 12.5.7 Meal supplement allowance – in Australia

1. This section applies to a person who is in Australia and is eligible for isolation accommodation under section 12.5.4A.

2. A person is eligible for meal supplement allowance for each day of their isolation period.

3. The daily rate of meal supplement allowance is the sum of the following.

   a. The meals component.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. If the person is a member and not in their own residence — the incidentals component.

4. Subject to subsection 5, the meals component of meal supplement allowance is the sum of the following.

a. The sum of the costs of the meals for which the member is eligible to receive meal supplement allowance.

b. The sum of the amounts for the following meals that corresponds with the location of the member in column A of the table in Annex 9.5.A Part 4 that the member is eligible to receive meal supplement allowance for.

i. For breakfast — the amount in column B.

ii. For lunch — the amount in column C.

iii. For dinner — the amount in column D.

5. All of the following apply.

a. A person is not eligible for the meals component of the meal supplement allowance for a meal that has been provided to the person at no cost.

b. If the person is 10 years old or less, the meal component is 50% of what the person would have otherwise been eligible for.

6. The incidentals component of meal supplement allowance is the amount payable for the location of the member in column A of the table in Annex 9.5.A Part 4 that is specified in column E.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Part 6: Imprisonment, detention and custody overseas

### 12.6.1 Purpose

This Part sets out what happens to a member's benefits during a period of imprisonment, detention or custody while overseas.

### 12.6.2 Member this Part applies to

This Part applies to all members, including a member of the Reserves on Reserve service, on short-term duty or long-term posting overseas.

### 12.6.3 Member this Part does not apply to

1. The CDF or the Chief of Defence Intelligence may identify a member to whom this Part does not apply for a particular period or activity.

2. When making a decision under subsection 1, the CDF or the Chief of Defence Intelligence must have regard to the nature of the member's duty.

### 12.6.4 Dependants remaining in overseas location

1. If a member's dependants remain in the overseas location while the member is imprisoned, detained or in custody.

    a. The member must pay 30% of their salary which was payable immediately before their imprisonment, detainment or custody for the dependant's housing.

    b. The member is not eligible for a reimbursement of utilities costs under section 15.4.15.

2. If the member is in financial hardship the CDF may reduce the amount payable under subsection 1.

### 12.6.5 Return travel to Australia before duty period has ended

If a member has been imprisoned, detained or held in custody, and the member is released before the end of the duty period, the member's return travel benefits to Australia apply.

### 12.6.6 Return travel to Australia after duty period has ended

1. If a member was imprisoned or taken into custody overseas and is released after their duty period has ended, the member is eligible for return travel to Australia as soon as practicable after release.

2. The member is eligible for travel costs under the relevant of the following from the date of their release until the member arrives in Australia.

    a. For a member on short-term duty — Chapter 13 Part 3 Division 1.

    b. For a member on long-term posting — Chapter 14 Part 4.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. Travel on return to Australia must be by a route that meets the conditions under subsection 14.4.5.3.

4. The member is not eligible for a rest period during the return travel to Australia. The member may be eligible for a rest period on their return to the member's posting location in Australia.

### 12.6.7 Member deported from country

1. If a member is deported from the country where the member was imprisoned or in custody, either of the following applies.

   a. If the member is deported to Australia — the member is not eligible for travel benefits to return to Australia.

   b. If the member is deported to a third country — the member is eligible for travel benefits from the third country to Australia as soon as practicable after the member's arrival in the third country to return to Australia.

2. If the member voluntarily leaves the country before their deportation and within the specified deportation period, the member is eligible for travel benefits to return to Australia.

### 12.6.8 Travel for a member's dependants

1. If the member is accompanied overseas, the following apply.

   a. The member's dependants are eligible for return travel to Australia under Chapter 14.

   b. If the dependants return to Australia while the member is still imprisoned or in custody, the dependants are not eligible for travel benefits to return to the location where the member is imprisoned.

   c. If the dependants remain in the overseas posting location the dependants are not eligible for assisted leave travel under Chapter 16 Part 4.

2. If the member is unaccompanied, the member and dependants are not eligible for overseas reunion travel.

### 12.6.9 Additional recreation leave and assisted leave travel

A member who is imprisoned, detained or taken into custody overseas is not eligible for additional recreation leave or assisted leave travel during the period of the imprisonment, detention or custody.

### 12.6.10 Leave on release

A member who has been released from imprisonment or custody is not eligible to take any form of leave until either of the following.

a. The member returns to their overseas posting location.

b. If the member does not have an overseas posting location, the member returns to the location that was their posting location immediately before their departure from Australia.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 12.6.11 Storage

1. If the member has furniture and effects stored under Chapter 6 Part 5 Division 7 and the CDF decides to end the benefit under subsection 1.7.4.3, the member is liable for the costs of storage from the day on which they are imprisoned or taken into custody until their release.

2. The member may appoint an agent to take possession of the property. Both of the following conditions apply.

    a. The appointment must be in writing.

    b. The agent must remove all of the property from storage.

3. The Commonwealth is not liable for any loss or damage to the property while the property is not being removed or stored by a benefit provided under this Determination.

### 12.6.12 Funeral expenses

If a member dies while imprisoned or in custody overseas the member's dependant or their legal representative is eligible for the following.

a. The reasonable cost of preparing the remains.

b. The cost of returning the member’s remains to Australia, if requested by the member’s next of kin.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 7: Death of member or dependant overseas

## 12.7.1 Purpose

The purpose of this Part is to provide assistance to family members if a member or their dependant dies overseas.

## 12.7.2 Definitions

In this Part the following apply.

**Beneficiary** means one of the following persons.

a. A dependant of a member.

b. The legal personal representative of a member.

## 12.7.3 Person this Part applies to

This Part applies to the following.

a. A member, including a member on Reserve service, who meets one of the following.

i. They are on a long-term posting overseas.

ii. They are on short-term duty overseas.

b. A beneficiary of a member in paragraph a, if the member has died.

## 12.7.4 Assistance if member dies

1. If a member dies overseas, the member's beneficiary is eligible for the following.

a. The reasonable cost of preparing the remains.

b. If requested by the member's next of kin — the cost of returning the remains to Australia

c. If approved by the Director General Defence Member and Family Support — financial assistance for a funeral.

**Note:** The funeral may be held in an overseas location or in Australia.

2. The amount of financial assistance payable under paragraph 1.c. is the lesser of the following.

a. The cost of the funeral.

b. AUD 14,000.

3. A beneficiary is eligible for financial assistance for a memorial service of a member if all the following apply.

a. The member's funeral occurs while COVID-19 control measures relating to funerals are in place in the location where the funeral is to be held.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The memorial service occurs between the following days.

i. The day the COVID-19 control measures relating to funerals end.

ii. The day 12 months after the COVID-19 control measures relating to funerals end.

c. The assistance is approved by the Director General Defence Member and Family Support.

4. The amount of financial assistance available under subsection 3 is the greater of the following.

a. The lesser of the following.

i. The cost of the memorial service.

ii. AUD 14,000 less the amount paid under section 11.4.9 or this section, if any.

b. If there are exceptional circumstances — the amount approved by the Director General Defence Member and Family Support.

### 12.7.5 Assistance if dependant dies

1. This section applies to a member who meets all the following.

a. A dependant of the member is living with them at the overseas posting location.

b. The dependant in paragraph a. dies.

2. Subject to subsection 5, the member is eligible for up to AUD 14,000 for all of the following.

a. If the remains of the dependant are being returned to Australia, all of the following.

i. The preparation of the dependant's remains.

ii. The returning of the dependant's remains to Australia.

b. A funeral in the overseas location.

c. Subject to subsection 3, a memorial service.

3. Paragraph 2.c only applies if all of the following apply.

a. The funeral occurs while a COVID-19 control measure relating to funerals in the location the funeral is to be held are in place.

b. The memorial service occurs after the day the COVID-19 control measures relating to funerals ends.

c. The memorial service does not occur after 12 months from the day the COVID-19 control measures relating to funerals ends.

4. Assistance available under this section is to be paid to one of the following.

a. The member.

b. The member's legal personal representative.

5. The assistance must be approved by the Director General Defence Member and Family Support.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 12.7.6 Continuing benefits for dependants

1. Subject to subsection 3, a dependant of a member who dies during a long-term posting overseas is eligible for benefits the member would have been eligible for under Chapters 14 or 15 until any of the following days.

    a. If the benefit is for the transport and removal of a dependant and their possessions — the day that is 1 year after the member dies.

    b. In any other case — the day 6 weeks after the member dies.

2. The CDF can extend the period under paragraph 1.b to a day they consider reasonable in the circumstances having regard to all of the following.

    a. The circumstances in which the member died.

    b. The situation of the dependants who continue to live at the posting location after the member's death.

    c. Any other factor relevant to the dependants.

3. The following conditions apply to benefits provided under subsection 1.

    a. The overseas living allowances are paid at two-thirds of the rate that would have been paid if the member had not died.

    b. The dependant is not eligible for education assistance under Chapter 15 Part 6 from the day the member dies.

        **Note:** Education assistance for a member at a posting location in Australia is set out under Chapter 8 Part 4.

    c. If the member's dependant chooses to travel to a location other than Australia, their benefit is limited to the cost of transport for themself and the removal of their possessions that they would have been eligible for under section 14.4.17 if they returned to Australia.

    d. Rent and utilities contribution is not payable.

### 12.7.7 Reimbursement for loss on sale of vehicle if member dies

1. If a member dies overseas, the member's beneficiary is eligible for a reimbursement under subsection 2 if all the following apply.

    a. The deceased member's vehicle or towable item was in storage under Chapter 14 Part 3 Division 2 at the time of the deceased member's death.

    b. The beneficiary sold the vehicle or towable item at a financial loss.

    c. The CDF is satisfied that the beneficiary made reasonable efforts to sell the vehicle or towable item without making a loss having regard to the following.

        i. When and how widely the person advertised the vehicle or towable item for sale.

        ii. How the person tried to sell the vehicle or towable item.

        iii. The nature and extent of offers made for the vehicle or towable item.

        iv. The particulars of the sale.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. The reimbursement under subsection 1 is the lesser of the following amounts.

   a. The difference between the valuation of the vehicle or towable item and the amount of the sale price after reasonable incidental costs have been deducted.

   b. AUD 1,400.

3. In this section **valuation** means a commercial valuation by a member of a recognised motor trade organisation.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Chapter 13: Short-term duty and peacetime deployment overseas

## Part 1: General provisions

### 13.1.1 Purpose

This Part sets out the rules for the benefits and allowances that apply to members who travel overseas on short-term duty.

### 13.1.2 Member this Chapter applies to

This Chapter applies to the following.

a. A member on short-term duty overseas, including the following.

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

ii. A member on a warlike or non-warlike deployment who attends duty outside the operational area.

iii. A member on Reserve service.

b. A member on peacetime deployment.

### 13.1.3 Member this Chapter does not apply to

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

a. The CDF.

b. The Vice Chief of the Defence Force.

c. Service Chiefs.

2. Parts 1, 2 and 3 do not apply to a member officially approved activities under Part 4 Division 2.

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2: Overseas travel benefits

## Division 1: Class of air travel

### 13.2.4 Member this Division does not apply to

This Division does not apply to these members.

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

b. Members who travel in an aircraft owned or chartered by the Commonwealth. The travel arrangements are as provided on board the aircraft.

### 13.2.5 Class of air travel for member travelling when pregnant

A member is eligible for business class travel if all of the following apply.

a. A doctor has certified them as pregnant at the time of travel.

b. The travel time in an aircraft is longer than 5 hours.

### 13.2.5A Class of air travel for members travelling in groups

1. A member is eligible for travel in economy class if they are travelling as a part of a group of members for one of the following reasons.

   a. To participate in an exercise.

   b. To undertake training.

   c. To perform ceremonial duties.

   d. To undertake an overseas study tour.

2. Despite subsection 1, a member is eligible to travel at a higher class if one of the following applies.

   a. The member is on an overseas study tour and the CDF is satisfied that travel at a higher class is reasonable having regard to the following.

      i. The costs and benefits of travel at the higher class.

      ii. The member's rank.

      iii. The nature of the study tour.

   b. The member holds the rank of Brigadier or higher and the CDF is satisfied that travel at a higher class is reasonable.

      **Note:** To avoid doubt, if a member is approved travel at a higher class under paragraph 2.b the class of travel for the remaining members of the group does not change.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 13.2.5B Class of air travel for members travelling on a peacetime deployment, exercise or activity

1. A member is eligible for travel in economy class if the member is travelling for the purpose of a Headquarters Joint Operations Command-led overseas peacetime deployment, exercise or activity.

2. Despite subsection 1, a member is eligible to travel at a higher class if the CDF is satisfied that it is reasonable having regard to the following.

    a. The reason for the travel.

    b. The costs and benefits of the travel at the higher class.

    c. The nature of the duty overseas.

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

1. If a member is required to travel by air on short-term duty overseas, then they are eligible for travel in these classes.

    a. Business class, if available.

    b. First class, if business class is not available and they hold the rank of Brigadier or higher.

    c. Economy class, if business class is not available and they hold the rank of Colonel or lower.

    d. First class, if business class is not available on a USA domestic carrier for travel between Hawaii and the USA mainland.

2. This section applies to all these kinds of travel.

    a. Overseas from Australia.

    b. Domestically within a foreign country.

    c. Between foreign countries.

    d. Within Australia on flights that are directly associated with the member's overseas travel.

### 13.2.7 Downgrading the class of air travel

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

### 13.2.8 CDF discretion for first class air travel

1. The CDF may upgrade a member to first class for special reasons. This can happen if a member is **not** eligible for first class air travel under paragraph 13.2.6.1.b.

2. When making this decision, the CDF must consider all these criteria.

    a. The standards of hygiene and amenities that the class of air travel would otherwise provide. This includes both at the airport in and the air.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The member’s health.

c. The time of year the travel is happening.

d. The length of the journey.

e. If any duties are being performed during travel.

f. If part of a delegation, its size and structure, and any need to conduct business during travel.

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

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

i. Any other factor relevant to the travel.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Rest periods

### 13.2.9 Purpose

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

### 13.2.10 Member this Division does not apply to

This Division does not apply to a member on peacetime deployment.

### 13.2.11 Rest period benefits

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.

2. A member is eligible for 1 rest period if they travel by the direct route for at least four time zone hours, or with a travelling time of at least 12 hours.

2A. A member is eligible for 2 rest periods if they travel by the direct route for at least six time zone hours.

3. The same eligibility applies to the journey, whether it is by a direct or indirect route.

4. The member may choose whether to take a rest period during the journey or at the final destination, or both.

5. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.

6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period benefit under this section.

7. No journey can have more than 2 rest periods.

8. For an overnight rest period, the member is eligible to be paid both these costs.

    a. Accommodation costs as if the member were on duty.

    b. The meal and incidental costs up to the daily limit as provided under Annex 13.3.A.

### 13.2.12 Recreation leave with rest periods

1. This section applies to a member who has been approved to take recreation leave during or after a journey.

2. A member may take a rest period at the same location as recreation leave. The duration of the rest period is the same as if the member was to continue the journey without taking leave.

3. Time spent on a rest period is not to be deducted from recreation leave credits.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Accompanied travel

### 13.2.12A Member this Division does not apply to

This Division does not apply to a member on peacetime deployment.

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

1. A member is eligible for travel assistance for their partner to accompany them on short term-term duty overseas if all of the following applies.

    a. The travel is for representational purposes.

    b. The CDF is satisfied that it is demonstrably in the interests of the Commonwealth.

2. If the CDF approves accompanied travel on short-term duty overseas, the member is eligible for all the following, as applicable.

    a. The reasonable additional cost of accommodation (including for rest periods).

    b. The 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 partner.

    c. Costs incurred for meals, up to the same daily limit as the member’s meal costs benefit under Annex 13.3.A for short-term duty overseas.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

### 13.2.14 Insuring personal effects

1. A member is eligible for one of the following.
    a. Insurance against loss or damage to personal effects they carried on overseas visits.
    b. Reimbursement of premiums paid by the member up to the lesser of the following.
        i. The premium paid to insure personal effects.
        ii. The cost of a premium that would insure personal effects for AUD 3,000.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

### 13.3.1 Purpose

This Part sets out how a member who travels on short-term duty or peacetime deployment overseas may use an official charge card (the Defence travel card) for travel costs.

### 13.3.2 Basis

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

### 13.3.4 Member eligible to use the travel card

Subject to this Part, a member on short-term duty or peacetime deployment overseas is eligible to use the travel card for meals, accommodation, incidentals and equipment.

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

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

a. Recreation leave.

b. Long service leave.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 1: Rates, limitations and specific situations

### 13.3.6 Travel costs while living out

1. A member holding the rank set out in column A of the following table who lives out while on short-term duty or peacetime deployment overseas is eligible for the travel cost set out in column B at the rate set out in column C of the same item.

| Item | Column A<br>Rank | Column B<br>Travel cost | Column C<br>Rate |
|---|---|---|---|
| 1. | Brigadier or higher | Accommodation for each night in the period | The cost of accommodation of a reasonable standard for all of the following.<br>a. The member's rank.<br>b. The nature of the duties performed by the member. |
| | | Meals for each day of the period. | The rate set out in Part 1 of Annex 13.3.A for the location. |
| | | Incidentals for each day of the period. | The rate set out in Part 1 of Annex 13.3.A for the location. |
| 2. | Colonel or lower | Accommodation for each night in the period | The cost of accommodation of a reasonable standard for all of the following.<br>a. The member's rank.<br>b. The nature of the duties performed by the member. |
| | | Meals for each day of the period. | The rate set out in Part 2 of Annex 13.3.A for the location. |
| | | Incidentals for each day of the period. | The rate set out in Part 2 of Annex 13.3.A for the location. |

2. A member who has been given an allowance for accommodation, meals or incidentals for a period and location by a non-Commonwealth organisation is not eligible for an allowance under this Part to pay costs for the same period and location.

**Note:** Subsection 13.3.12 provides for the topping-up of costs if another organisation pays some but not all of the travel costs that the member would be eligible for under this Part.

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

### 13.3.7 Allowance to pay for travel costs

1. A member is eligible for an allowance to pay for their travel cost if they are on short-term duty or peacetime deployment overseas.

2. For the purpose of subsection 1, the rate of allowance for accommodation, meals and incidentals is what they would otherwise have been eligible for under this Part.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 13.3.8 Limits on benefits

1. A member is not eligible for meal costs for a meal period if any of the following conditions are met.

   a. A meal is provided to the member at no cost.

   b. A meal is included in a fare paid for travel during the period of duty.

2. A member is not eligible for accommodation costs on a night that any of the following conditions are met.

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

   b. The member occupies accommodation provided on a non-commercial basis.

3. A member who travels within Australia as part of their journey to an overseas location for short-term duty or peacetime deployment is not eligible travel costs under this Part to pay the domestic travel costs.

   **Note:** Domestic travel costs are set out in Chapter 9 Part 5.

4. The maximum meal amount for a member who meets all of the following is two-thirds the amount which they would otherwise be eligible for under section 13.3.6.

   a. They are living out at a location for 5 days or longer.

      **Note:** The member's days of arrival and departure do not count towards the 5 days.

   b. Their accommodation provides cooking facilities and utensils that are of a standard that would allow them to prepare their own meals.

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

1. The rate for meals on the day a member arrives or departs depends on what time they arrive or depart.

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

| Item | If the member arrives at the location… | then the rate they are eligible for on the day is… |
|---|---|---|
| 1. | before 0700 | 100% |
| 2. | between 0700 and 1300 | 75% |
| 3. | between 1301 and 1900 | 50% |
| 4. | after 1900 | 0% |

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

| Item | If the member departs from the location... | then the rate they are eligible for on the day is… |
|---|---|---|
| 1. | before 0700 | 0% |
| 2. | between 0700 and 1300 | 25% |
| 3. | between 1301 and 1900 | 50% |
| 4. | after 1900 | 100% |



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 13.3.10 Reduced eligibility for incidentals

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

    a. They arrive after noon.

    b. They depart before noon.

2. A member is eligible for half the normal rate for incidental costs if they meet any of these conditions.

    a. They stay on duty at a location after being on short-term duty or peacetime deployment there for a continuous period of 28 days. They get half the listed rate for the period beyond the 28 days.

    b. They are on a long-term posting overseas, and they go on short-term duty within the country of posting. The lower benefit applies to the short-term duty only.

    c. They are in an overseas country on leave and the CDF recalls them to undertake short-term duty in that country. They get half the listed rate for the short-term duty only.

    d. They are accommodated on board a seagoing ship while it is visiting an overseas port. They get half the listed rate during the visit.

3. A break of less than 7 days from their short-term duty location may not break a member's continuity for the purposes of paragraph 2.a above. The break does not count if the member was advised that the period of absence was to be for less than 7 days.

### 13.3.11 Additional travel costs

1. A member's maximum benefit may be less than they actually spend on accommodation, meals or incidentals on their short-term duty or peacetime deployment. In this case, the CDF may approve an additional amount.

2. The CDF must consider all these criteria.

    a. The length of the member’s short-term duty period.

    b. The nature of the duties the member undertakes.

    c. The nature and cost of meals, accommodation and relevant services at the location of the duty.

    d. Any other factor relevant to the costs.

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

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

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 13.3.13 Travel costs when in hospital

A member who is in hospital for a period during short-term duty or peacetime deployment overseas is eligible for the following.

a. Incidentals for the location at the rate that applies to a Colonel or lower in Part 1 of Annex 13.3.A.

b. The costs for accommodation and other charges that the member continues to be liable for outside hospital that the member cannot avoid up to what they would have been eligible for under this Part if they were not in hospital.

### 13.3.15 Part-day travel

1. A member who meets all of the following conditions is eligible for part-day travelling allowance.

   a. The member is required to perform duty away from the location where the member normally performs duty.

   b. The member holds the rank of Colonel or lower.

   c. The member is absent from their normal duty location for more than 10 hours.

   d. The member is not absent from their normal duty location overnight.

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

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

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

### 13.3.16 Travelling allowance while occupying living-in accommodation

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

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

2. For item 2 of the table, the CDF must consider all these criteria.

   a. The location where the member is accommodated.

   b. The cost of meals at the location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

c. The nature of the member's accommodation and living arrangements.

d. Any other factor relevant to the member's meals.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Equipment costs

### 13.3.17 Purpose

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

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

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

### 13.3.17A Member this Division does not apply to

This Division does not apply to a member on peacetime deployment.

### 13.3.18 Benefit

1. A member is eligible for the cost of equipment, up to the following limits.

   a. AUD 115 for travel to New Zealand.

   b. AUD 225 for any other travel.

2. The limits under paragraph 1 apply in any 3-year period.

3. This section does not apply to a member purchasing equipment for use in any of the following situations.

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

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

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

   d. For use at a long-term posting.

4. If a member purchases equipment using a benefit under this section and then does not go overseas, they must repay the total amount of the benefit.

5. Despite subsection 4, a member is not required to repay the amount if the CDF is satisfied that they are unable to recover the cost of any items they bought.

### 13.3.19 Additional equipment costs

1. A member may use the travel card to buy special clothing for overseas climates that are different from the usual climate at their normal place of duty.

2. Subject to subjection 3, a member is eligible for the cost of additional equipment if the CDF is satisfied that the maximum benefit under section 13.3.18 is not enough to meet the member's needs.

3. The CDF must consider all these criteria.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. The climate at the member's destination compared to the climate at their normal place of duty.

b. The length of the proposed travel.

c. The means of travel.

d. The climate likely to be met at locations during the travel.

e. The duties the member will perform during the travel.

f. How much clothing the Commonwealth supplies the member for the travel.

g. How much more wear and tear the member's clothing will face due to the travel, compared to ordinary wear and tear.

h. Any benefits the member was eligible for under this determination to buy clothes for previous duty travel within Australia or overseas.

4. A member is eligible for AUD 205 to purchase additional equipment. The member may spend up to this amount once in any 3-year period for use in each of these three regions as they are identified in the CDF approval.

a. A tropical region.

b. A cold region.

c. Another climatic region.

5. If subsection 4 applies, a member is eligible for an additional AUD 205 for additional equipment in any 3-year period. Approval may only be given if the CDF is satisfied that they meet all these conditions.

a. They are to travel on short-term duty to a location.

b. They are likely to be exposed to an extremely cold winter climate at that location.

c. The additional equipment they are eligible to buy under section 13.3.18 and subsection 4 above will not meet their clothing needs for travel to the location.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 13.3.A: Travel costs

This Annex sets out travel costs limits for a member on short-term duty overseas.

### Part 1: Brigadier or higher

| Item | Place | Currency | Limit for each day: meals | Limit for each day: incidentals |
|---|---|---|---|---|
| 1A. | Algeria | USD | 101 | 20 |
| 1. | Argentina | ARS | 690 | 197 |
| 2. | Australia<br>**Note:** Costs are provided under Chapter 9 Part 5, Payment of travel costs. | – | – | – |
| 3. | Austria | EUR | 144 | 35 |
| 4. | Bahrain | BHD | 71 | 17 |
| 5. | Bangladesh | BDT | 12099 | 3203 |
| 6. | Barbados | BBD | 522 | 110 |
| 7. | Belgium | EUR | 201 | 42 |
| 8. | Brazil | USD | 261 | 55 |
| 9. | Brunei | BND | 163 | 46 |
| 10. | Cambodia | USD | 128 | 37 |
| 11. | Canada | CAD | 275 | 58 |
| 12. | Chile | USD | 156 | 41 |
| 13. | China – Hong Kong | HKD | 2023 | 426 |
| 14. | China – Macau | MOP | 2084 | 439 |
| 15. | China – elsewhere | CNY | 1601 | 337 |
| 16. | Cook Islands | NZD | 243 | 59 |
| 17. | Croatia | HRK | 892 | 236 |
| 18. | Cyprus | EUR | 144 | 35 |
| 19. | Czech Republic | CZK | 3109 | 823 |
| 20. | Denmark | DKK | 1628 | 315 |
| 21. | Egypt | EGP | 1092 | 289 |
| 22. | Ethiopia | ETB | 1629 | 514 |
| 22A. | Federated States of Micronesia | USD | 89 | 13 |
| 23. | Fiji | FJD | 242 | 69 |
| 24. | Finland | EUR | 201 | 42 |
| 25. | France | EUR | 201 | 42 |
| 26. | Germany | EUR | 144 | 35 |
| 27. | Greece | EUR | 144 | 35 |
| 27A. | Guam | USD | 132 | 24 |
| 28. | Hungary | HUF | 35259 | 9333 |
| 29. | Iceland | ISK | 32333 | 6807 |
| 30. | India | INR | 9247 | 2448 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 31. | Indonesia | IDR | 1544384 | 408807 |
| 32. | Iran | IRR | 1910607 | 505749 |
| 33. | Irish Republic | EUR | 144 | 35 |
| 34. | Israel | USD | 261 | 55 |
| 35. | Italy | EUR | 201 | 42 |
| 36. | Japan | JPY | 25913 | 5455 |
| 37. | Jordan | JOD | 185 | 39 |
| 38. | Kazakhstan | USD | 156 | 41 |
| 39. | Kenya | KES | 13363 | 3537 |
| 42. | Kuwait | KWD | 54 | 13 |
| 43. | Laos | USD | 128 | 37 |
| 44. | Lebanon | USD | 188 | 46 |
| 45. | Luxembourg | EUR | 201 | 42 |
| 46. | Malaysia | MYR | 492 | 130 |
| 46A. | Mali | XOF | 55,110 | 13,103 |
| 47. | Malta | EUR | 120 | 32 |
| 47A. | Marshall Islands | USD | 92 | 23 |
| 48. | Mauritius | MUR | 4839 | 1281 |
| 49. | Mexico | USD | 156 | 41 |
| 50. | Monaco | EUR | 201 | 42 |
| 50A. | Mongolia | USD | 67 | 15 |
| 50B. | Morocco | MAD | 943 | 200 |
| 51. | Myanmar | USD | 156 | 41 |
| 52. | Nauru | AUD | 95 | 30 |
| 53. | Nepal | NPR | 12184 | 3481 |
| 54. | Netherlands | EUR | 201 | 42 |
| 55. | New Caledonia | XPF | 23680 | 4985 |
| 56. | New Zealand | NZD | 243 | 59 |
| 57. | Nigeria | NGN | 42399 | 8926 |
| 58. | Norway | NOK | 1733 | 355 |
| 59. | Oman | OMR | 100 | 21 |
| 60. | Pakistan | PKR | 8652 | 2732 |
| 60A. | Palau | USD | 120 | 24 |
| 61. | Papua New Guinea | PGK | 588 | 124 |
| 62. | Philippines | PHP | 6722 | 1779 |
| 63. | Poland | USD | 156 | 41 |
| 64. | Portugal | EUR | 120 | 32 |
| 65. | Qatar | USD | 261 | 55 |
| 66. | Russia | USD | 284 | 55 |
| 67. | Rwanda | RWF | 98,419 | 26,052 |
| 68. | Samoa | WST | 445 | 108 |
| 69. | Saudi Arabia | SAR | 584 | 154 |
| 70. | Senegal | EUR | 144 | 35 |
| 71. | Singapore | SGD | 331 | 70 |
| 72. | Solomon Islands | SBD | 1116 | 296 |

| | | | | |
|---|---|---|---|---|
| 73. | South Africa | ZAR | 1272 | 363 |
| 73AA. | South Korea | KRW | 297926 | 62721 |
| 73AB. | South Korea – USA Bases | USD | 188 | 46 |
| 73A. | South Sudan | USD | 72 | 17 |
| 74. | Spain | EUR | 144 | 35 |
| 75. | Sri Lanka | LKR | 16710 | 4774 |
| 76. | Sudan | USD | 128 | 37 |
| 77. | Sweden | SEK | 1761 | 371 |
| 78. | Switzerland | CHF | 268 | 52 |
| 79. | Syria | SYP | 15598 | 4129 |
| 79A. | Tanzania | TZS | 188947 | 39568 |
| 80. | Thailand | THB | 4826 | 1278 |
| 81. | Timor-Leste | USD | 128 | 37 |
| 82. | Tonga | TOP | 284 | 75 |
| 83. | Türkiye | USD | 188 | 46 |
| 83A. | Tuvalu | AUD | 142 | 25 |
| 84. | Uganda | USD | 128 | 37 |
| 85. | Ukraine | USD | 156 | 41 |
| 86. | United Arab Emirates | AED | 958 | 202 |
| 87. | United Kingdom | GBP | 172 | 36 |
| 88. | USA | USD | 188 | 46 |
| 89. | Vanuatu | VUV | 18547 | 4524 |
| 90. | Venezuela | USD | 261 | 55 |
| 91. | Vietnam | USD | 128 | 37 |
| 92. | Other countries | AUD | 95 | 30 |

**Part 2: Colonel or lower**

| Item | Place | Currency | Limit for each day: meals | Limit for each day: incidentals |
|---|---|---|---|---|
| 1A. | Algeria | USD | 79 | 20 |
| 1. | Argentina | ARS | 542 | 172 |
| 2. | Australia<br>**Note:** Costs are provided under Chapter 9 Part 5, Payment of travel costs. | – | – | – |
| 3. | Austria | EUR | 120 | 32 |
| 4. | Bahrain | BHD | 59 | 16 |
| 5. | Bangladesh | BDT | 9608 | 2847 |
| 6. | Barbados | BBD | 421 | 92 |
| 7. | Belgium | EUR | 162 | 35 |
| 8. | Brazil | USD | 211 | 46 |
| 9. | Brunei | BND | 128 | 41 |
| 10. | Cambodia | USD | 101 | 32 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 11. | Canada | CAD | 222 | 48 |
| 12. | Chile | USD | 124 | 37 |
| 13. | China – Hong Kong | HKD | 1633 | 355 |
| 14. | China – Macau | MOP | 1682 | 366 |
| 15. | China – elsewhere | CNY | 1292 | 281 |
| 16. | Cook Islands | NZD | 201 | 53 |
| 17. | Croatia | HRK | 708 | 210 |
| 18. | Cyprus | EUR | 120 | 32 |
| 19. | Czech Republic | CZK | 2469 | 732 |
| 20. | Denmark | DKK | 1418 | 263 |
| 21. | Egypt | EGP | 867 | 257 |
| 22. | Ethiopia | ETB | 1286 | 429 |
| 22A. | Federated States of Micronesia | USD | 73 | 13 |
| 23. | Fiji | FJD | 190 | 61 |
| 24. | Finland | EUR | 162 | 35 |
| 25. | France | EUR | 162 | 35 |
| 26. | Germany | EUR | 120 | 32 |
| 27. | Greece | EUR | 120 | 32 |
| 27A. | Guam | USD | 101 | 24 |
| 28. | Hungary | HUF | 28000 | 8296 |
| 29. | Iceland | ISK | 26094 | 5673 |
| 30. | India | INR | 7343 | 2176 |
| 31. | Indonesia | IDR | 1226422 | 363384 |
| 32. | Iran | IRR | 1517247 | 449555 |
| 33. | Irish Republic | EUR | 120 | 32 |
| 34. | Israel | USD | 211 | 46 |
| 35. | Italy | EUR | 162 | 35 |
| 36. | Japan | JPY | 20913 | 4546 |
| 37. | Jordan | JOD | 149 | 32 |
| 38. | Kazakhstan | USD | 124 | 37 |
| 39. | Kenya | KES | 10612 | 3144 |
| 42. | Kuwait | KWD | 44 | 12 |
| 43. | Laos | USD | 101 | 32 |
| 44. | Lebanon | USD | 156 | 41 |
| 45. | Luxembourg | EUR | 162 | 35 |
| 46. | Malaysia | MYR | 390 | 116 |
| 46A. | Mali | XOF | 46,625 | 13,103 |
| 47. | Malta | EUR | 95 | 28 |
| 47A. | Marshall Islands | USD | 88 | 23 |
| 48. | Mauritius | MUR | 3843 | 1139 |
| 49. | Mexico | USD | 124 | 37 |
| 50. | Monaco | EUR | 162 | 35 |
| 50A. | Mongolia | USD | 56 | 15 |
| 50B. | Morocco | MAD | 747 | 200 |
| 51. | Myanmar | USD | 124 | 37 |

| | | | | |
|---|---|---|---|---|
| 52. | Nauru | AUD | 75 | 25 |
| 53. | Nepal | NPR | 9573 | 3046 |
| 54. | Netherlands | EUR | 162 | 35 |
| 55. | New Caledonia | XPF | 19110 | 4154 |
| 56. | New Zealand | NZD | 201 | 53 |
| 57. | Nigeria | NGN | 34217 | 7438 |
| 58. | Norway | NOK | 1509 | 279 |
| 59. | Oman | OMR | 81 | 18 |
| 60. | Pakistan | PKR | 6831 | 2277 |
| 60A. | Palau | USD | 98 | 24 |
| 61. | Papua New Guinea | PGK | 474 | 103 |
| 62. | Philippines | PHP | 5338 | 1582 |
| 63. | Poland | USD | 124 | 37 |
| 64. | Portugal | EUR | 95 | 28 |
| 65. | Qatar | USD | 211 | 46 |
| 66. | Russia | USD | 247 | 46 |
| 67. | Rwanda | RWF | 78,156 | 23,157 |
| 68. | Samoa | WST | 369 | 98 |
| 69. | Saudi Arabia | SAR | 463 | 137 |
| 70. | Senegal | EUR | 120 | 32 |
| 71. | Singapore | SGD | 267 | 58 |
| 72. | Solomon Islands | SBD | 887 | 263 |
| 73. | South Africa | ZAR | 1000 | 318 |
| 73AA. | South Korea | KRW | 240431 | 52268 |
| 73AB. | South Korea – USA Bases | USD | 156 | 41 |
| 73A. | South Sudan | USD | 63 | 17 |
| 74. | Spain | EUR | 120 | 32 |
| 75. | Sri Lanka | LKR | 13129 | 4178 |
| 76. | Sudan | USD | 101 | 32 |
| 77. | Sweden | SEK | 1421 | 309 |
| 78. | Switzerland | CHF | 234 | 43 |
| 79. | Syria | SYP | 12387 | 3670 |
| 79A. | Tanzania | TZS | 167363 | 39568 |
| 80. | Thailand | THB | 3833 | 1136 |
| 81. | Timor-Leste | USD | 101 | 32 |
| 82. | Tonga | TOP | 225 | 67 |
| 83. | Türkiye | USD | 156 | 41 |
| 83A. | Tuvalu | AUD | 137 | 25 |
| 84. | Uganda | USD | 101 | 32 |
| 85. | Ukraine | USD | 124 | 37 |
| 86. | United Arab Emirates | AED | 773 | 168 |
| 87. | United Kingdom | GBP | 139 | 30 |
| 88. | USA | USD | 156 | 41 |
| 89. | Vanuatu | VUV | 15380 | 4071 |
| 90. | Venezuela | USD | 211 | 46 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 91. | Vietnam | USD | 101 | 32 |
| 92. | Other countries | AUD | 75 | 25 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Special conditions and allowances

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

### 13.4.3 Member this Division applies to

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

### 13.4.4 Member this Division does not apply to

This Division does not apply to the following members.

a. A member who is eligible for maritime disability allowance.

b. A member on peacetime deployment.

### 13.4.5 Allowance if meals not provided

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

e. Any other factor relevant to the member's situation.

### 13.4.6 Allowance for supplementary dietary needs

1. The CDF may decide that the food provided to a member does not satisfy ordinary dietary needs. If so, the member may be reimbursed food costs incurred in meeting those needs.

2. When making a decision, the CDF must consider all these criteria.

   a. The quantity and quality of the food provided.

   b. The ordinary dietary requirements of someone serving in the member's circumstances.

   c. Any other factor relevant to the food provided.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Officially approved activities

### 13.4.7 Member this Division applies to

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

### 13.4.7A Member this Division does not apply to

This Division does not apply to a member on peacetime deployment.

### 13.4.8 Help with travel costs

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

## Part 1: General provisions

### 14.1.1 Member this Chapter does not apply to

1. This chapter does not apply to a member if any of the following conditions apply.

   a. They are not entitled to salary.

   b. They are on a scholarship, bursary or endowment for studying overseas from an organisation other than the Commonwealth.

   c. They are on short term duty overseas.

### 14.1.2 Definitions

In this Chapter the following apply.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2: Before leaving Australia

## Division 1: Pre-departure certificate of fitness

### 14.2.3 Person this Division applies to

This Division applies to a member's dependants who have been approved to live at the member's posting location.

### 14.2.4 Pre-departure certificate of fitness

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

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

2. Certificates must be provided by doctors and dentists authorised by Defence. They must be informed that the examinations are required for travelling to and living at the posting location. They must provide a results report to the Joint Health Services Agency (JHSA) for approval.

3. The JHSA will then advise the Overseas Administration Team of approval or further action required. Files are kept by the JHSA as Medical-in-Confidence information.

4. The examinations must allow sufficient time for any necessary medical or dental treatment to be undertaken before departure from Australia.

5. If the examinations reveal a medical, dental, physical, mental or intellectual condition, the JHSA must consider if the posting location has suitable facilities for ongoing treatment of that condition.

6. If a person has been recognised as a dependant with special needs under this Determination, the decision-maker in the JHSA must consider if the posting location has suitable facilities for ongoing treatment and care of the condition.

7. This subsection applies if a medical examination shows that a person has a special need. The member may apply for recognition of the person's special need under section 1.3.6, if the person is not already recognised under that section.

8. If a person is not certified as fit, the CDF may approve that the person is eligible for health care costs outlined in this Part. The CDF must consider all these criteria.

   a. The state of health of the person.

   b. The nature, availability and cost of health, therapeutic or special needs facilities at the posting location.

   c. The interests of the Commonwealth that would be furthered by the person living at the posting location.

   d. Any climatic or other environmental factor at the posting location that may be especially adverse to the health or the person.

   e. Any other factor relevant to the person's fitness to live at the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

9. The member is eligible for the reimbursement for any costs to obtain the certificate of fitness.

10. Eligible persons are also eligible to be provided with all necessary inoculations, vaccinations and anti-malarial drugs.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Financial advances

### 14.2.5 Member this Division applies to

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

### 14.2.6 Outlay advance — purpose

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

### 14.2.7 Outlay advance — payment

1. A member may apply for an outlay advance for use at the start of a long-term posting.
2. The member may select an advance amount up to a maximum of AUD 15,000.
3. A member must enter into a deed using the approved form to apply for an outlay advance.
4. When a member and their partner (who is also a member) are posted to the same location overseas, only the member receiving overseas living allowances is eligible for an outlay advance.
5. A member may claim an outlay advance for each long-term posting. The maximum amount that a member can have outstanding at any time is AUD 15,000.

### 14.2.8 Outlay advance — statement

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

a. The statement must be provided within the 6 months after the member receives the outlay advance.

b. The statement must be in writing.

c. The statement must list all costs paid from the outlay advance.

d. The statement must be provided to the Overseas Administration Team.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Expenses if overseas posting is cancelled

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

1. If a long-term posting is cancelled before the member begins the posting, they may not be able to be refunded by the supplier for goods and services they bought for the posting. They are eligible for an amount for what they would have been reimbursed for the goods and services, if the posting had not been cancelled. All these conditions must be met.

    a. The member received written notification of posting.

    b. The cancellation did not result from the member's personal circumstances.

    c. The member paid for goods or services as a direct result of the notification.

    d. The member cannot make use of the goods or services.

    e. The member is not able to be refunded by the supplier of the goods or services.

2. If no existing condition of service in subsection 3 covers unavoidable costs incurred in subsection 1, the member may be paid an amount the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.

    a. The nature of the costs.

    b. The circumstances under which the costs were paid.

    c. The residual benefit of the goods and services bought.

    d. Any other factor relevant to the costs.

3. For subsection 2, these are the conditions of service.

    a. Transfer allowance.

    b. Housing assistance.

    c. Reimbursement of education costs for a child.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Delay in departure accommodation

### 14.2.12 Definitions

In this Division the following apply.

**Decision maker** means person who meets all of the following.

a. They work in the Pay and Administration Centre – Victoria.

b. They are authorised to manage the pay and administration of members at an overseas post.

c. They hold one of the following.

i. A rank of Warrant Officer Class 2 or higher.

ii. An APS classification of APS 5 or higher.

**Temporary accommodation** means a serviced apartment, or other similar accommodation in which meals can be prepared.

### 14.2.13 People this Division applies

This Division applies to the following people.

a. A member who is to depart Australia to commence a long-term posting overseas.

b. A dependant of a member who is to depart Australia and is to accompany a member commencing a long-term posting overseas, regardless of whether they travel at the same time of the member.

### 14.2.14 Eligibility for temporary accommodation

1. Subject to subsection 2, a person is eligible for temporary accommodation if the following apply.

a. Travel to the posting location is delayed by one of the following.

i. COVID-19 related travel restrictions that prevent the person from travelling.

ii. An inability to travel on scheduled flights because of the COVID-19 pandemic.

b. The cause of the delay in paragraph a. was not in place before the member had a removal under section 14.3.5.

2. For the purpose of subparagraph 1.a.ii, reasons a person may be unable to travel on a scheduled flight because of the COVID-19 pandemic include, but are not limited to, the flight being cancelled or rescheduled, or the person contracting COVID-19 before their departure.

3. If the person is travelling with another person who is in the same family group, the family group is required to occupy the same accommodation if a decision maker is satisfied that is it reasonable to do so.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 14.2.15 Duration of eligibility

1. The person is eligible to occupy temporary accommodation under section 14.2.13 from the day travel to the posting location is delayed.

2. The person ceases to be eligible to occupy temporary accommodation under section 14.2.13 or the earlier of the following.

   a. The day they depart Australia.

   b. The day that is 2 weeks after the day they became eligible to occupy the temporary accommodation.

3. Despite paragraph 2.b, a decision maker may extend the eligibility of a person to occupy the temporary accommodation by up to 2 weeks if they are satisfied it is reasonable in the circumstances.

   **Note:** A decision under this section may be made more than once in relation to the same person.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 3: Removals

### 14.3.1 Overview

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

### 14.3.2 Member this Part applies to

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

### 14.3.3 Dual entitlements

In certain situations, a member and their partner may be eligible for 2 removal benefits under this Part. Only a member receiving overseas living allowances is eligible for a removal.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

### 14.3.5 Removal at beginning of posting

1. A member is eligible for the cost of the removal of items to the posting location at the beginning of a posting.

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

**Criteria about the posting**

a. The location from which the member departs.

b. The location to which the member is posted and the circumstances at the posting location.

c. The intended duration of the posting.

d. Any prospective postings and the member's expected career path.

**Criteria about the dependants**

e. The number, age and health of any dependants of the member.

f. Any other factor relevant to the residential arrangements of the member and dependants at the posting location.

**Criteria about the removal**

g. The quantity and nature of the goods to be removed.

h. The most efficient and effective means of transport available to remove the goods.

i. The cost of removal by available means of transport.

j. The need for the goods to arrive as close as possible to the date of the member's arrival at the posting location.

k. Any other factor relevant to the removal.

3. For a member privately arranging removals, the conditions in sections 6.5.15 and 6.5.16 apply.

### 14.3.6 Pet relocation

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

**Note:** Relocation of pets within Australia is provided under Chapter 6 Part 1 Division 3.

2. The benefit includes reimbursement for these costs.

a. Commercial transportation and associated boarding.

b. Any veterinary fees for the sedation of a pet during transport.

c. Any fees and charges in relation to quarantine, if imposed by the Commonwealth or not.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. The benefit does not include reimbursement for these costs.

   a. Items bought for the transportation or boarding of pets.

   b. The transportation and boarding of any animal that the member or dependant owns primarily for economic or business purposes.

4. To be reimbursed, the member must apply in writing to the Overseas Administration Team, attaching receipts.

### 14.3.7 Storage of items not removed

1. Subject to subsection 2, a member who is eligible for a removal under this Part may choose to store in Australia some of their portable household items under Chapter 6 Part 5 Division 2 for the duration of the posting.

2. An unaccompanied member whose dependants remain in Australia is not eligible for a benefit under this section.

3. A member is eligible for the removal of stored items to their permanent accommodation in Australia at the end of their overseas posting.

### 14.3.7A Items placed into temporary storage

1. If a member arrives at the posting location and the member has no accommodation for which they receive a benefit for under Chapter 15, Division 4, the property that was removed to the posting location under section 14.3.5 may be stored at Commonwealth expense.

2. When permanent accommodation becomes available to the member, property stored under subsection 1 may be removed from storage to a member's permanent accommodation at the posting location at Commonwealth expense.

### 14.3.8 Loss on sale or disposal of items

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

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

2. For subsection 1, the maximum amount payable is what the Commonwealth would have paid to remove and store the possessions.

3. To claim this benefit, the member must apply in writing to the Overseas Administration Team.

### 14.3.9 Storage of excess items

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

2. In these situations, a member may do any of these things.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. Have the item removed back to Australia and stored for the remainder of the overseas posting.

b. Sell the item and claim any loss on the disposal of the item as in section 14.3.8, Loss on sale or disposal of items.

c. Store the item overseas, before removal back to Australia.

### 14.3.11 Removal at end of posting

1. A member is eligible for a removal of items to the next posting location or to Australia in the following situations.

   a. At the end of the posting period.

   b. On termination of the posting by the CDF.

   c. On leaving the ADF.

2. If the member is eligible for a removal from the USA or Canada to Australia, a volume-based removal applies. The CDF may approve a member to fill the available space without consideration of the factors in subsection 3. Additional space is not provided under subsection 4.

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

   **Criteria about the return from overseas posting**

   a. The location from which the member is returning.

   b. The period since the member last lived in Australia.

   c. The next location to which the member is posted and the circumstances at the posting location.

   d. The intended duration of the next posting.

   e. Any prospective postings and the member's expected career path.

   **Criteria about the dependants**

   f. The number, age and health of any dependants of the member.

   g. Any other factor relevant to the residential arrangements of the member and dependants at the next posting location.

   **Criteria about the removal**

   h. The quantity and nature of the goods to be removed.

   i. The most efficient and effective means of transport available to remove the goods.

   j. The cost of removal by available means of transport.

   k. The need for the goods to arrive as close as possible to the date of the member’s next posting.

   l. Any other factor relevant to the removal.



Rectified Authorised Version registered 04/06/2025 F2024C00230

4. The member is also eligible for an additional 2.25 cubic metres of space to place certain items for removal from the posting location. This is for furniture and whitegoods only. The additional space is provided over and above the volume of goods removed to the post.

5. The CDF will approve the most efficient and effective transport for the removal.

### 14.3.12 Unacceptable items for removal

1. These items are not acceptable for any overseas removal at Commonwealth cost.

2. The Commonwealth will not knowingly remove any of the items covered by this subsection. The member must take personal responsibility for any charges or penalties arising from including any of these items in a removal.

    a. Dangerous goods.

    b. Items that contravene Customs or quarantine regulations, in Australia or the host country.

3. The Commonwealth will not remove any of these items, except under any special conditions that are stated.

    a. Furniture, except in special circumstances subject to CDF approval under section 14.3.5 or 14.3.11.

    b. Non-portable items that cannot be carried by one person.

    c. Private vehicles or towable items of any kind.

    d. Water recreational equipment.

    e. Aircraft of any sort.

    f. Household furnishings and appliances.

    g. Air conditioners.

        **Exception:** In Papua New Guinea outside Port Moresby, approval may be granted for personal air conditioners to be moved at Commonwealth cost.

    h. Large or heavy gardening equipment.

    i. Perishable foods of any kind, including packaged or frozen food.

### 14.3.13 Benefits if enlisted overseas

1. A member might be appointed or enlisted outside Australia for service in Australia. In this case, the member is eligible for help with travel and removal to Australia, as follows.

    a. Air travel (including rest periods) at Commonwealth expense for the member and any dependants.

    b. Rest periods for the member and dependants.

    c. Removal of a reasonable amount of personal effects and household items (including furniture) to the location where the member will serve in Australia.



Rectified Authorised Version registered 04/06/2025 F2024C00230

**Exception:** This exception applies a limit to the benefit for a member with dependants (unaccompanied), whose dependants elect to make their first Australian home in a personal location. A reasonable amount of the dependants' personal effects may be removed to the personal location at Commonwealth expense.

d. Travel costs, including accommodation costs for authorised rest periods, for the period of travel en route to Australia.

e. Accommodation costs if it is necessary to spend a night in temporary accommodation. This can be before departure and on arrival in Australia.

f. Temporary accommodation allowance and rent allowance at the initial posting location in Australia.

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

a. Temporary accommodation allowance for the dependants in the personal location.

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

g. Reimbursement of any medical or migration processing fees.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Storage and removal of private vehicles

### 14.3.15 Storage of vehicle

1. A member posted overseas may choose to store a vehicle. All these conditions must be met.

    a. The vehicle is owned by the member, on the date the official written notice of the posting was issued.

    b. The vehicle is stored in a commercial storage area.

2. The member may be reimbursed for storage costs up to AUD 1,400. This amount includes maintenance costs included in the storage costs.

3. The member must meet these costs.

    a. Transporting the vehicle from the posting location in Australia to or from the commercial storage facility.

    b. Preparing the vehicle for storage.

    c. Insurance for the vehicle, if it becomes unregistered.

    d. Any damage caused by or to the vehicle, if it becomes unregistered and is unsafe to drive.

4. To be reimbursed under subsection 2, the member must apply in writing to the Overseas Administration Team, attaching receipts.

5. A member may choose to transfer their storage benefit from a private vehicle to a towable item. This includes a caravan or trailer.

### 14.3.16 Removal of vehicle on return to Australia

1. If a member retains ownership of a vehicle in Australia during the period of posting overseas, they are eligible for a removal of the vehicle on return to Australia.

2. The maximum amount that may be reimbursed is the cost of removal from the member's last posting in Australia, to the new posting location in Australia.

3. The member must meet any costs in excess of subsection 2. This includes any of these amounts.

    a. Travel costs from any other storage location.

    b. Insurance for the vehicle if it becomes unregistered.

    c. Any damage caused by or to the vehicle while it is being removed, if it becomes unregistered and is unsafe to drive.

    d. Any damage the vehicle causes while it is being removed if it becomes unregistered and is unsafe to drive.

4. A member is eligible for a removal of up to 2 vehicles on return to Australia under Chapter 6 Part 5A Division 2.

5. For the purpose of subsection 4, if paragraphs 6.5A.7.b and 6.5A.7.c are not met, the vehicle may be transported if the member provides a written statement that the vehicle is safe to drive.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Transfer allowance

### 14.3.17 Purpose

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

### 14.3.18 Benefit

Members are paid transfer allowance within 2 months of the scheduled date of departure. This table outlines transfer allowances for members.

| Item | For a member... | the allowance per person eligible for a removal to the location is AUD... |
|---|---|---|
| **Moving from Australia to a location overseas** | | |
| 1. | who lived in before departure from Australia | • 635 for the member<br>• 294 for each dependant |
| 2. | with a partner | • 749 each for the member and partner<br>• 294 for each dependant (excluding partner) |
| 3. | in any other situation | • 775 for the member<br>• 294 for each dependant |
| **Moving from overseas location to Australia** | | |
| 4. | who lived in before departure from the location | • 79 for the member<br>• 133 for each dependant |
| 5. | with a partner | • 161 each for the member and partner<br>• 133 for each dependant (excluding partner) |
| 6. | in any other situation | • 179 for the member<br>• 133 for each dependant |
| **Moving from an overseas location to another overseas location** | | |
| 7. | who lived in before departure from the location | • 301 for the member<br>• 229 for each dependant |
| 8. | with a partner | • 365 each for the member and the partner<br>• 229 for each dependant (excluding partner) |
| 9. | removing from the member's residence to another residence at the overseas location | • 152, and<br>• the costs incurred by the member for telephone disconnection and reconnection |
| 10. | in any other situation | • 407 for the member<br>• 229 for each dependant |



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Loss or damage

### 14.3.19 Insurance for removal

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

a. The cost of world-wide multiple risks insurance to cover the value of the items up to AUD 53,000. This is for a period which:

   i. begins on the day the items are removed from the member's residence in Australia, and

   ii. ends on the day the items are returned to the member's residence in Australia.

b. The cost of the insurance worked out at the rate of AUD 2 per AUD 100 insured.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 5: Dependant removals in special cases

### 14.3.20 Purpose

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

### 14.3.21 Separate removal of member and dependant

1. In certain situations, a member and dependant may have items removed from the posting location at different times.

2. If the total amount for these separate removals is greater than the amount for a single removal, the member must pay the extra amount.

3. The CDF may meet the total cost of all removals and storage charges for special circumstances.

### 14.3.22 Moving dependants within Australia

1. In certain situations, a member on long-term posting is eligible for a removal to move dependants remaining in Australia to another Australian location. All these conditions must be met.

    a. The member is unaccompanied.

    b. The CDF decides that one or more of these conditions applies.

        i. The dependants must vacate a Service residence as a result of the member's posting.

        ii. There are no family members available to provide support for dependent children, in the member's absence from the location.

        iii. The location of the current home is too remote to provide social and educational facilities for dependant children.

        iv. The dependant has a medical condition that requires them to move to another location.

        v. The safety or welfare of the dependants would be at high risk if they remained in the accommodation.

        vi. A change in family circumstances requires urgent action.

        vii. The removal is necessary to prevent an emergency.

2. The CDF may approve a removal to any suitable destination in Australia. The CDF must consider both these criteria.

    a. The location of the member's next posting.

    b. If it is expected that the member will complete their service within 12 months of returning to Australia.

3. If granted a removal under this section, the member is eligible for the normal conditions of service for a removal within Australia.



Rectified Authorised Version registered 04/06/2025 F2024C00230

4. Despite subsection 2, a member is eligible to be reimbursed the cost of the removal if all the following applies.

   a. The removal was privately arranged by the member.

   b. The removal was approved by the CDF.

5. For the purpose of subsection 4, the reimbursement must not exceed the cost of the removal benefit provided under this Determination.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 6: Removals if dependant status changes

### 14.3.23 Purpose

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

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

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

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

1. If a member marries elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.

    a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's partner travels to accompany the member at the overseas location.

    b. Only the partner's personal possessions and wedding presents are removed from the place of marriage, to the member's permanent accommodation at the posting location.

2. If a member has a partnership recognised by the ADF elsewhere than the posting location, the CDF may grant a removal of personal effects to the posting location. These conditions apply.

    a. The member must have at least 12 months' service remaining at the posting location. This time is effective from the approved date the member's partner travels to accompany the member at the overseas location.

    b. Only the partner's personal possessions are removed from the place where the couple's common household was established, to the member's permanent accommodation at the posting location.

3. If the new partner has a child, the member is eligible for the removal of the child's personal effects. These conditions must be met.

    a. The child is eligible as a member's dependant for removal purposes.

    b. The child normally lives with the partner.

    c. The child is to live with the member at the overseas posting location.

### 14.3.26 Removal on next posting

1. Division 1 section 14.3.11 applies to the member's and any dependants' removal on the next posting after the member's marriage or ADF recognition of partnership, whichever is applicable.

2. On the member's and dependants' arrival in Australia after the long-term posting, the removal provisions under Chapter 6 Part 5 apply.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

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

a. Removal of items to the intended location of residence in Australia.

b. Temporary removal of items to storage in Australia, until completion of the overseas posting. In addition, a subsequent removal from storage to the intended location of residence in Australia.

c. Removal of items to any other location. This is provided the cost is no more than the cost if all items been removed at the same time.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Travel to and from the posting location

## 14.4.1 Overview

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

## 14.4.2 Member this Part applies to

1. This Part applies to a member, when the member has an official written notice of a posting.

2. Dependants can receive the same benefits as the member under this Part. All these conditions must be met.

    a. The dependants are being removed to the posting location with the member under section 14.4.5.

    b. The dependants are able to spend the minimum period under section 12.3.5 as part of the member's household at the posting location.

    c. The dependants are not travelling to a posting designated as unaccompanied.

3. For this Part, the Commonwealth will not pay for any escorts accompanying a dependant in any circumstances.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 1: Travel benefits

### 14.4.4 International best fare

In this Division, international best fare has the meaning given in the Department of Finance Resource Management Guide No. 405 as published in October 2016.

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

### 14.4.5 Travel benefit

1. The Commonwealth will pay the cost of members' and dependants' travel to and from the posting location in these situations.

    a. To begin the posting.

    b. At the end of the posting period, to travel back to Australia, or to the next posting location.

    c. On evacuation of the member.

    d. On termination of the posting by the CDF.

    e. On termination of the posting by the member.

2. The Director Defence Print and Travel Services must approve the routes that may attract travel assistance. Before making the decision they must consider the whole-of-Australian-Government international best fare policy.

3. Travel assistance may only be paid for a route that the CDF is satisfied meets both of the following conditions.

    a. It is a route approved under subsection 2.

    **Note:** Package holidays are not approved under subsection 2, and are not available.

    b. It is the international best fare.

4. A member is eligible for the fare to Australia for each of the member's dependants who join the member's household during the posting period.

### 14.4.6 Travel costs

1. For travel at the beginning and end of a posting period, a member and dependants may be paid travel costs for accommodation, meals and incidentals.

2. The travel cost limits payable for meals, accommodation and incidentals for the journey are as follows.

    a. For the portion of the journey that is overseas the following.

        i. For a dependant less than 12 years old — two-thirds of the cost limits for travel to or from the posting location under Chapter 13 Part 3.

        ii. For a member or a dependant 12 years or older — the same cost limits for travel to or from the posting location under Chapter 13 Part 3.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. For the portion of the journey within Australia — the cost limits under Chapter 9 Part 5 for travelling within Australia on posting apply.

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

1. The member is eligible for travel at business class, if available. This includes connecting flights for the journey to or from the overseas posting location.

2. If business class is not available, members with the rank of Colonel or lower must travel economy class.

3. A member is eligible for travel at first class, if business class is not available and the member meets either of these conditions.

    a. They hold the rank of Brigadier or higher.

    b. They have special travel requirements.

4. A member with special travel requirements is a member travelling to or from the posting location for more than 5 hours on the aircraft. They must also satisfy one of these conditions.

    a. The member is certified by a doctor as being pregnant at the time or travel.

    b. The member is accompanying a dependent who is certified by a doctor as being pregnant at the time of travel.

    c. The member is accompanying a child under 7 years of age at the time of travel.

5. If a member is unable to accompany their pregnant dependent, the dependent may travel first class, if business class is not available.

6. If a member is unable to accompany a child under 7 years of age, but the child is travelling with the member's partner, the partner and the child may travel first class if business class is not available.

7. The CDF may approve a member to travel first class in other special circumstances. The CDF must consider all these criteria.

    a. Standards of amenities and hygiene if not travelling first class, both on the ground and on board the aircraft.

    b. The member's health.

    c. The time of year when travelling.

    d. The duration of travel.

    e. The nature of duties (if any) being undertaken while travelling.

    f. The extent to which the member may be subject to discrimination, within the meaning of the *Human Rights and Equal Opportunity Commission Act 1986*, while travelling.

    g. Any other factor relevant to the member's travel.

### 14.4.8 Alternative travel modes and routes

1. A member is eligible for travel costs under section 14.4.5 by a route that is approved by Director Defence Print and Travel Services if all the following have been met.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. The approval is given before the member or dependant books the travel.

b. The travel is not a holiday package.

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

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

b. Vehicle allowance payable under Chapter 9 Part 6 for any surface travel.

c. Costs payable under Division 3 for any rest period.

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

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

### 14.4.9 Travel by private vehicle

1. A member may be authorised to travel to or from their posting location by private vehicle.

2. In this case, the member is eligible for vehicle allowance and travel costs. Incidental costs are payable at half the normal rate.

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Baggage benefits

### 14.4.10 Baggage benefits

1. The member and each dependant authorised to travel to or from the overseas posting location can transport the following baggage at no cost to the member.

    a. 30 kg of baggage.

    b. Two suitcases if the carrier charges for each bag rather than by weight.

2. This benefit includes the amount of baggage the carrier allows the passenger to carry for no extra charge.

### 14.4.11 Excess baggage

1. The CDF may authorise payment for excess baggage which exceeds the limits provided under subsection 14.4.10.1.

2. Payment of excess baggage is limited by the following conditions.

    a. If the carrier charges for the combined weight of baggage, payment may only be made for up to 45 kg of total baggage weight.

    b. If the carrier charges per suitcase, payment may only be made for up to 3 suitcases in total.

    c. Costs are limited to those that would apply to travel by the most direct route.

2A. Despite subsection 2, subsection 2B applies if the travel meets all of the following.

    a. Any of the following apply.

        i. The travel is to a posting location overseas in the Pacific Islands.

        ii. The travel is from a posting location overseas to Australia.

        iii. The travel is from a posting location overseas to another posting location overseas.

    b. The travel occurs between 1 December 2021 and 1 March 2024.

2B. If subsection 2A applies, payment for excess baggage is limited by all of the following.

    a. If the carrier charges for the combined weight of baggage, payment may only be made for the cost of up to 60 kg of total baggage weight.

    b. If the carrier charges per suitcase, payment may only be made for the cost of up to 4 suitcases in total.

    c. Costs are limited to those that would apply to travel by the most direct route.

3. The CDF must consider all the following criteria before making the decision under subsection 1.

    a. The nature and content of the baggage, including any special equipment being carried.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. Removal arrangements under this Determination.

c. The duration and timing of the posting.

### 14.4.12 Unaccompanied baggage or air freight

1. The benefit in section 14.4.11 may be converted to unaccompanied baggage or air freight.

2. If the member chooses to send baggage unaccompanied, the cost limit is as if the member had moved the full benefit of air baggage at the accompanied rate.

4. If there is no unaccompanied baggage rate available, air freight may be used on the same principle.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Rest periods

### 14.4.13 Purpose

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

### 14.4.15 Rest period benefits

1. A rest period is between 12 and 24 hours. The member is considered on duty for conditions of service purposes.

2. A member is eligible for 1 rest period if they travel by the direct route for at least four time zone hours, or with a travelling time of at least 12 hours.

2A. A member is eligible for 2 rest periods if they travel by the direct route for at least six time zone hours.

3. A member is taken to be on duty during a rest period. If a rest period taken at the journey's destination falls outside normal working hours, it will not entitle the member to time off duty instead.

4. The same benefit applies to a given journey, whether it is by a direct or indirect route.

5. The member may choose whether to take a rest period during the journey or at the final destination.

6. A member may have an unavoidable stopover on the journey. If the stopover is at least 12 hours, it will be regarded as a rest period. This will satisfy the rest period benefit under this section.

7. No journey can have more than 2 rest periods.

8. For an overnight rest period, the member is eligible for both of the following.

   a. Accommodation costs as if the member were on duty.

   b. Meals and incidental costs under Chapter 13 Part 3, Travel costs for short-term duty overseas.

**Note:** A member may take recreation leave under Chapter 5 Part 4 during or at the end of a journey in conjunction with a rest period.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Dependants not travelling with the member

### 14.4.17 Dependants not travelling with member

1. The member is eligible for the travel of the member's dependants to or from the posting location at a different time to the member if the CDF is satisfied of any of the following.

    a. The dependant is temporarily medically unfit to travel overseas at the same time as the member.

    b. The child's educational needs require a later departure.

    c. A relative of the member suffers ill health and the dependant needs to remain to help the relative.

    d. The short posting notice does not provide adequate time to make domestic arrangements before departure.

    e. Any other circumstances that the CDF is satisfied requires the dependant to delay their departure.

2. A member's dependant is eligible for travel costs in all of the following circumstances.

    a. The dependant is being removed to the posting location.

    b. The dependant can spend the minimum period under subsection 12.3.5.3 or 12.3.5.4 as part of the member's household at the posting location.

    c. The dependant is not travelling to or from the posting location on any other type of assisted airfare, based on the allowable travel cost.

    d. If the dependant returned unaccompanied to Australia at Commonwealth cost — the member served at least 12 months at the overseas posting location.

2A. The period in paragraph 2.d may be reduced to less than 12 months if the CDF is satisfied there are special circumstances.

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

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

4. For this section, the dependant must not travel:

    a. before the date of effect of the posting order, or

    b. more than 12 months after the member's travel from the posting location.

5. A dependant who does not travel with the member is not eligible for a rest period.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 14.4.18 Baggage charges

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

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

a. The dependant has a disability that prevents them carrying their luggage.

b. The dependant is a child. The flight attendant is not permitted to carry the luggage for the child.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 5: Settling in and out

## 14.5.1 Purpose

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

## 14.5.2 Member this Part applies to

1. This Part applies to a member and their dependants who are authorised to live in temporary accommodation overseas for any of the following reasons.

   a. The member is arriving at the posting.

   b. The member is leaving the posting.

   c. The member's housing has become unfit for occupation.

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

   **Note:** Benefits under this Part apply to a deceased member's dependants under section 12.7.6. However, additional limits may apply under subsection 12.7.6.3.

## 14.5.3 Settling in at the posting location

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

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

2. The settling in period **begins** on the first day of the member's posting period. It **ends** on the earlier of these days.

   a. The day when permanent accommodation becomes available at the posting location.

   b. Six weeks after the day when the member's posting period begins.

3. If a member has not obtained permanent accommodation within the period in subsection 2, the CDF may approve a longer period for the allowance. The CDF must consider all these criteria.

   a. The availability of suitable accommodation.

   b. The action taken by the member to obtain suitable accommodation.

   c. The efficient operation of the ADF.

   d. Costs associated with extending the period.

   e. Any special circumstances relating to the member or their dependants.

   f. The reasonable accommodation needs of the member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

g. Any other factor relevant to the provision of suitable accommodation to the member.

4. If a member refuses or rejects suitable accommodation at the posting location, the eligibility to settling in allowance ceases.

### 14.5.4 Settling out of posting location

1. A member is eligible for settling out allowance for themselves and their dependants if they live in temporary accommodation before leaving the member's posting location.

2. For the purpose of subsection 1, the period of eligibility is between the following.

   a. The day permanent accommodation becomes unavailable because of the completion of the member's posting.

   b. The later of the following days.

      i. The day the member's period of posting ends.

      ii. The day 2 weeks after the beginning of the settling out period in paragraph a.

      iii. The day specified by the CDF.

### 14.5.5 Settling in/settling out allowance

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

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

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

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

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

| Item | Local time of arrival or departure | % rate for day of arrival | % rate for day of departure |
|---|---|---|---|
| 1. | Before 0700 | 100 | 0 |
| 2. | 0700 – 1300 | 75 | 25 |
| 3. | 1301 – 1900 | 50 | 50 |
| 4. | After 1900 | 0 | 100 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

4. A member is not eligible for meals supplement in these situations.

   a. If the member or dependant has meals provided or paid for.

   b. During the member's recreation leave, including weekends and public holidays during the leave.

   c. While the member occupies accommodation with facilities to allow the member to prepare a cooked meal.

5. Paragraph 4.c does not apply to a member if the member is required to isolate themselves in response to control measures, however described, to limit the spread of COVID-19 issued by a government, or government authority in the posting location overseas.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 6: Evacuations and withdrawals from posting

## Division 1: Evacuations

### 14.6.4 Member this Division applies to

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

a. A member and dependants are directed to evacuate a posting location, because of an emergency.

b. A member's dependants are given the option to voluntarily depart from the location.

### 14.6.4A Member this Division does not apply to

This Division does not apply to a person who is eligible to receive benefits under Chapter 14A Part 1.

### 14.6.5 Period of evacuation

1. For benefits, the evacuation period **begins** on the day the member or dependant is evacuated from the posting location.

2. This table lists when the period ends.

| Item | For a... | the period ends on the earliest of the day when... |
|---|---|---|
| 1. | member | a. the member returns to the posting location.<br>b. the member's posting is terminated.<br>c. the member begins living permanently in Australia or their next posting location. |
| 2. | dependants | a. the dependant returns to the posting location.<br>b. the member leaves the posting location because of termination of the member's posting.<br>c. the dependant begins living permanently in Australia or at a location other than the posting location. |

### 14.6.6 Transport for evacuation

1. Transport for evacuation is by the means and class of travel available at short notice.

2. The member is eligible for any excess baggage charges.

### 14.6.7 Accommodation and meals during evacuation

1. If a member or dependant is evacuated from the posting location, the member is eligible for the reimbursement of these costs.

   a. The member's or dependant's accommodation at the evacuation location.

   b. Settling in allowance as if the member or dependant met both these conditions.



Rectified Authorised Version registered 04/06/2025 F2024C00230

i. They were arriving at the evacuation location as if it were a posting location.

ii They were staying in accommodation without facilities for them to prepare a cooked meal.

2. If a member or dependant is evacuated to Australia, they are eligible for two-thirds of the amount as if settling in or out. This is worked out as if the member were temporarily performing duty in Canberra for less than 21 days.

### 14.6.8 Conditions of service during evacuation

1. During an evacuation the normal long-term posting provisions under Chapter 15 apply.

2. The member must continue to pay rent and utilities contributions during the evacuation period.

3. A member continues to be eligible for utilities costs during an evacuation.

### 14.6.9 Overseas living allowances

The member is eligible for the overseas living allowances, that would have applied had they not been evacuated, during the period of evacuation.

### 14.6.10 Purchase of clothes during evacuation

1. If a member or dependant is evacuated from the overseas posting location, the member may be reimbursed the cost of clothes and other personal items.

2. The CDF must decide it is essential for the member or dependant to buy clothes or other personal items to live at the evacuation location. The CDF must consider all these criteria.

   a. The circumstances of the evacuation of the member or dependant.

   b. The locations involved in the evacuation.

   c. The expected duration of the evacuation.

   d. Any other factor relevant to the evacuation.

### 14.6.11 Storage during evacuation

A member who is evacuated from their posting location is eligible for the storage of the following items for the period of the evacuation.

a. The amount a member is eligible for when moving items from one residence to another at the posting location.

b. A private vehicle owned by the member or dependant.

### 14.6.12 Health assistance

A member is eligible for assistance with medical, dental and hospital costs incurred at the overseas evacuation centre payable under Chapter 15 Part 5 as if the member and dependants were still at the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 14.6.13 Education assistance during evacuation

1. A member's child may be evacuated from the posting location to another overseas location. This section applies as if the member was on long-term posting to the other location, for the period of the evacuation.

2. If a member's child is evacuated to a location in Australia and the child continues to study the overseas school's curriculum, the member continues to be eligible for any of the following benefits the member was eligible for before the evacuation.

    a. Compulsory examination fees under section 15.6.9.

    b. Compulsory tuition fees under section 15.6.10.

    c. Excess school transport costs under section 15.6.12.

    d. Language and communication tuition under section 15.6.13.

    e. Remedial tuition under section 15.6.14.

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

### 14.6.14 Reunion visits during evacuation

1. During a period of evacuation, a member may travel from the posting location to another location for a reunion visit with dependants. In this case, the member is eligible for the reimbursement of these costs.

    a. Return travel by the member and dependants to the location during the period of evacuation. This is as if the travel were reunion travel under Chapter 15 Part 3 Division 3, Overseas reunion Travel.

    b. Accommodation that the CDF considers suitable at the location for the period of the reunion visit. The CDF must consider all these criteria.

        i. The cooking and dining facilities in the accommodation.

        ii. If the facilities are similar to those generally available in an apartment.

        iii. The services provided in the accommodation.

2. Under this section, the total period of reunion visits in a year must be no longer than the period of recreation leave accrued for a year's service at the member's posting location.

3. In addition to this section, the member and dependant are still eligible for travel under Chapter 16 Part 4, Assisted leave travel. This must be to a regional leave centre or relief leave centre within the meaning of that Part.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Withdrawal from posting

### 14.6.17 Losses if Commonwealth withdraws from posting

1. The CDF may direct members and dependants to permanently leave a posting location suddenly and unexpectedly, and return to Australia. In this situation, members may be paid an amount for any financial losses.

2. This section does not apply in these situations.

    a. Evacuations.

    b. Management-initiated early withdrawal of a member from a long-term posting. In this situation, it is normal practice to allow enough time for personal arrangements to be completed before departure.

3. The CDF may authorise the member to be paid an amount for the losses resulting from the withdrawal. In assessing the amount, the CDF must consider all these criteria.

    a. The circumstances in which the member leaves the long-term posting.

    b. The length of time given to the member to leave the posting location.

    c. The expected duration of the posting and the posting period left to serve at the time of leaving.

    d. The extent to which the member entered into unavoidable financial commitments in the reasonable expectation that the posting would run its full term.

    e. Any costs reasonably incurred by the member, that would have reduced if the posting had run its full term.

    f. Any other factor relevant to the posting.

4. Other provisions of Chapters 14, 15 and 16 also apply in this situation.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Loss or damage to possessions overseas

### 14.6.18 Purpose

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

### 14.6.19 Member this Division applies to

This Division applies to both of the following.

a. A member (including a member on Reserve service) on a long-term posting overseas.

b. Dependants living with the member overseas.

### 14.6.20 Definition – possessions

For this Division, possessions means these items.

a. Items approved for removal to an overseas posting location at Commonwealth expense.

b. Items approved for removal to another residence at the overseas posting, or back to Australia, at Commonwealth expense.

c. Food, beverages and other household consumable goods.

d. Private vehicles.

**Note:** Loss or damage to a member's clothing or effects used for service is provided under Chapter 10 Part 4.

### 14.6.21 General conditions

1. Members are eligible for help if their possessions are lost or damaged as a result of one of these specified events.

    a. War.

    b. Civil disorder.

    c. Natural disaster.

    d. Another similar event.

2. These three conditions must be met.

    a. The member meets either of the following situations.

        i. The member fully insured the possessions, but was unsuccessful claiming from the insurer despite reasonable attempts.

        ii. The member was unable to obtain appropriate insurance at a reasonable cost to cover the possessions in the circumstances in which they were lost or damaged.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The member took reasonable steps to avoid the loss or damage.

c. The member assigns to the Commonwealth the right to recover the loss or damage from an insurer or another person. The member also takes all necessary steps to help the Commonwealth with its claim.

4. The member is eligible for an amount the CDF considers reasonable in the circumstances. In assessing the amount, the CDF must consider all these criteria.

a. The nature and extent of the possessions lost or damaged.

b. The amount that an insurer would pay to the member for loss or damage.

c. Any professional valuation of the loss or damage.

d. The estimated residual value of the possessions. This must take into account the:

i. initial cost, and

ii. estimated amount of depreciation.

e. Any other factor relevant to the loss or damage.

5. The payment must be reduced if both these conditions are met.

a. The member has not insured the possessions, or has underinsured them.

b. The CDF considers that it would have been reasonable to fully insure them against the event that caused the loss or damage.

6. The amount must be reduced by the amount the member could reasonably expect to have been paid by an insurer, if the goods had been adequately covered.

### 14.6.22 Loss or damage – private vehicles

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

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

2. This is how to work out the estimated residual value of the member's vehicle.

a. Find out how much the member paid to buy the vehicle.

b. Subtract an amount of depreciation the CDF assesses as reasonable in the circumstances.

3. When assessing the amount of depreciation, the CDF must consider all these criteria.

a. The criteria set out in subsection 14.6.21.4.

b. The type and cost of the vehicle bought by the member.

c. The age of the vehicle when bought, and the period the member owned the vehicle.



Rectified Authorised Version registered 04/06/2025 F2024C00230

d. The rate of depreciation that would usually occur on a similar vehicle at the member's posting location.

e. The estimated cost of repairing any defects to the vehicle.

f. The insured value of the vehicle.

g. Any other factor relevant to the member's ownership of the vehicle.

### 14.6.23 CDF decision on loss

1. The CDF can direct that a member's possessions are presumed lost on a specific date.

2. The CDF must consider all these criteria.

   a. The circumstances in which the member ended or interrupted a long-term posting and left the posting location.

   b. The nature of the possessions abandoned by the member at the location, and their condition and value at that time.

   c. The likelihood that the member may be able to recover the possessions in a reasonable condition for use.

   d. The likelihood of the member resuming the posting or returning to the location.

   e. Any other factor relevant to the member's loss of possessions.

3. The CDF is not to give the direction in subsection 1 unless the member assigns the possessions to the Commonwealth.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Chapter 14A: COVID-19 response

## Part 1: COVID 19 evacuations

### 14A.1.1 Purpose

This Part provides benefits to a member and their dependant who are in an overseas location for work and are evacuated, or have a dependant evacuated, from that location on a voluntary or involuntary basis because of COVID-19.

### 14A.1.2 Definitions

In this Part the following apply.

**Evacuation period** means the period commencing on the day a person arrives in Australia on a flight provided under section 14A.1.4 and ending on the earlier of the following.

a. The day the person leaves Australia on a flight provided under section 14A.1.5.

b. If the person is a member, the day a member's long-term posting overseas or short-term duty overseas ends.

c. If the person is a dependant, the earlier of the following.

   i. The day the long-term posting overseas or short-term duty overseas of the member in relation to whom they have been recognised as a dependant ends.

   ii. The day the dependant advises they are not going to return to the posting location or place of duty of the member in relation to whom they have been recognised as a dependant.

d. If the person is a dependant who is a minor, the day the member advises the person is not going to return to the posting location or place of duty of the member in relation to whom they have been recognised as a dependant.

e. A day set by the Director of Attaché and Overseas Management.

**Family group** means a group of persons consisting of any of the following.

a. A member.

b. A person who has been recognised as a dependant of the member in paragraph a.

**Permitted to evacuate** means evacuation on a voluntary basis.

**Required to evacuate** means evacuation on an involuntary basis.

**Senior ADF representative** means the most senior Defence Force member at a posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 1: Evacuation flights

### 14A.1.3 Person this Division applies to

This Division applies to any of the following persons.

a. A member on short-term duty overseas.

b. A member on a long-term posting overseas.

c. A dependant who accompanied a member specified in paragraph a or b.

### 14A.1.4 Evacuation flights

1. Subject to subsection 3, a person is eligible for an economy class flight from their location to one of the following if the CDF requires or permits them to evacuate.

   a. If the member is evacuated – the airport nearest the location where the member will work.

   b. If the member is evacuated at the same time as their dependants – the airport nearest the location where the member will work.

   c. In all other cases, the capital city nearest to the location where they will live.

   **Note 1:** If more than one dependant from the same family group are evacuated at the same time, the location under paragraph b must be the same location.

   **Note 2:** Flights include domestic flights that may not be connected with an international flight.

1A. Subsection 1 also applies to a person who was evacuated on or after 27 March 2020 as though it were in force at that time.

2. If more than one person in the same family group are evacuated at the same time and the following conditions apply, flights to the final destination may be broken once they have returned to Australia and completed an isolation period.

   a. All persons in the family group are required to isolate themselves.

   b. The final destination of the member and the dependants are different.

3. If a person is required to evacuate and no reasonable economy class flights are available before the end of the period in which the person must have evacuated the location, the person is eligible for flights in the next higher class available.

   **Note:** Only economy class flights are available to people who evacuate to a location on a voluntary basis.

### 14A.1.5 End of evacuation flights

1. Subject to subsection 3, any of the following persons is eligible for an economy class flight from their nearest capital city in Australia to their posting location overseas or location of short-term duty.

   a. A person who received an evacuation flight under section 14A.1.4.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. A person who meets all of the following.

i. They departed the posting location overseas to return to Australia before 19 March 2020.

ii. They, or the member they accompanied to the posting location, continue to be posted to the posting location overseas that they left.

iii. They have been unable to return to the member's posting location as a consequence of COVID-19 pandemic.

3. A person is not eligible for an end of evacuation flight if they are a dependant whose evacuation period has ended under subparagraph c.ii or paragraph d of the definition of evacuation period in section 14A.1.2.

### 14A.1.6 Excess baggage

A person who is eligible for a flight under one of the following sections is eligible to be reimbursed the cost for up to 20 kg of excess baggage for each flight.

a. Section 14A.1.4 Evacuation flights.

b. Section 14A.1.5 End of evacuation flights.

### 14A.1.6A Transit accommodation and meals

1. This section applies to any of the following persons.

a. A person eligible for an evacuation flight under section 14A.1.4 who is required to stay overnight in a transit location (being the third location) that is not the location they are being evacuated from or in Australia.

b. A person eligible for an end of evacuation flight under section 14A.1.5 who is required to stay overnight in a transit location that is not their posting location overseas or their short-term duty location.

2. Subject to subsection 3, the person is eligible for accommodation, meals and incidentals that would otherwise be payable under section 13.3.6 for the period that they are in the third location.

3. The following sections apply to the calculation of benefits provided for meals and incidentals under subsection 2.

a. Section 13.3.9, Reduced rates for meals on day of arrival or departure.

b. Section 13.3.10, Reduced eligibility for incidentals.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Accommodation and meals

### 14A.1.7 Accommodation on return to Australia

1. This section applies to a person who has received an evacuation flight under section 14A.1.4 for 28 days from the day they return to Australia.

2. Subject to subsections 2A and 3, a person is eligible for reasonable commercial accommodation with cooking facilities.

2A. Subsection 2 does not apply on a day that all the following apply.

   a. They are required to isolate.

   b. The accommodation in which the person is required to isolate is provided by the State or Territory.

3. If the person is one part of one of the following combinations of persons in the same family group, the accommodation provided under subsection 1 must be shared by the persons if it is reasonable to do so.

   a. A member and dependant.

   b. More than one dependant of a member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Additional ongoing benefits

### 14A.1.9 Person this Division applies to

Unless otherwise stated, this Division applies to any of the following.

a. A person who was evacuated under this Part.

b. A member who meets all of the following.

i. They are on a long-term posting overseas.

ii. They are in Australia.

iii. They are unable to return to their posting location as a consequence of COVID-19 control measures.

c. A dependant of a member who meets all of the following.

i. The member is on a long-term posting overseas.

ii. The member is an accompanied member.

iii. The dependant is in Australia.

iv. The dependant is unable to return to the member's posting location as a consequence of COVID-19 control measures.

### 14A.1.10 Ongoing accommodation in Australia

1. This section applies to a person for either of the following periods.

a. If the person was evacuated, from the last day that accommodation is provided under section 14A.1.8A until the end of their evacuation period.

b. If the person was not evacuated and unable to return to the posting location, from the last day that the person was otherwise expected to be in Australia until the person is able to return to the posting location.

**Note:** Under section 14A.1.11, a member may be reimbursed for part of the cost of the accommodation or be required to pay a contribution.

2. Subject to subsection 4, a person who is a member and does not have a dependant is eligible to occupy one of the following.

a. If living-in accommodation is available in one of the following locations, living-in accommodation.

i. On the Defence establishment where they will be expected to work during the evacuation period.



Rectified Authorised Version registered 04/06/2025 F2024C00230

ii. On a Defence establishment that is within a 30 km radius from the location in Australia from where they will be expected to work during the evacuation period.

**Note 1:** No contribution is payable if the member occupies living-in accommodation.

**Note 2:** There is no obligation on the member to occupy living-in accommodation under this subsection.

b. Reasonable temporary accommodation that is within a 30 km radius from the location in Australia from where they will be expected to work during the evacuation period.

3. Subject to subsections 4 and 5, a person is eligible for reasonable temporary accommodation in one of the following locations for the duration of the evacuation period.

a. If the person is a member who has a dependant, a location in Australia that is within a 30 km radius from where they will be expected to work during the evacuation period.

b. If the person is a dependant of a member, one of the following locations.

i. A location in Australia that is within a 30 km radius from where the member will be expected to work if the member is, or were to be, evacuated.

ii. If the person does not have an own home in Australia that is available to occupy, a location approved by the Director of Attaché and Overseas Management.

4. A person is not eligible for accommodation under this section if they have an own home that they are able to occupy in the location where accommodation would be provided.

5. If 2 or more dependants are from the same family group, the family group must live in the same location.

### 14A.1.11 Accommodation limits and contributions

1. A member is eligible for reimbursement of the lesser of the following if they book accommodation under 14A.1.10.

a. The weekly cost of the accommodation.

b. The booking rate.

2. A member must make a contribution towards the cost of the accommodation calculated as follows, if Defence books an accommodation under section 14A.1.10.

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

Where:

**A** is the weekly cost of the accommodation.

**B** is the booking rate.

3 In this section, the **booking rate** means one of the following.

a. If the booking is for a single person or a couple — AUD 995 each week.

b. If the booking is for a family with up to 2 children — AUD 1,250 each week.

c. If the booking is for a family with more than 3 children — AUD 1,920 each week.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## 14A.1.11A Furniture and household items

1. The purpose of this section enables a person and their dependants to live in their own home while in Australia when their furniture and effects are in storage by providing the reimbursement for the cost of hiring necessary furniture and household items.

   **Note:** This benefit does not provide for the purchase of new items.

2. This section applies to a member if all of the following apply.

   a. Any of the following people lived in the member's own home.

      i. The member.

      ii. The member's dependants.

   b. The people living in the own home were eligible for evacuation flights under section 14A.1.4.

   c. The member's furniture and effects are in storage under section 14.3.7.

3. The member is eligible to be reimbursed the cost of hiring necessary furniture and household items if the decision maker is satisfied that the cost of the hire is reasonable.

4. The maximum reimbursement under subsection 3 is one of the following.

   a. If up to 2 people live in the home and share a room — AUD 995 each week.

   b. If a family with up to 2 children live in the home — AUD 1,250 each week.

   c. If a family with up to 3 children or more live in the home — AUD 1,920 each week.

5. For the purpose of subsection 3, the decision maker is a person who meets all of the following.

   a. They work in the Pay and Administration Centre – Victoria.

   b. They manage pay at overseas posts for members of the ADF and Defence APS employees.

   c. They hold one of the following.

      i. A rank of WO2 or higher.

      ii. An APS classification of APS 5 or higher.

## 14A.1.12 Larder establishment payment

1. A person **required to evacuate** is eligible for a larder establishment payment when they stop being eligible for meal supplement allowance under section 12.5.5.

   **Note:** A person permitted to evacuate or otherwise unable to return to the posting location overseas is not eligible for the larder establishment payment.

2. The rate of the larder establishment payment is one of the following.

   a. If the person is 13 years or older — AUD 297.

   b. If the person is younger than 13 years old — AUD 149.

3. A person is only eligible for a larder establishment payment once.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 14A.1.14 Storage in the overseas location

A person is eligible for the storage of the following at their overseas location.

a. If the member is on a long-term posting overseas, all of the following.

i. Motor vehicles.

ii. Personal effects that cannot be reasonably secured in the accommodation occupied by the person in the posting location overseas or reasonably returned to Australia with the person.

b. If a member is on short-term duty overseas, personal effects that cannot reasonably returned to Australia with the person.

### 14A.1.15 Pets remaining in an overseas location

1. This section applies to a member who meets all of the following.

a. The member is on a long-term posting overseas.

c. The member has a pet in the posting location overseas.

d. There is no person who could reasonably take care of the pet in the posting location for the duration of the evacuation period.

2. The member is eligible for the reimbursement of reasonable costs for the housing and day-to-day care of the pet.

3. The benefit provided in subsection 2 does not include costs associated with veterinary treatment or care of the pet.

### 14A.1.16 Overseas living allowances – member in Australia

1. This section applies to a member who is receiving overseas living allowances under Chapter 15 Part 2A.

2. Subsection 3 applies to a member paid the accompanied rate of an allowance.

3. The Director of Attaché and Overseas Management may decide any the following having regard to advice from the Department of Foreign Affairs and Trade.

a. The rate of an allowance payable to the member is the unaccompanied rate.

b. The member ceases to be eligible for a specified allowance.

4. Subsection 5 applies to a member paid one of the following.

a. The unaccompanied rate of an allowance.

b. An allowance that only has one rate of payment.

5. The Director of Attaché and Overseas Management may decide the member ceases to be eligible for an allowance having regard to advice from the Department of Foreign Affairs and Trade.

6. A decision under subsection 3 or 5 applies until the earlier of the following.

a. The member returns to their posting location overseas.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The member stops being eligible for the allowance.

### 14A.1.17 Location allowance – member in Australia

1. This section applies to a member who was receiving location allowance under Chapter 16 Part 2A immediately before they left the posting location.

2. Subsection 3 applies to a member paid the accompanied rate of an allowance.

3. The Director of Attaché and Overseas Management may decide any the following having regard to advice from the Department of Foreign Affairs and Trade.

   a. The rate of a specified allowance payable to the member is the unaccompanied rate.

   b. The member ceases to be eligible for a specified allowance.

4. Subsection 5 applies to a member paid the unaccompanied rate of an allowance.

5. The Director of Attaché and Overseas Management may decide the member ceases to be eligible for a specified allowance having regard to advice from the Department of Foreign Affairs and Trade.

6. A decision under subsection 3 or 5 applies until the earlier of the following.

   a. The member returns to their posting location overseas.

   b. The member stops being eligible for the allowance.

### 14A.1.17A Additional recreation leave for hardship locations – member in Australia

1. This section applies to a member eligible to receive additional recreation leave under Chapter 16 Part 3A, Additional recreation leave.

2. Additional recreation leave does not accrue from the day the member ceases to receive Location allowance.

3. This section ceases to apply at the end of the member's evacuation period.

### 14A.1.18 Education assistance

1. A member is eligible to be reimbursed the cost of up to 10 hours a week tuition for each school age dependant who continues to study the curriculum of the school at the posting location overseas until the earlier of the following.

   a. The evacuation period for the school age dependant ends.

   b. The school age dependant is enrolled in a school in Australia.

2. The maximum a member may be reimbursed under subsection 1 is AUD 112 an hour.

3. For the purpose of subsection 1 a child stops studying the curriculum of the school at the posting location overseas if they are enrolled in a school in Australia.

**Note:** A member continues to be eligible for any of the following benefits the member was eligible for before the evacuation if the child continues to study the overseas school's curriculum.

a. Compulsory examination fees under section 15.6.9.

b. Compulsory tuition fees under section 15.6.10.



Rectified Authorised Version registered 04/06/2025 F2024C00230

c. Excess school transport costs under section 15.6.12.

d. Language and communication tuition under section 15.6.13.

e. Remedial tuition under section 15.6.14.

### 14A.1.19 Additional benefits

To avoid doubt, this Division does not stop a person from being eligible for the following benefits during the evacuation period.

a. Excess health costs under Chapter 15 Part 5.

b. Loss or damage to possessions overseas under Chapter 14 Part 6 Division 3.

c. Extraordinary costs under Chapter 16 Part 7.

### 14A.1.19A Temporary duty in Australia

A member is eligible for travel under Chapter 9 if all of following apply.

a. The member is required to undertake duty in another location on a temporary basis.

b. It is not reasonable to expect the member to commute to and from the location by either of the following.

i. Car.

ii. Metropolitan public transport.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 5: Member and dependants remaining overseas

### 14A.1.20 Purpose

The purpose of this Division is to address ongoing issues for a member and their dependants if they remain in a posting location that is affected by COVID-19.

### 14A.1.21 Education assistance

1. This section applies to a member accompanied by a dependant who is a child and all the following apply.

    a. The child usually attends school in the member's posting location overseas.

    b. The child is unable to attend school because the school is closed for the purpose of controlling the spread of COVID-19.

1A. This section does not apply to a member whose child attends a government school in the USA.

2. The member is eligible to be reimbursed the reasonable cost of up to 10 hours tuition per week for the dependant for each week, or part of a week, that the school is closed.

### 14A.1.22 Reduction in overseas allowances

1. This section applies to a member if all of the following apply.

    a. The member is an accompanied member.

    b. The member's dependant has received an evacuation flight under section 14A.1.4.

    c. The member is receiving the accompanied rate of an allowance under one of the following.

        i. Chapter 15 Part 2A, Overseas living allowances.

        ii. Chapter 16 Part 2A, Location allowance.

2. The member ceases to be eligible for the accompanied rate of the allowance if the Director of Attaché and Overseas Management decides it is reasonable in the circumstances until the day the dependant returns to the posting location overseas.

3. If subsection 2 applies, the member is eligible for the unaccompanied rate for the period the member does not receive the accompanied rate.

### 14A.1.23 Reunion travel

1. This section applies to a member whose dependant was evacuated from the posting location overseas.

2. The member is eligible for a return economy class flight between the posting locations to the nearest airport to their dependant if all of the following apply.

    a. One of the following applies.



Rectified Authorised Version registered 04/06/2025 F2024C00230

i. The dependant’s evacuation flight was at least 3 months before the day the member’s reunion flight to Australia departs.

ii. The member's last return reunion flight to the posting location overseas was at least 3 months before the day the member’s reunion flight to Australia departs.

iii. A period less than 3 months after the member’s dependant were evacuated from the posting location or the member’s last reunion flight if the decision maker considers it reasonable in the circumstances.

b. The member has recreation leave credits available for the duration of the reunion visit.

c. The member has been granted leave for the duration of the reunion visit.

**Note:** A member’s ability to access reunion travel under this section may be limited by international travel restrictions.

2A. For the purpose of subsection 2, **decision maker** means one of the following.

a. The Director of Attaché and Overseas Management.

b. The Senior ADF Representative at the overseas post.

3. A reunion visit taken under this section reduces the number of reunion visits a member is eligible for under section 15.3.12 by 1.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2: Absence from place of duty

## 14A.2.1 Purpose

The purpose of this Part is to provide a member and their dependant with accommodation in a location overseas if the person is required to isolate themself for quarantine purposes relating to the COVID-19.

## 14A.2.2 Definitions

In this Part the following apply.

**Family group** means a group of persons consisting any of the following.

a. A member.

b. A person who has been recognised as a dependant of the member in paragraph a.

## 14A.2.3 Person this Part applies to

This Part applies to the following persons if they are away from their normal place of duty and are unable to return because of a law or direction of the health authorities that apply in their location or normal place of duty.

a. A member on short-term duty overseas.

b. A member on a long-term posting overseas.

c. A dependant who accompanied a member specified in paragraph a or b.

## 14A.2.4 Isolation benefits – long-term posting overseas

1. A member is eligible for reasonable temporary accommodation in their location for the isolation period if all of the following apply.

   a. They are on a long-term posting overseas.

   b. They are in a location other than their posting location.

   c. They are required to isolate themself before they return to the posting location.

2. A dependant of a member is eligible for reasonable temporary accommodation in their location for the duration of the isolation period if all of the following apply.

   a. The member the dependant is accompanying is on a long-term posting overseas.

   b. The dependant is in a location other than the member's posting location.

   c. The dependant is required to isolate themself before they return to the posting location.

3. If this section applies to any of the following persons from the same family group in the same location, the family group must occupy the same temporary accommodation.

   a. A member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. A dependant of the member.

### 14A.2.5 Isolation benefits – short-term duty overseas

1. A member is eligible for reasonable temporary accommodation in their location for the duration of the isolation period if all of the following apply.

    a. They are on short-term duty overseas.

    b. One of the following applies.

        i. They are not at their place of duty.

        ii. They are required to attend another place of duty.

    c. They are required to isolate themself before they return to the place of duty.

2. A dependant of a member is eligible for reasonable temporary accommodation in their location for the duration of the isolation period if all of the following apply.

    a. The member is on short-term duty overseas.

    b. One of the following applies.

        i. The dependant is not at the member's place of duty.

        ii. The member is required to attend another place of duty and the dependant is to accompany them.

    c. The dependant is required to isolate themself before they return to the member's place of duty.

3. If this section applies to any of the following persons from the same family group in the same location, the family group must occupy the same temporary accommodation.

    a. A member.

    b. A dependant of the member.

### 14A.2.6 Meal supplement allowance

1. A person who is provided temporary accommodation under this Part is eligible for meal supplement allowance for each day of the isolation period.

2. Meal supplement allowance is not payable for a day on which one of the following applies.

    a. The person is receiving an allowance for meals for that day under another section of this Determination.

    b. They receive 3 or more meals without a fee being charged to the person.

3. Subject to subsection 4, the rate of meal supplement allowance is the rate for the place where the person is one of the following.

    a. If the person is one of the following — Annex 13.3.A Part 1.

        i. A member holding a rank of Brigadier or higher.

        ii. A dependant of a member holding the rank of Brigadier or higher.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. If the person is one of the following — Annex 13.3.A Part 2.

i. A member holding a rank of Colonel or lower.

ii. A dependant of a member holding the rank of Colonel or lower.

4. If a dependant is a person less than 13 years old, the rate of meal supplement allowance is 50% of the rate that would otherwise be payable.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

## Part 1: General provisions

## Division 1: Purpose, application and definitions

### 15.1.1 Purpose

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

### 15.1.2 Member this Chapter does not apply to

This Chapter does not apply to a member if any of the following conditions apply.

a. They are not entitled to salary.

b. They are on a scholarship, bursary or endowment for studying overseas from an organisation other than the Commonwealth.

c. They are on short term duty overseas.

### 15.1.3 Definitions

In this Chapter the following apply.

**Benchmark school** has the meaning given by section 15.1.3A.

**Beneficiary**, in respect of a member, means one of the following persons.

a. A dependant of the member.

b. The member's legal personal representative.

**Close relative** has the meaning given by section 15.1.4.

**Compulsory tuition fees** has the meaning given by section 15.1.5.

**Official vehicle** has the meaning given by section 15.1.6.

**Posting location** for the purpose of benchmark and approved summer schools, has the meaning given by section 15.1.7.

**Private use** means using an official vehicle for non-work related purposes and includes travel to and from the member's private residence to the normal place of duty.

**Rent group**, for a member who meets the requirements in an item in one of the following columns of the table in Annex 15.4.A, means the rent group in column D of the same item.

a. If the member is in the Navy — column A.

b. If the member is in the Army — column B.

c. If the member is in the Air Force — column C.

**Utilities** has the meaning given by section 15.1.8.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.1.3A Benchmark school

**Benchmark school** means one of the following.

a. For a posting location in an item of column A of Annex 15.6.A, one of the following.

i. If the child is in pre-school — the school in column B of the same item.

ii. If the child is in primary school — the school in column C of the same item.

iii. If the child is in secondary school — the school in column D of the same item.

b. If no suitable school is available at the posting location and the child uses correspondence school for education, a correspondence school operated by an Australian government body.

### 15.1.4 Close relative

**Close relative** means any of the following people who are not accompanying the member on the long-term posting.

a. The member's parent, sibling, child, dependant, or partner.

b. The parent, child, or sibling of the member's partner.

c. If the member's partner is also a member, a dependant of the member's partner.

d. Any other person approved by the CDF as a close relative of any of the following people.

i. The member.

ii. The member's partner.

### 15.1.5 Compulsory tuition fees

**Compulsory tuition fees** means any of the following that is compulsory and calculated on an annual basis.

a. Tuition fees.

b. Other fees and charges relating to tuition.

c. Sports fees.

d. Travel by a child in a specially designated school bus.

e. Building and capital fees.

f. Any Government taxes levied on the fees listed in this section.

### 15.1.6 Official vehicle

**Official vehicle** means any of the following vehicles.

a. A motor vehicle provided to a member by the Commonwealth.

b. A vehicle controlled by any of these organisations.



Rectified Authorised Version registered 04/06/2025 F2024C00230

i. An Australian diplomatic mission.

ii. The ADF.

iii. A Commonwealth department or entity represented at the posting location.

c. A pool vehicle made available to Commonwealth personnel at the posting location for casual private use during normal working hours and weekends.

### 15.1.7 Posting location

**Posting location**, for the purpose of benchmark and approved summer schools under Annex 15.6.A and Annex 15.6.B, means one of the following.

a. If the member has been directed to live in Manhattan — the posting location is Manhattan.

b. If the member is posted to a city, or an establishment within a city, that is listed — the posting location is that city.

c. If the member is posted to a city or establishment that is not listed but the country where the city or establishment is located is listed — the posting location is the country or 'country — other'.

d. If the member is posted to a city, establishment or country that is not listed — there is no benefit for the location.

### 15.1.8 Utilities

1. **Utilities** means all of these services.

   a. Water.

   b. Gas and electricity.

   c. Other fuel for ordinary household purposes.

   d. Garbage.

   e. Sewerage.

2. Paragraph 1.a includes the provision of drinking water if the CDF is satisfied that the water at the member's residence is not fit for consumption.

3. For the purpose of subsection 2, the CDF must consider all of the following.

   a. The standards for Australian drinking water quality, established by the National Health and Medical Research Council.

   b. The quality of the water ordinarily available at the member's residence.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Public holidays and Christmas stand-down

### 15.1.10 Public holidays overseas

1. The CDF may direct a maximum of 10 days in a calendar year that can be observed as public holidays in any posting location

2. When making a direction under subsection 1, the CDF must consider the following.

    a. The public holidays generally observed at the posting location.

    b. The efficient operation of the ADF at the posting location.

    c. Whether the days are included in the Christmas stand-down period set out in section 15.1.11.

3. If subsection 1 does not apply to the posting location, then the Canberra public holiday schedule applies.

4. Unless otherwise required for duty, a member is granted short absence from duty for a public holiday in the location where the member would, but for the short absence, be performing duty.

5. Subject to the CDF's approval, a member may substitute a different day for a public holiday they would otherwise observe.

6. For the purpose of subsection 4, the CDF must consider all of the following criteria.

    a. Any Service requirement that the member remain on duty that day.

    b. If the substitute day is of cultural or religious significance to the member.

### 15.1.11 Christmas stand-down

1. A member is eligible for a short absence for each day in a Christmas stand-down period if they are not required for duty.

2. If a member is required to perform duty on a day in the Christmas stand-down period, the member is eligible for a short absence on another day set by a person in the member's chain of command or line management.

3. The Christmas stand-down period for 2023-2024 is 23 December 2023 to 2 January 2024 inclusive.

4. A member is not prevented from taking a type of leave under Chapter 5 either before or after a day of short absence during the Christmas stand-down.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2A: Overseas living allowances

## Division 1: Purpose, application and key concepts

### 15.2A.3 Purpose

1. The purposes of overseas living allowances are as follows.

    a. To help maintain the purchasing power of a member's income, and an equivalent standard of living.

    b. To help the member meet unexpected living costs associated with a long-term posting overseas.

    c. To help the member meet some additional costs at the overseas posting location.

    d. To partially compensate for loss of the member's partner's income.

2. The allowances are not meant to do any of the following.

    a. Increase a member's income.

    b. Make up for loss of income earned by a member's partner.

    c. Attract members into service overseas.

3. The allowances are notional. This means that it is based on what a member would be expected to spend, rather than on their actual expenditure.

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

1. Overseas living allowances are subject to constant change. These changes are the result of a number of factors, including the following.

    a. Periodic price reviews.

    b. Measured changes in exchange rates.

    c. Any changes to an individual's salary.

    d. Any changes to an individual's family circumstances.

2. The changes to the allowances can be large, and can occur with little or no warning. The allowances might go up or down.

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

1. This section applies if a member receives a benefit from another entity for a similar or comparable purpose to that of a benefit provided by this Part.

2. The comparable benefit paid under this Part is reduced by the amount of the benefit received.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

1. This section applies to a member if all of the following apply to their partner.

    a. The member's partner is posted to the same location as the member.

    b. The member's partner is eligible for a benefit from the Commonwealth that is for the same or a comparable purpose to the benefits provided under this Part.

2 The member ceases to be eligible for a benefit under this Part if the member's partner has a higher salary than the member and has been nominated to receive the comparable benefit.

3 If subsection 2 applies, and the member receives a benefit under this Part, the member must repay the amount received.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Cost of living adjustment

### 15.2A.10 Purpose

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

a. To help maintain the purchasing power of a member's income.

b. To provide the member with an equivalent standard of living at the overseas post to that in Australia.

### 15.2A.11 Eligibility for cost of living adjustment

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

2. The member is not eligible for a cost of living adjustment if the member's post index is 100 or less.

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

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

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

| Step | Action |
|---|---|
| **1.** | Subtract **B** from **A**, where:<br>**A** = The member's fortnightly salary plus any of the following payable to the member.<br>1. Higher duties allowance.<br>2. A salary non-reduction supplement provided under section 3.2.56.<br>**Note:** No other allowances are to be included.<br>**B** = Pay As You Go tax and any levies withheld from the fortnightly salary calculated under **A**. |
| 2. | Apply to the result of Step 1 the spendable salary factor determined by a data service provider. |
| 3. | Multiply the result of Step 2 by the following formula using the post index for the member's posting location.<br>$$\frac{(post\ index - 100)}{100}$$ |

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Cost of posting allowance

### 15.2A.13 Purpose

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

a. Loss of family, friends and support networks in Australia.

b. High cost of maintaining links to Australia.

c. Missing out on significant family events or milestones.

d. Loss of partner income and superannuation.

e. Delay in partner career advancement.

### 15.2A.14 Period of eligibility

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

### 15.2A.15 Rate of allowance

1. The following definitions apply to this section.

   a. **Minimum amount** means the following.

      i. For an accompanied member — 28% of the salary for a Major on pay grade 1 and increment O4-0 in Schedule B.3 Part 1 of DFRT Determination No. 2 of 2017, *Salaries.*

      ii. For an unaccompanied member — 18% of the salary for a Major on pay grade 1 and increment O4-0 in Schedule B.3 Part 1 of DFRT Determination No. 2 of 2017, *Salaries.*

   b. **Maximum amount** means the following.

      i. For an accompanied member — 28% of the salary for a Colonel on paygrade 10 and increment O6-1 in Schedule B.3 Part 1 of DFRT Determination No. 2 of 2017, *Salaries*.

      ii. For an unaccompanied member — 18% of the salary for a Colonel on paygrade 10 and increment O6-1 in Schedule B.3 Part 1 of DFRT Determination No. 2 of 2017, *Salaries.*

2. Subject to the following, the rate of allowance for an accompanied member is 28% of the member's salary, including any salary non-reduction supplement provided under section 3.2.56.

   a. If 28% of the member's salary is less than the minimum amount — the rate of allowance is the minimum amount.

   b. If 28% of the member's salary is more than the maximum amount — the rate of allowance is the maximum amount.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. Subject to the following, the rate of allowance for an unaccompanied member is 18% of the member's salary, including any salary non-reduction supplement provided under section 3.2.56.

   a. If 18% of the member's salary is less than the minimum amount — the rate of allowance is the minimum amount.

   b. If 18% of the member's salary is more than the maximum amount — the rate of allowance is the maximum amount.

4. The dual Commonwealth benefit rule under section 15.2A.9 applies to this allowance.

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

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

   a. The member must have been directed by the CDF to live in Manhattan on a long-term posting.

   b. The CDF decides that there is an obligation on the member to pay a Christmas bonus to a person for apartment and garaging services.

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Child supplement allowance

### 15.2A.17 Purpose

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

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

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

### 15.2A.19 Period of eligibility

1. A member's period of eligibility for child supplement allowance begins on the later of the following dates.

   a. The date the member's posting period overseas begins.

   b. The date the child who is a dependant starts living with the member at the overseas posting location.

2. A member's eligibility for child supplement allowance ends on the earlier of the following dates.

   a. The date the member's posting period overseas ends.

   b. Four weeks after the day the child stops living with the member at the overseas posting location.

### 15.2A.20 Amount of allowance

1. A member is eligible for a fortnightly payment of child supplement allowance for each child who is a dependant.

2. The rate of child supplement allowance is calculated using the following formula.

$$rate\ of\ child\ supplement\ allowance = \frac{A \times B}{100}$$

**Where:**

**A** is the base rate for the child's age.

**B** is the applied post index for the member's posting location as set by section 12.3.14A.

3. For the purpose of subsection 2, the base rate for a child of the age in column A of the following table is the rate in column B of the same item.

| Item | Column A<br>Child's age | Column B<br>Base rate (AUD) |
|---|---|---|
| 1. | Under 3 years old | 365 |
| 2. | Between 3 and 12 years old | 281 |
| 3. | Between 12 and 18 years old | 337 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 5: Other matters affecting the overseas living allowances

### 15.2A.21 Purpose

The purpose of this Division is to provide what happens to a member's overseas living allowance in specific circumstances.

### 15.2A.22 Member this Division applies to

This Division applies to a member when either of the following applies.

a. The member or their dependants are temporarily absent from the posting location.

b. The member permanently leaves the posting location before their dependants.

### 15.2A.23 Temporary absence from the posting location – accompanied member

1. This section applies to a member when either of the following are temporarily absent from the posting location for longer than 28 days.

   a. The member and their dependants.

   b. The member's dependants.

2. The member ceases to be eligible for the following allowances on the 29th day of the absence.

   a. Cost of posting allowance.

   b. Child supplement allowance.

   **Notes:** To avoid doubt, the following apply.

   a. A member continues to be eligible under section 15.2A.11 for the cost of living adjustment if they temporarily leave the posting location for longer than 28 days.

   b. The member remains eligible for the allowances specified under subsection 2 if their dependants remain in the posting location.

2A. Subsections 1 and 2 do not apply to a member who would have been absent from the posting location for less than 28 days if one of the following applies and the member left the posting location on or after 20 March 2020.

   a. They are required to isolate themself in response to an infectious disease.

   b. Transport back to the posting location is disrupted because of travel restrictions or limited travel opportunities in response to an infectious disease.

3. The member is eligible for any allowances that have ceased under subsection 2 on the earlier of the following.

   a. The day the member returns to the posting location.

   b. If the member left the posting location before 20 March 2020 and they are required to isolate themself in response to an infectious disease — the day they commence the isolation period.



Rectified Authorised Version registered 04/06/2025 F2024C00230

c. If the member left the posting location before 20 March 2020 and their transport back to the posting location is disrupted because of travel restrictions or limited travel opportunities in response to an infectious disease — the day they would have returned to the posting location had the travel restriction or limited travel opportunities not existed."

### 15.2A.24 Temporary absence from the posting location – unaccompanied member

1. The member ceases to be eligible for the cost of posting allowance if they are temporarily away from the posting location for longer than 28 days.

**Note:** To avoid doubt, the member continues to be eligible for the cost of posting allowance until the end of the 28th day.

1A. Subsection 1 does not apply to a member who would have been absent from the posting location for less than 28 days if one of the following applies and the member left the posting location on or after 20 March 2020.

a. They have not been required to isolate themself in response to an infectious disease.

b. Transport back to the posting location had not been disrupted because of travel restrictions or limited travel opportunities in response to an infectious disease.

2. The member is eligible for the cost of posting allowance ceased under subsection 1 on the earlier of the following if the member left the posting location before 20 March 2020.

a. The day the member returns to the posting location.

b. If the member left the posting location before 20 March 2020 and they are required to isolate themself in response to an infectious disease — the day they commence the isolation period.

c. If the member left the posting location before 20 March 2020 and their transport back to the posting location has been disrupted because of travel restrictions or limited travel opportunities in response to an infectious disease — the day they would have returned to the posting location had the travel restriction or limited travel opportunities not existed."

### 15.2A.25 Member permanently leaves posting location before their dependants

1. A member continues to be eligible for overseas living allowances if all of the following apply.

a. The member permanently leaves the posting location

b. The member's dependants remain in the posting location.

2. Subsection 1 ceases to apply on the earlier of the following days.

a. The day that the dependants leave the posting location.

b. The day that is 28 days after the member leaves the posting location.

3. The period under paragraph 2.b may be extended if the CDF is satisfied that it is reasonable having regard to the following.

a. The reason the dependants remained in the posting location after the member's departure.

b. The date the dependants will travel from the posting location using a benefit provided under this Determination.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 6: Meal and clothing allowances

### 15.2A.26 Purpose

This Part provides meal and clothing allowances for a member living at a posting location overseas in specific circumstances.

### 15.2A.27 Meal allowance – additional duty

1. A member is eligible for meal allowance if they perform additional duty that meets all of the following.

   a. The duty is for a period of at least 3 hours before or after the member's normal period of duty.

   b. The duty is over a meal period.

   c. The member does not get a meal break.

2 Despite subsection 1, a member is not eligible for meal allowance if either of the following apply.

   a. A meal is provided at no cost to the member.

   b. The member has received travelling allowance for that meal period.

3. The rate of meal allowance is worked out as follows.

$$\textit{meal allowance (in local currency)} = 35.65 \times \frac{A \times B}{100}$$

Where:

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

**B** is the post index used to calculate overseas allowances for the posting index location under section 12.3.14A for the pay period in which the additional duty occurred.

4. For the purpose of subsection 1, a meal period means one of the following.

   a. A meal period as defined in section 1.3.1.

   b. A period the CDF approves as an equivalent period at the posting location having regard to local meal times and the hours of duty that the member normally observes.

### 15.2A.28 Meal costs in temporary accommodation

A member is eligible for the reimbursement for the cost of meals, up to the limit for each day set out in Annex 13.3.A, if both of the following apply.

   a. The member is directed to occupy living-in accommodation at the posting location.

   b. A meal has not been provided to the member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.2A.29 Special garment allowance

A member is eligible for the reimbursement of costs for special garments for themselves and their dependants if the CDF is satisfied it is reasonable having regard to a dress code imposed by religious custom or law at the posting location.

**Note:** This includes special garments a dependant may require during a reunion visit to the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 3: Travel during a long-term posting

### 15.3.1 Purpose

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

### 15.3.2 Member this Part applies to

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

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

This Division applies to a member who is on a long-term posting overseas and is required to undertake short-term duty to travel between or within overseas countries.

### 15.3.4A Member this Division does not apply to

This Division does not apply to a member who is undertaking service with the United Nations under Chapter 12 Part 4.

### 15.3.4B Benefits while on short-term duty

A member on short-term duty while on a long-term posting overseas is eligible for benefits provided under Chapter 13.

### 15.3.5 Travel by private vehicle

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

2. The benefit must not be more than if the member had travelled by the normal means.

3. The member is not eligible for the costs of transporting a private vehicle.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Excess commuting costs

### 15.3.6 Purpose

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

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

### 15.3.7 Public Transport

1. A member may be reimbursed the excess costs of public transport if the member meets the following conditions.

   a. The member uses public transport to travel between their home and their normal place of duty.

   b. The member's public transport costs under paragraph a have exceeded AUD 1,371.70 in a 12 month period commencing on 1 March.

2. The excess cost is calculated using the following formula.

$$\boldsymbol{excess\ costs = Costs - \left(\frac{Days}{213} \times 1{,}371.70\right)}$$

Where:

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

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

**Days** is the number of days the member worked in the overseas location during the year. Do not count more than 213 days.

### 15.3.8 Private vehicle

1. The member may use a private vehicle to drive between their home and their place of duty.

2. The member may be reimbursed for any extra commuting costs. The amount is worked out on a daily basis. It is based on every kilometre travelled over 30 km. The daily amount for excess commuting costs is worked out in local currency using this formula.

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

Where:

**A** is the applicable rate of vehicle allowance payable under Division 4 on 1 March in that year.

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

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

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

### 15.3.9 Public transport and private vehicle combined

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

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

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

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



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Overseas reunion travel

### 15.3.10 Purpose

1. The purpose of this Division is to reimburse members for the costs associated with reunion travel, for the member and their dependants.

2. Reunion travel helps reunite the member with their dependants who do not live with them overseas. It recognises the need to maintain family bonds, and adds to the personal wellbeing of the member and their dependants.

3. Reunion travel, or escort travel if applicable, must be taken by the most economical means and direct route.

### 15.3.11 Member this Division applies to

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

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

1. The CDF may authorise up to 4 reunion visits a year by a dependant who does not live at the member's posting location.

2. The CDF must consider all these criteria.

   a. The relationship of the dependant to the member or the member's partner.

   b. The age and welfare of the dependant.

   c. The cost and duration of travel to the member's posting location.

   d. Any other opportunities that the member or the partner may have to reunite with the dependant.

   e. Any other factor relevant to the reunion visit.

### 15.3.13 Time periods for reunions

1. A member is not permitted to take a reunion visits within 3 months of the start or end of a posting unless approved by the CDF.

2. For the purpose of subsection 1, the CDF must consider the following.

   a. If other relatives in Australia can provide short-term housing for the dependant.

   b. If care can be arranged for the dependant.

   c. Any other factor relevant to the dependant's welfare.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.3.14 Amount of reimbursements – travel

1. There is a maximum amount for reunion visit reimbursements – travel. It is the lowest of these amounts.

    a. The cost incurred by the member for the return travel by a dependant.

    **Exception:** This cost excludes any cost that the member is responsible to pay for an adult escort that a carrier requires for the member's child.

    b. The allowable travel cost for the travel.

    c. The allowable travel cost for return travel from where the dependant normally lives to the posting location and return.

2. A member may be away from their posting location for a short time. When this happens, the dependant is authorised to visit the member at the other location. The amount for paragraph 1.c is the return travel cost to the posting location.

    **Exception:** If the travel is to a designated leave centre and the cost is greater than to the posting location, the amount for paragraph 1.c is the return travel cost to the leave centre.

3. The member must pay any extra costs, when the value of a ticket is greater than the allowable travel cost.

4. The CDF may authorise the member to be provided with a ticket for transport, instead of reimbursement.

### 15.3.14A Amount of reimbursements – unavoidable stopover

1. This section applies if a person travelling is on a benefit provided to a member under this Division and all of the following apply.

    a. The person’s travel is broken into 2 or more segments.

    b. The break between 2 consecutive segments requires an overnight stay in the location.

    c. The CDF is satisfied that the stopover is unavoidable.

2. The member is eligible to be reimbursed the following expenses incurred by the person.

    a. The reasonable costs of 1 night’s accommodation.

    b. The costs of meals up to the following amounts, as amended by section 13.3.9.

        i. If the member holds a rank of Brigadier or higher, the amount specified for a place under the heading ‘Limit for each day: meals’ in the table in Part 1 of Annex 13.3.A.

        ii. If the member holds a rank of Colonel or lower, the amount specified for a place under the heading ‘Limit for each day: meals’ in the table in Part 2 of Annex 13.3.A.

    c. The costs of incidental expenses up to the following amounts, as amended by section 13.3.10.

        i. If the member holds a rank of Brigadier or higher, the amount specified for a place under the heading ‘Limit for each day: incidentals’ in the table in Part 1 of Annex 13.3.A.



Rectified Authorised Version registered 04/06/2025 F2024C00230

ii. If the member holds a rank of Colonel or lower, the amount specified for a place under the heading ‘Limit for each day: incidentals’ in the table in Part 2 of Annex 13.3.A.

3. If the person’s travel requires more than one break that requires an overnight stay, the person is eligible for the benefits provided under subsection 2 for each break.

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

1. This section applies to a member posted to the USA or Canada whose child is unable to travel without an adult on some legs of the journey on a reunion visit. This may occur when airlines are unable to ensure a child's safe transfer between flights. The member may be eligible for assistance with the cost of travel for an adult to escort the child on these legs.

2. A member may be eligible for benefits under subsection 3, if all the following apply.

   a. The member is on a long-term posting in the USA or Canada.

   b. The member has been authorised a reunion visit for a dependant child under 15 years old.

   c. Carriers will not ensure the child's safe transfer between the international flight to or from Australia and one of the following unavoidable flights.

      i. A domestic flight within the USA or Canada.

      ii. An international flight between the USA and Canada.

   d. The child is not already being accompanied by an adult.

3. The member is eligible for allowable travel costs for the journeys set out in the following table.

| Item | When the child... | the member is eligible for the escort to travel... |
|---|---|---|
| 1. | travels to the member's posting location | both of the following journeys.<br>a. From the posting location to meet the child at the international airport where the child can no longer travel unaccompanied.<br>b. From the international airport to escort the child back to the posting location. |
| 2. | returns home | both of the following journeys.<br>a. From the posting location to escort the child to the international airport from which the child will travel home.<br>b. From the international airport back to the posting location. |

4. The escort must be a person over 18 years old and one of the following.

   a. The member.

   b. Family of the member.

   c. An adult at the posting location chosen by the member.

5. The escort may accompany more than one dependant at a time.



Rectified Authorised Version registered 04/06/2025 F2024C00230

6. Accommodation, meals and incidentals costs will not be paid under this section.

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

1. This section applies to a member posted to Marshall Islands whose child is unable to travel without an adult on some legs of the journey on a reunion visit. This is because there are no direct flights from Australia and an overnight stopover is unavoidable. The child cannot stay in accommodation without an adult carer. The member may be eligible for assistance for an adult to accompany the child on the necessary legs of the journey.

2. A member may be eligible for benefits under subsection 3, if all the following apply.

   a. The member is on a long-term posting to the Marshall Islands.

   b. The member has been authorised a reunion visit for a dependant under 18 years old.

   c. A stopover for one or more nights is unavoidable.

   d. The child is not already being accompanied by an adult.

3. The member is eligible for allowable travel costs for the journeys set out in the following table.

| Item | When the child... | the member is eligible for the escort to travel... |
|---|---|---|
| 1. | travels to the member's posting location | both of the following journeys.<br>a. From the posting location to meet the child at the international airport where the child can no longer travel unaccompanied.<br>b. From the international airport to escort the child back to the posting location. |
| 2. | returns home | both of the following journeys.<br>a. From the posting location to escort the child to the international airport from which the child will travel home.<br>b. From the international airport back to the posting location. |

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

3A. The member is eligible for accommodation costs in Hawaii if they arrive before the child due to the availability of flights.

4. The escort must be a person over 18 years old and one of the following.

   a. The member.

   b. Family of the member.

   c. An adult at the posting location chosen by the member.

5. The escort may accompany more than one dependant at a time.

6. Meals and incidentals costs will not be paid under this section.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.3.16 Member or partner visits dependant ('reverse overseas reunion')

1. This section applies to a member for whom the CDF has approved a reunion visit by a dependant under section 15.3.12.

2. The member may apply in writing to the Overseas Administration Team to be reimbursed for travel by the member or partner to visit their dependant, instead of taking the benefit to a reunion visit under section 15.3.12.

3. Each time that the member is reimbursed under this section, the total number of reunion visits that the member may be reimbursed for under section 15.3.12 is reduced by one for each dependant who is visited at the reverse reunion location.

4. The maximum amount that a member can be reimbursed for a reverse reunion visit under this section is the allowable travel cost for the member or partner, travelling by the most direct route from the member's posting location to where the dependant normally lives and return.

### 15.3.17 Reverse dependant overseas reunion travel to a non-dependant

1. A member is eligible for travel costs for a dependant to reunite with other people if all the following apply.

   a. The dependant lives at the member’s posting location.

   b. The CDF is satisfied that it is a reasonable use of Commonwealth money.

2. The CDF must consider all these criteria.

   a. The relationship of the people.

   b. The degree to which the relationship has been maintained before and during the member's long-term posting.

   c. The extent of financial or other dependency of the people.

   d. The circumstances relating to the dependant's removal to the posting location.

   e. Any other opportunities that the people may have to be reunited.

   f. The age and welfare of the people.

   g. The circumstances relating to the travel.

   h. The cost, timing and duration of the travel.

   i. Any other factor relevant to reimbursement for the travel by the dependant.

3. The allowable travel cost is worked out as if the travel was for a normal reunion visit. The visit is treated as being from the member's posting location, to the location where the member lived before the long-term posting.

### 15.3.17A Reunion visits with guardians in Australia

1. This section applies to a member who is eligible for an overseas reunion under section 15.3.12 for a dependant and one of the following applies.

   a. The member chooses not to have the dependant travel to the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The dependant is unable to travel to the posting location due to COVID-19 travel restrictions that apply to the child.

**Note:** Travel restrictions may be imposed by the Australian Government or a foreign government.

2. The member is eligible for the reasonable costs of the following if a dependant of the member is attending a boarding school in Australia.

a. Return door-to-door travel for the dependant from the boarding school where the dependant is attending to the home in Australia of a person approved by the member.

b. Return door-to-door travel for the person by the member to accompany the dependant in the following circumstances.

i. To meet the dependant at the boarding school and to accompany then to the person's home in Australia.

ii. To accompany the dependant to the boarding school and to return to the person's home in Australia.

3. If travel provided under this section is by air, the travel is to be economy class travel.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Vehicle allowances

### 15.3.18 Purpose

The purpose of vehicle allowance is to help the member pay for vehicle costs in certain cases.

### 15.3.19 Member this Division applies to

This Division applies to a member who is authorised to travel by private vehicle.

### 15.3.20 Member this Division does not apply to

This Division does not apply to any of these members.

a. A member on short-term duty, authorised to travel by motor vehicle instead of the eligible type of transport.

b. A member wanting to transport their private vehicle to or from a posting location.

### 15.3.21 Vehicle allowance

1. The member is eligible for vehicle allowance, if the CDF approves their use of a private vehicle for official purposes. The vehicle may be owned, hired or borrowed by the member.

2. Travel between the member's home and normal place of duty is not to be included in any journey authorised under this section.

3. When considering whether to authorise use of a private vehicle, the CDF must consider all these criteria.

   a. The purpose of the travel.

   b. If the use of the vehicle will result in greater efficiency than use of public transport.

   c. If Commonwealth transport is available for the journey.

   d. If there is any requirement for a Commonwealth driver to remain on duty outside normal hours.

   e. If the member has provided evidence of adequate insurance cover.

   f. Any cost saving to the Commonwealth.

   g. The personal interests of the member.

4. The member is eligible for an amount for each kilometre of the journey. This amount is calculated using the following formula with the rates that apply to the posting location:

$$\boldsymbol{vehicle\ allowance\ per\ km\ (in\ local\ currency) = A \times B \times \left(\frac{C}{100}\right)}$$

Where:

**A** is the relevant rate of vehicle allowance under section 9.6.25, effective at the time of travel.



Rectified Authorised Version registered 04/06/2025 F2024C00230

**B** is the exchange rate used to pay salary to members for the pay period in which the travel is approved.

**C** is the post index under section 12.3.14A used to calculate overseas allowances for the pay period in which the travel is approved.

5. The kilometres travelled are taken to be the distance of the journey, using the shortest direct route on suitable roads.

6. The combined upper limit of the vehicle allowance and travel costs for the road trip is the total of these amounts.

   a. The cost of the member's fares by the means of transport normally authorised by the CDF for the journey.

   b. The amount of travel costs payable if the journey was by that means of transport.

7. A member eligible for vehicle allowance may also be reimbursed these costs.

   a. Ferries.

   b. Tolls.

   c. Garage accommodation.

### 15.3.22 Personal property tax on vehicle – USA

1. This section applies to a member who meets all these conditions.

   a. The member is on long-term posting in the USA.

   b. The member owns a motor vehicle.

   c. The member has paid personal property tax on the vehicle to the Government of the State in which the member lives.

2. The member may be reimbursed an amount equal to the tax on one motor vehicle only.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 5: Vehicle contribution

### 15.3.23 Purpose

The purpose of this Division is to authorise member contributions for the use of an official vehicle at a posting location.

### 15.3.25 Hire of official vehicle for casual short-term private use

1. If the CDF allows a member to hire an official vehicle, the member must pay an amount worked out under Division 4 section 15.3.21. The member must pay for each kilometre the vehicle travelled, during the hire period.

2. If an official vehicle is hired by the member and supplied with a driver, the member must pay the cost of overtime or extra salary paid to the driver.

3. Subsection 2 does not apply to the member if the CDF believes it is essential for the member or dependant to be given a car with a driver. Approval may only be given under either of these conditions.

    a. The member or a dependant is not authorised to drive at the posting location because of religious custom or law.

    b. The CDF believes such driving would be an unacceptable risk to the safety of the member or dependant.

### 15.3.26 Continuous full-time private use of official vehicle

1. The CDF may allocate an official vehicle for continuous full-time private use, for a set period of time.

2. The member must pay the amount worked out using this formula.

$$A \times 8000 \times \frac{B}{365}$$

Where:

**A** is the rate of allowance payable under Division 4 subsection 15.3.21.4.

**B** is the number of days in the period for which the vehicle was allocated.

3. The contribution is deducted from salary each fortnight.

### 15.3.27 Miscellaneous vehicle costs

1. The member is eligible for the following associated with the vehicle costs.

    a. Registration.

    b. Maintenance.

    c. Servicing.

    d. Fuel costs.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. The member is required to pay for fuel and extra servicing cost, when both these conditions are met.

    a. The vehicle is being used for private purposes.

    b. The member is on recreation leave.

3. Rules on garaging and authorised travel between home and work using an official vehicle are similar to those that apply within Australia.

### 15.3.28 Defence Executive Vehicle Scheme

1. This section applies when a member has been supplied a second vehicle under the Defence Executive Vehicle Scheme.

2. To be supplied with a vehicle under this Scheme, the member must meet both these conditions.

    a. They must hold the rank of Brigadier or higher.

    b. They must pay a contribution for the second vehicle, depending on whether the vehicle is being used on a casual or full-time basis.

### 15.3.29 Waiver of contribution

1. The CDF may waive the requirement to make a contribution for the use of an official vehicle.

2. The CDF must consider the *Accountable Authority Instructions* made under the *Public Governance, Performance and Accountability Act 2013* when making this decision.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 6: Travel for compassionate reasons

### 15.3.30 Purpose

Travel for compassionate reasons helps a member, their partner or close relative with the costs of travel in the event of very serious illness, or death.

### 15.3.32 Payment of benefits under this Division

A benefit provided under this division may be paid to either of the following.

a. Directly to the service provider or their agent.

b. By way of reimbursement to the person who incurred the cost.

### 15.3.33 Close relative to visit a person overseas with a serious or very serious illness

1. This section applies if all the following are met.

   a. The member's partner is accompanying the member on a long-term posting overseas.

   b. A doctor has certified that a member's partner has a serious illness or very serious illness.

   c. The member's partner continues to have the serious illness or very serious illness.

2. A close relative is eligible for the cost of travel from their home to the location of the person who has a serious illness or very serious illness if the CDF is satisfied it is reasonable having considered the following.

   a. Any views of the member's partner or the member.

   b. Any views of the member's partner's personal legal representative, if relevant.

   c. Any other factor relevant to the visit.

2A. To avoid doubt, only one close relative is eligible for travel benefits under this section.

3. The cost of travel in subsection 2 is the lesser of the following.

   a. The allowable travel cost for the travel to the member's posting location and return.

   b. The cost of the fares paid for the travel.

### 15.3.34 Close relative travel for matters following a death overseas

1. This section applies in the event of the death of any of the following.

   a. A member on long-term posting overseas.

   b. A partner accompanying a member on long-term posting overseas.

2. A close relative is eligible for the cost of travel from their home to attend the funeral or to make necessary arrangements following a death of the member or the member's partner if the CDF is satisfied it is reasonable in the circumstances.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2A. To avoid doubt, only one close relative is eligible for travel benefits under this section.

3. The cost of travel in subsection 2 is the lesser of the following.

   a. The allowable travel cost for the travel from the close relative's home to the location of the funeral and return.

   b. The actual fares paid for the travel.

### 15.3.35 Member or partner to visit a close relative

1. This section applies to a member and the member's partner if either of the following apply to a close relative.

   a. Both the following apply.

      i. A doctor has certified that the close relative has a serious illness or very serious illness.

      ii. The close relative continues to have a serious illness or very serious illness.

   b. The close relative dies.

2. The following people are eligible for the cost of travel from the posting location to the location of the close relative, or if they have deceased, the location of the funeral of the close relative, if the CDF is satisfied it is reasonable in the circumstances.

   a. A member who is on a long-term posting overseas.

   b. The member's partner who is accompanying the member on a long-term posting overseas.

3. For the purpose of subsection 2, if more than one trip is to be approved to visit a close relative for the same serious or very serious illness, the CDF must consider the following.

   a. The number of trips that have been provided under this section.

   b. The relationship of the member or the member's partner to the close relative.

   c. The reasons for the request.

4. The cost of travel in subsection 2 is either of the following.

   a. If the travel is to a location within Australia, the lesser of the following.

      i. The allowable travel cost for the travel from the posting location to the close relative's home, or the location of the funeral and return.

      ii. The cost of the fares paid for the travel.

   b. If the travel is to a location outside of Australia, the outcome of the following calculation, but not less than $0.

$$cost\ of\ travel = A - B$$

      Where:

      **A** is the cost of the fares paid for the travel.

      **B** is allowable travel costs for travel from Sydney, Australia to the overseas location of the close relative and return.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.3.36 Fares for children

A person is eligible for reimbursement of the cost of fares for a child if the following conditions are met.

a. A person is eligible for reimbursement for fares under this Division.

b. The person is responsible for the daily care of a child.

c. The CDF is satisfied that it is impracticable to make other appropriate arrangements for the care of the child, after considering all of the following.

   i. The child's age.

   ii. Any arrangements the person could make for the care of the child in the circumstances.

   iii. The circumstances of the person travelling.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 7: Travel on extension of posting or second overseas posting

### 15.3.37 Purpose

The purpose of this Division is to provide a member and their dependants with travel when the member's long-term posting overseas has been extended or they are posted for a second consecutive long-term posting overseas in another location.

### 15.3.38 Additional travel when posting extended

1. Subject to subsection 2, if a member's long-term posting overseas is extended for 12 months or more, the member and their dependants are eligible for the allowable travel cost for either of the following.

    a. Return travel between the location of the long-term posting overseas and the location where the member and their dependants normally live in Australia.

    b. Return travel between the location of the long-term posting overseas and another location within Australia up to the value of the travel provided under paragraph a.

2. To be eligible for the benefit under subsection 1, the following must apply.

    a. The return travel must be taken between the following days.

        i. The day that is 3 months before the last day that the long-term posting overseas was expected to end.

        ii. The day that is 3 months after the last day that the long-term posting overseas was expected to end.

    b. The member must be on approved leave for any period of absence from duty.

        **Note:** Paragraph b does not apply to travel taken by the member's dependants.

3. The member and their dependants are not eligible for the following benefits during travel under this section.

    a. Rest periods.

    b. Accommodation, meal and incidental costs.

4. The CDF may approve travel outside of the period set out in paragraph 2.a. having regards to the following.

    a. The reason the member could not travel within the period set out under paragraph 2.a.

    b. The member's and dependant's welfare.

    c. The member's future work commitments over a 6-month period.

    d. Financial implications of the travel.

5. If the member's long-term posting location is a hardship location, the excess baggage provisions under section 16.4.16 apply to travel under this section.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.3.39 Additional travel on back-to-back long-term posting overseas

1. This section applies to the following.

    a. A member on a long-term posting overseas who is posted for a second long-term posting overseas in another location.

    b. A dependant of a member described in paragraph a.

2. The member and their dependant is eligible for additional travel if all of the following apply.

    a. The member's second long-term posting overseas is for at least 12 months.

    b. The member is on approved leave from the day the member leaves the first long-term posting overseas until the day the member commences duty in the second long-term posting overseas.

    c. Subject to subsection 3, the travel is taken between the following days.

        i. The day after the last day of the member's first long-term posting overseas.

        ii. The day before the first day of the member's second long-term posting overseas.

3. The CDF can increase the period in which a member's additional travel under subsection 2 must be taken if satisfied that it is reasonable to do so having regard to all of the following.

    a. The reason the travel could not occur during the specified period.

    b. The member's and dependant's welfare.

    c. The member's work commitments over the next 6 months.

    d. The financial implications of the travel.

4. A member's dependant is eligible for additional travel if all of the following apply.

    a. The member's second long-term posting overseas is for at least 12 months.

    b. Section 14.4.8 does not apply to the dependant's travel.

    c. Subject to subsection 5, the dependant's travel is taken between the following days.

        i. The day that is 3 months before the last day of the member's first long-term posting overseas, but not after the member departs at the first posting location.

        ii. The day that is 3 months after the first day of the member's second long-term posting overseas, but not before the member arrives at the second posting location.

5. The CDF can increase the period in which a dependant's additional travel under subsection 2 must be taken if the travel is taken during the COVID-19 pandemic and the CDF is satisfied that it is reasonable to do so having regard to all of the following.

    a. The reason the travel could not occur during the specified period.

    b. The member's and dependant's welfare.



Rectified Authorised Version registered 04/06/2025 F2024C00230

c. The member's work commitments over the next 6 months.

d. The financial implications of the travel.

6. In this section, the following apply.

a. **Additional travel** means the following business class travel.

i. Travel from the location of the first long-term posting overseas to a place in Australia.

ii. Travel from Australia to the location of the second long-term posting overseas.

### 15.3.39A Additional travel – additional benefits

A person eligible for additional travel under section 15.3.39 is eligible for the following.

a. Excess baggage under section 14.4.11.

b. For travel from Australia to the location of the second long-term posting overseas — rest periods under Chapter 14 Part 4 Division 3.

**Note:** Travel benefits under this section do not include the following.

a. Accommodation

b. Meals and incidentals.

### 15.3.40 Dependants' travel costs to join the member on posting extension or posting to a second long-term posting overseas

1. This section applies to a member who meets all of the following.

a. The member is overseas on either of the following.

i. On an unaccompanied long-term posting overseas.

ii. On short-term duty overseas.

b. One of the following occurs.

i. The member's long-term posting or short-term duty is extended.

ii. The member is issued with a posting order for a second long-term posting overseas.

c. The member is eligible to become an accompanied member on long-term posting overseas.

1A. Subsection 1 does not apply to a member whose period of short-term duty overseas has been extended under subsection 12.3.18.2.

2. If the dependants join the member in the posting location, the member is eligible for either of the following.

a. If the dependants have not yet travelled to the location — payment of travel costs under Chapter 14 Part 4 Division 4 for their dependants to travel to the location of the long-term posting overseas.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. If the dependants have travelled to the location at personal cost — reimbursement of costs for the dependant's travel up to the maximum amount that would have been payable under Chapter 14 Part 4 Division 4.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Housing

### 15.4.1 Purpose

This Part sets out housing and utilities benefits for a member on a long-term overseas posting.

### 15.4.2 Member this Part applies to

This Part applies to a member who is eligible for the overseas living allowances and who lives out.

### 15.4.3 Member this Part does not apply to

1. This Part does not apply to a member while they meet either of these conditions.

    a. Both of the following circumstances apply to the member.

        i. The member is able to live in their own or their dependant’s home at the posting location.

        ii. The CDF is satisfied that the home is of a suitable standard for the member's rank and duties at the location.

    b. The member's accommodation is paid for by a body other than the Commonwealth, as represented by the Department of Defence.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 1: Housing

### 15.4.5 Purpose

This Division sets out the aim of housing assistance and general housing benefits for a member on a long-term posting overseas. The aim is to ensure the member and their dependants are provided with housing that meets all these conditions.

a. Adequately furnished, based on the needs of the member's dependants.

b. Located within a reasonable distance of the place of duty.

c. Appropriate for the status and duties of the member.

d. Suitable in size based on the composition of the member's family.

e. Suitable for the conditions at the member's posting location.

### 15.4.6 Housing benefits

1. A member may live in accommodation provided or arranged by the member or the Commonwealth.

2. There are exceptions to this, explained in the table below.

| Item | Category | Applies to... |
|---|---|---|
| 1. | Tied housing – rank and role | a senior member whose posting comes with a house provided by the Commonwealth. |
| 2. | Housing – safety and security | a member appointed to a hardship location. The member will be provided with housing that ensures the safety of the member and any dependants. |
| 3. | Housing – exchange programs | exchange personnel who are required to occupy housing provided by the host Service. |

3. If a member does not fall into one of the categories mentioned in subsection 2, the member may be authorised to seek privately leased housing that the CDF considers suitable. The CDF must consider all these criteria.

   a. The member's posting location.

   b. The standard of housing at the posting location.

   c. The location of the housing.

   d. If the standard and the location of the house are appropriate to the member's rank and family needs.

4. A member is eligible for the cost of rent for the housing authorised under subsection 3.

5. The benefit provided under subsection 4 may be paid by way of reimbursement to the member or directly to the landlord or their agent.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.4.7 Rental bond advance – USA, Canada and UK

1. This section applies to members posted to the USA, Canada or the UK, to assist with the cost of privately leased housing.

3. A CDF may approve the payment of a rental bond advance to a member for privately leased housing.

4. The member must repay the rental bond advance as a lump sum payment when both of the following events occur.

    a. The member's overseas posting ends.

    b. The member receives their rental bond back from the landlord.

5. If the member does not receive the full rental bond back from the landlord, the member must still repay the full amount of the advance.

6. After the member has made a repayment under subsection 5, if the member disputes alleged damage to the property, section 15.4.9 may apply.

### 15.4.8 Costs incurred under terms of occupancy

A member who is required to pay any of the following under the terms and conditions of their lease is eligible for an amount that is equal to the amount of those payments.

a. Property taxes.

b. Other council payments.

### 15.4.9 Dispute about damage to property

1. Property leased by a member to live in at the post may be alleged to have been damaged. If this happens, a dispute may arise between the member and their landlord over the terms of the lease or return of the rental bond.

2. The CDF may pay the member an amount equal to the amount the member can show they had to pay for damage alleged to have been done to the property by them. The member must meet these conditions.

    a. The member did not breach the terms of the lease.

    b. The member did not cause damage to the property by their wrongful or negligent act.

    c. The member cannot get their bond or rent returned, or has been forced to pay an extra amount to fix the alleged damage.

### 15.4.10 Changing housing during posting

A member is eligible for the cost of removing items if all the following apply.

a. The member is moving from one residence in the posting location to another.

b. The move is due to organisational requirements.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 15.4.11 Housing becomes unavailable or unfit

If a member's accommodation becomes unavailable or unfit for occupation, the member is eligible for the following from the day the accommodation becomes unavailable or unfit.

a. Temporary accommodation.

b. Settling-in allowances listed in Chapter 14 Part 5.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Utilities

### 15.4.12 Purpose

The purpose of this Division is to help a member on a long-term posting with the cost of utilities.

### 15.4.13 Member this Division does not apply to

This Division does not apply to a member who is not required to pay a rent and utilities contribution.

### 15.4.15 Benefit

1. A member on long-term posting is eligible to be reimbursed the cost of utilities.
2. If the member fails to exercise care and economy, the member must pay an amount that the CDF considers reasonable for additional utilities costs having regard to the following.
    a. The make-up of the member's family.
    b. The condition and nature of the residence occupied by the member.
    c. The climatic conditions at the posting location.
    d. The level of use of utilities by the member.
    e. Any special circumstance affecting the member that may cause a high level of use of utilities.
3. A member will not be reimbursed for swimming pool heating.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Rent and utilities contribution

### 15.4.17 Purpose

The purpose of this Division is to provide for the contributions that a member is required to pay when occupying a house at an overseas posting.

### 15.4.18 Rent contribution

1. A member who receives a payment for rent under subsection 15.4.6.4 must pay a rent contribution.

2. Unless Division 5 applies, a member's rent contribution for a member with a rent group in an item in column A of the table in Annex 15.4.B Part 1 is the following.

   a. If the member is an unaccompanied member, the amount in column B of the same item.

   b. If the member is an accompanied member, the amount in column C of the same item.

   **Note:** Contributions are deducted from the member's fortnightly salary.

### 15.4.18A Utilities contribution

1. A member who is reimbursed the cost of utilities under subsection 15.4.15 must pay a utilities contribution.

2. Unless Division 5 applies, a member's weekly utilities contribution for their rent group in an item in column A of Annex 15.4.B Part 2 is the following.

   a. If the member is an unaccompanied member, the amount in column B of the same item.

   b. If the member is an accompanied member, the amount in column C of the same item.

   **Note:** Contributions are deducted from the member's fortnightly salary.

### 15.4.19 Dual liability

1. Dual liability means both a member and their partner would be required to pay a rent and utilities contribution under this Part.

2. The member who receives overseas living allowances when dual liability occurs is the only one required to pay the rent and utilities contribution.

### 15.4.20 Rent and utilities contribution – member occupying living-in accommodation overseas

1. A member who occupies living-in accommodation is eligible to be reimbursed any costs they incur for living-in accommodation.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. If subsection 1 applies, a member who holds a rank listed in an item in column A of the following table must pay the rent and utilities contribution in column B of the same item.

| Item | Column A<br>Member rank | Column B<br>Contribution AUD a week |
|---|---|---|
| 1. | Corporal or lower | 10.00 |
| 2. | Sergeant or higher non-commissioned rank | 20.00 |
| 3. | Warrant Officer | 20.00 |
| 4. | Officer | 30.00 |

### 15.4.21 Exemptions from rent and utilities contribution

1. The member is not required to pay a rent and utilities contribution if all these conditions are met.

   a. The member's partner normally lives with the member.

   b. The member is required to be unaccompanied at the post.

   c. The requirement is due to hardship, safety or the length of the long-term posting.

2. Sometimes, a member's partner may be absent from the member's posting location. When this happens, the CDF may waive the rent and utilities contribution for a period. Approval may only be given if the CDF is satisfied that the absence is for a maximum period of time and reason shown in this table.

| Item | Period of absence | Reason for absence |
|---|---|---|
| 1. | 13 weeks | The member's partner has delayed their departure to allow the member's child to finish a school term or year at the school that the child attended immediately before the posting. |
| 2. | 9 weeks | Any of these reasons.<br>a. The member's partner has made an early departure to allow the member's child to begin school at a new location at the beginning of a school year or term.<br>b. The member's partner is eligible to be reimbursed the fares for the travel for any of these purposes.<br>i. Visiting another location for compassionate reasons.<br>ii. Obtaining medical treatment at another location.<br>iii. Escorting the member or dependant requiring medical treatment at another location.<br>iv. Supervising the enrolment of the member's child at a boarding school in Australia. |

3. A rent and utilities contribution is not payable following the death of a member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 5: Reductions to rent and utilities contributions

### 15.4.22 Purpose

The purpose of this Division is to provide a member with a reduction in their rent and utilities contributions in some situations.

### 15.4.22A Posting to hardship locations

If the member's posting location has a hardship location grade, the sum of the following contributions that would be payable by the member is reduced by AUD 10 a week.

a. Rent contribution under section 15.4.18.

b. Utilities contribution under section 15.4.18A.

### 15.4.23 Maintaining a household in Australia

1. If the member establishes or maintains a home in Australia to accommodate a dependant, the following apply.

   a. Subject to subsection 3, the member’s rate of rent contribution payable under section 15.4.18 may be reduced by the CDF.

   b. The member does not have to pay a utilities contribution.

2. In setting the reduced rate of rent contribution, the CDF must consider all of the following.

   a. The costs incurred by the member.

   b. The reason the member established the household.

   c. The location where the dependant lives before and after the beginning of the member's posting.

   d. The age and welfare of the dependant.

   e. The financial circumstances of the member and the dependant.

   f. Any other factor relevant to the establishment and maintenance of a household.

3. The member is not eligible for a reduction of rent contribution for a child if they are eligible for assistance with boarding school costs for the child.

### 15.4.24 Substandard housing

1. This section applies to a member who lives in substandard housing. This section does not apply to housing rented privately.

2. If the member is required to make a payment for living in this type of housing, then this payment is taken to be a rent and utilities contribution.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. The CDF may reduce in whole or in part the rent and utilities contribution that the member is liable to pay for a residence at a particular location. The CDF must consider all these criteria.

    a. The size, configuration, condition and surroundings of the residence.

    b. The nature and quality of the utilities supplied to the residence.

    c. If the hardship location grade for the long-term posting location takes into account the deficiencies in the housing.

4. Reductions of this nature are a short-term solution. If possible, the member should find more suitable accommodation on the local rental market.

### 15.4.25 Reductions of rent and utilities contribution during short-term hardship

1. A short-term hardship may be one of these situations.

    a. War.

    b. Natural disaster.

    c. Civil disorder.

    d. Another similar event.

2. At times of short-term hardships, the Commonwealth may be unable to provide a member with housing and utilities of the quality normally available. The CDF may reduce the rent and utilities contribution. This may be up to the full rent and utilities contribution payable by the member.

3. The amount of the reduction must be equal to the reduction in the quality of the housing and utilities caused by the short-term hardship. When making a decision, the CDF must consider all these criteria.

    a. The quality of accommodation and utilities normally available to the members at the location.

    b. The nature and extent of any deficiency in the housing and utilities made available to the member.

    c. The extent to which the deficiencies arise from the event and the expected timing of repairs to remedy the deficiencies.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 6: Household help and support

### 15.4.26 Purpose

The purpose of this Division is to assist a member with the costs of hiring staff for the following reasons.

a. To maintain a household at the overseas posting location.

b. To undertake daily activities in locations where the safety and security of any of the following may otherwise be at risk.

i. The member.

ii. The member's dependants.

### 15.4.27 Payment of benefits

Benefits provided under this Division are paid by reimbursement.

**Note:** The member must provide proof of their expenditure.

### 15.4.28 Benefits not payable

A member is not eligible for a benefit under this Division for any of the following.

a. The cost of hiring staff to assist with the member's representational duties.

b. The cost of a service the member has already received a benefit for.

c. The engagement of services that do not comply with local laws.

### 15.4.30 Snow clearing

A member occupying free-standing accommodation is eligible for the costs of using commercial snow clearing services if the CDF is satisfied that it is reasonable having regard to the following.

a. The amount of snowfall at the member’s posting location.

b. The period of the year that snow persists on the ground at the location.

c. Any legal obligation for the member to clear snow from footpaths and other public thoroughfares adjacent to the member’s residence.

d. The general community practice on snow clearing at the location.

e. Any other factor relevant to snow clearing at the location.

### 15.4.31 Household support for member safety

A member is eligible for the reasonable costs of employing household support if the CDF is satisfied the personal safety of the member or the member's dependants would be at risk without the household support.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 15.4.A: Rent group overseas

| Item | Column A<br>Navy | Column B<br>Army | Column C<br>Air Force | Column D<br>Rent group |
|---|---|---|---|---|
| 1. | One of the following:<br>a. Seaman (pay grade 1)<br>b. Able Seaman (pay grade 1) | One of the following:<br>a. Private (pay grade 1)<br>b. Lance Corporal (pay grade 1) | One of the following:<br>a. Aircraftman (pay grade 1)<br>b. Leading Aircraftman (pay grade 1) | 1 |
| 2. | One of the following:<br>a. Seaman (pay grade 2, 3 or 4)<br>b. Able Seaman (pay grade 2 or 3)<br>c. Leading Seaman (pay grade 1 or 2) | One of the following:<br>a. Private (pay grade 2, 3 or 4)<br>b. Lance Corporal (pay grade 2 or 3)<br>c. Corporal (pay grade 1 or 2) | One of the following:<br>a. Aircraftman (pay grade 2, 3 or 4)<br>b. Leading Aircraftman (pay grade 2 or 3)<br>c. Corporal (pay grade 1 or 2) | 2 |
| 3. | One of the following:<br>a. Seaman (pay grade 5, 6 or 7)<br>b. Able Seaman (pay grade 4, 5, 6 or 7)<br>c. Leading Seaman (pay grade 3 or 4)<br>d. Acting Sub Lieutenant | One of the following:<br>a. Private (pay grade 5, 6 or 7)<br>b. Lance Corporal (pay grade 4, 5, 6 or 7)<br>c. Corporal (pay grade 3 or 4)<br>d. Second Lieutenant | One of the following:<br>a. Aircraftman (pay grade 5, 6 or 7)<br>b. Leading Aircraftman (pay grade 4, 5, 6 or 7)<br>c. Corporal (pay grade 3 or 4)<br>d. Pilot Officer | 3 |
| 4. | One of the following:<br>a. Leading Seaman (pay grade 5, 6 or 7)<br>b. Petty Officer (pay grade 1, 2, 3, 4 or 5) | One of the following:<br>a. Corporal (pay grade 5, 6 or 7)<br>b. Sergeant (pay grade 1, 2, 3, 4 or 5) | One of the following:<br>a. Corporal (pay grade 5, 6 or 7)<br>b. Sergeant (pay grade 1, 2, 3, 4 or 5) | 4 |
| 5. | One of the following:<br>a. Petty Officer (pay grade 6 or 7)<br>b. Officer performing year of compulsory residency (from undergraduate scheme)<br>c. Acting Sub Lieutenant (who is paid salary under Schedule B.4 DFRT Determination No. 2 of 2017, *Salaries*)<br>d. Sub Lieutenant | One of the following:<br>a. Sergeant (pay grade 6 or 7)<br>b. Staff Sergeant<br>c. Officer performing year of compulsory residency (from undergraduate scheme)<br>d. Second Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*)<br>e. Lieutenant | One of the following:<br>a. Sergeant (pay grade 6 or 7)<br>b. Officer performing year of compulsory residency (from undergraduate scheme)<br>c. Pilot Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*)<br>d. Flying Officer | 5 |
| 6. | One of the following:<br>a. Chief Petty Officer<br>b. Sub Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*) | One of the following:<br>a. Warrant Officer, Class 2<br>b. Lieutenant (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*) | One of the following:<br>a. Flight Sergeant<br>b. Flying Officer (who is paid salary under Schedule B.4 of DFRT Determination No. 2 of 2017, *Salaries*) | 6 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 7. | One of the following:<br>a. Warrant Officer<br>b. Lieutenant<br>c. Warrant Officer of the Navy | One of the following:<br>a. Warrant Officer, Class 1<br>b. Captain<br>c. Regimental Sergeant Major of the Army | One of the following:<br>a. Warrant Officer<br>b. Flight Lieutenant<br>c. Warrant Officer of the Air Force | 7 |
| 8. | Lieutenant Commander | Major | Squadron Leader | 9 |
| 9. | One of the following:<br>a. Lieutenant (who is a Medical Officer or a Dental Officer)<br>b. Commander | One of the following:<br>a. Captain (who is a Medical Officer or a Dental Officer)<br>b. Lieutenant Colonel | One of the following:<br>a. Flight Lieutenant (who is a Medical Officer or a Dental Officer)<br>b. Wing Commander | 11 |
| 10. | One of the following:<br>a. Lieutenant Commander (who is a Medical Officer or a Dental Officer)<br>b. Captain | One of the following:<br>a. Major (who is a Medical Officer or a Dental Officer)<br>b. Colonel | One of the following:<br>a. Squadron Leader (who is a Medical Officer or a Dental Officer)<br>b. Group Captain | 12 |
| 11. | One of the following:<br>a. Commander (who is a Medical Officer or a Dental Officer)<br>b. Commodore | One of the following:<br>a. Lieutenant Colonel (who is a Medical Officer or a Dental Officer)<br>b. Brigadier | One of the following:<br>a. Wing Commander (who is a Medical Officer or a Dental Officer)<br>b. Air Commodore | 14 |
| 12. | Captain (who is a Medical Officer or a Dental Officer) | Colonel (who is a Medical Officer or a Dental Officer) | Group Captain (who is a Medical Officer or a Dental Officer) | 15 |
| 13. | One of the following:<br>a. Commodore (who is a Medical Officer or a Dental Officer)<br>b. Rear Admiral | One of the following:<br>a. Brigadier (who is a Medical Officer or a Dental Officer)<br>b. Major General | One of the following:<br>a. Air Commodore (who is a Medical Officer or a Dental Officer)<br>b. Air Vice Marshal | 16 |
| 14. | Vice Admiral | Lieutenant General | Air Marshal | 18 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Annex 15.4.B: Rent and utilities contribution

## Part 1: Rent contribution

| Item | Column A<br>Rent group | Column B<br>Unaccompanied<br>AUD a week | Column C<br>Accompanied<br>AUD a week |
|---|---|---|---|
| 1. | 1 | 3.00 | 30.00 |
| 2. | 2 | 4.00 | 32.00 |
| 3. | 3 | 10.00 | 40.00 |
| 4. | 4 | 16.00 | 48.00 |
| 5. | 5 | 21.00 | 57.00 |
| 6. | 6 | 29.00 | 69.00 |
| 7. | 7 | 34.00 | 75.00 |
| 8. | 8 | 40.00 | 86.00 |
| 9. | 9 | 48.00 | 97.00 |
| 10. | 10 | 58.00 | 112.00 |
| 11. | 11 | 63.00 | 120.00 |
| 12. | 12 | 67.00 | 127.00 |
| 13. | 13 | 73.00 | 134.00 |
| 14. | 14 | 92.00 | 164.00 |
| 15. | 15 | 106.00 | 185.00 |
| 16. | 16 | 120.00 | 205.00 |
| 17. | 17 | 135.00 | 228.00 |
| 18. | 18 | 151.00 | 250.00 |

## Part 2: Utilities contribution

| Item | Column A<br>Rent group | Column B<br>Unaccompanied<br>AUD a week | Column C<br>Accompanied<br>AUD a week |
|---|---|---|---|
| 1. | 1 | 9.00 | 13.00 |
| 2. | 2 | 9.00 | 13.00 |
| 3. | 3 | 9.00 | 14.00 |
| 4. | 4 | 9.00 | 14.00 |
| 5. | 5 | 10.00 | 15.00 |
| 6. | 6 | 10.00 | 15.00 |
| 7. | 7 | 10.00 | 16.00 |
| 8. | 8 | 11.00 | 16.00 |
| 9. | 9 | 11.00 | 17.00 |
| 10. | 10 | 11.00 | 17.00 |
| 11. | 11 | 12.00 | 17.00 |
| 12. | 12 | 12.00 | 17.00 |
| 13. | 13 | 12.00 | 18.00 |
| 14. | 14 | 13.00 | 19.00 |
| 15. | 15 | 13.00 | 19.00 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | |
|---|---|---|---|
| 16. | 16 | 13.00 | 20.00 |
| 17. | 17 | 14.00 | 21.00 |
| 18. | 18 | 14.00 | 22.00 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 5: Excess health costs

## Division 1: Eligible persons

### 15.5.4 Eligible person

1. To qualify for benefits under this Part, an eligible person must be a dependant of an ADF member.

2. For this Part, the definition of dependant in section 12.3.5 is taken to include the following.

    a. A dependent who is less than 21 years old. They need not live with the member for a minimum time at the posting location to be regarded as a dependent.

    b. Any dependant recognised under section 1.3.6 as having special needs.

3. An eligible person must be certified as fit to live at the posting location.

### 15.5.5 Period of eligibility

1. The period of eligibility for costs outlined in this Part is as follows.

    a. The return travel of the eligible person to the posting location.

    b. The period during which the eligible person lives with the member overseas and the member is eligible for the overseas living allowances.

    c. Any other special circumstances approved by the CDF.

2. If a member is not eligible for the overseas living allowances for a period, they are not eligible for benefits outlined in this Part for that period.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Benefits

### 15.5.6 Purpose

The purpose of this Division is to outline the benefits available for an eligible person's health care during a long-term posting.

### 15.5.7 Medical costs

1. A member who has met the minimum threshold under section 15.5.7A is eligible to be reimbursed out-of-pocket expenses incurred for medical goods or services received by an eligible person.

2. Costs associated with assisted reproductive services provided overseas are not reimbursable.

3. In this section, **medical goods or services** means any of the following.

    a. Medical goods or services that the eligible person would be entitled to receive under a Medicare benefit in Australia.

    b. Medical goods or services that are covered by another Australian Government funded scheme that meets all of the following.

        i. The eligible person would be entitled to receive the goods or services through the scheme in Australia.

        ii. The CDF is satisfied that the medical goods or services the eligible person would be entitled to receive under the scheme are not otherwise provided for by local arrangements in the member's overseas posting location.

### 15.5.7A Minimum Thresholds

1. For the purpose of section 15.5.7, a member must reach the following minimum threshold in out-of-pocket medical expenses for the eligible person.

    a. If the eligible person is less than 15 years old at the beginning of the financial year, the minimum threshold is AUD 25.

    b. If the eligible person is 15 years or older at the beginning of the financial year, the minimum threshold is AUD 69.

2. If a member is only eligible for part of the financial year, the minimum threshold is reduced using the following formula.

$$\boldsymbol{reduced\ out\text{-}of\text{-}pocket\ threshold} = \left(\frac{\boldsymbol{A}}{\boldsymbol{365}}\right) \times \boldsymbol{B}$$

**Where:**

**A** Is the threshold that applies to the eligible person under subsection 15.5.7A.1.

**B** Is the number of days that the eligible person will be in the posting location that financial year.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. If a member incurs a cost for an eligible person's medical treatment in Australia in a financial year, the minimum threshold for that person in the financial year is reduced by the out-of-pocket cost to the member.

**Note:** The threshold is not reduced by any amount refunded by Medicare or under an Australian Government funded scheme.

### 15.5.8 Hospital costs

1. A member is eligible to be reimbursed costs for hospital accommodation, treatment and related charges incurred for an eligible person. This is if the hospital facilities are similar to the standard for a public hospital patient in Australia.

2. The member may incur additional costs because hospital facilities of that standard were not available at the posting location. The CDF may approve payment of an amount of additional costs the CDF considers reasonable in the circumstances. The CDF must consider all these criteria.

   a. The nature of the illness or condition of the eligible person.

   b. The standard of available hospital accommodation, treatment and medical equipment at the posting location.

   c. Any other factor relevant to the treatment of the eligible person.

### 15.5.9 Pharmaceutical costs

1. A member is to be reimbursed costs for pharmaceutical products for an eligible person. The following conditions apply.

   a. The pharmaceutical product must be a drug or medicinal preparation prescribed by a doctor.

   b. The amount payable is any amount by which an item exceeds AUD 31.30.

2. During a calendar year, a member may pay repeated threshold costs outlined in paragraph 1.b for an eligible person. After the total threshold payments exceed AUD 1,141.80 for the calendar year, the member is to be reimbursed the amount by which an item exceeds AUD 5.00.

3. If a member is accompanied at the post by the eligible person for part of the calendar year, the first threshold total in subsection 2 is reduced in proportion.

4. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the first threshold total in subsection 2 must be reduced by that cost.

5. This section does not apply to any item provided at the posting location. This includes the Medical Equipment Set Individual Foreign Service.

### 15.5.10 Pharmaceutical costs – health care card

1. A member is to be reimbursed costs for pharmaceutical products for a dependant during a calendar year if the following conditions are met.

   a. The member has a recognised dependant with special needs.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The dependant held a Government issued Health Care Card which was valid at the time of leaving Australia, and provides evidence of that to their overseas post administration section.

c. The pharmaceutical product supplied is a drug or medicinal preparation prescribed by a doctor.

d. The pharmaceutical product supplied is listed on the Pharmaceutical Benefits Scheme.

e. The pharmaceutical product is for the person specified on the Health Care Card who is a member or a dependant of the member. If the pharmaceutical product is not for the person specified on the Health Care Card then section 15.5.9 applies.

2. The amount reimbursed is the difference paid above the Pharmaceutical Benefits Scheme threshold of AUD 5 for each item.

3. During a calendar year, a member may pay repeated threshold costs outlined in subsection 2 for a Health Care Card holder. After the total threshold payments reach AUD 290, the member is then eligible for the full reimbursement for each item, for the rest of the year.

4. If a member is accompanied at the post by the eligible person for part of the calendar year, the threshold totals in subsection 3 are reduced in proportion.

5. A member may incur a cost during a calendar year for an eligible person's pharmaceutical products **supplied in Australia** during the period of the posting. In this case, the total threshold amounts in subsection 3 must be reduced by that cost.

6. This section does not apply to any item provided at the posting location. This includes the Medical Equipment Set Individual Foreign Service.

### 15.5.11 Ancillary services

1. A member is eligible to be reimbursed costs for ancillary services for an eligible person.

2. An ancillary service means an additional service not covered by Medicare but covered by Medibank Private Extras in Australia.

3. The member is eligible to the additional cost above the cost of a similar service in Australia. The Australian cost is determined by reference to either of these health funds.

   a. The private health fund the member belongs to.

   b. Medibank Private, if the member does not have private health insurance.

4. When cost data is not available at the posting location, the Welfare Unit of the Department of Foreign Affairs and Trade, Canberra, will be able to help. They will also provide a copy of their advice to the Overseas Administration Team.

### 15.5.12 Dental costs for young children

1. This section covers dental treatment for a child who meets both of these conditions and is an eligible person under this Part.

   a. They have not yet started secondary education.

   b. They are an eligible person under this part.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. A member is eligible to be reimbursed the cost of some kinds of dental treatment for an eligible child. Costs that may and may not be reimbursed are shown in this table.

| Item | Costs that may be reimbursed | Costs that may not be reimbursed |
|---|---|---|
| 1. | Cleaning | Dentures |
| 2. | Dental check-ups | Orthodontic appliances |
| 3. | Dental education | |
| 4. | Emergency treatment | |
| 5. | Extractions | |
| 6. | Fillings | |
| 7. | Preventative care | |
| 8. | X-rays | |

3. The member is not eligible to be reimbursed for costs under subsection 2 until the costs have passed a threshold.

   a. That threshold is AUD 40 (or the equivalent in local currency) in each financial year.

   b. The threshold amount is not reimbursed to the member.

   c. The threshold figure applies for each eligible child.

   d. A member may be eligible for reimbursement under this section for only a proportion of a financial year. The threshold in respect of that child must be reduced in the same proportion.

   e. The threshold may be reduced to reflect Medicare benefits the member is eligible for. The threshold will be reduced by the difference between the cost incurred and the Medicare benefit. All these conditions must be met.

      i. The cost must relate to necessary dental treatment.

      ii. The treatment must have been provided in Australia.

      iii. The treatment must qualify for a Medicare benefit.

      iv. The treatment must have been in the same financial year as the threshold to be varied.

### 15.5.13 Ambulance costs

A member is eligible to be reimbursed costs for ambulance transport or other necessary medical transport for an eligible person.

### 15.5.14 Routine medical checks

1. The CDF may approve reimbursement for an eligible person who requires a routine medical check. This can be during or after a posting.

2. The CDF must consider both these criteria.

   a. The general standard of health at the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The incidence of diseases at the location that are unlikely to be contracted in Australia.

3. If the CDF is satisfied that routine medical checks will be necessary, the member may be reimbursed these costs.

a. The medical check.

b. Return travel to the medical facility for the member and eligible person.

4. The amount reimbursed must be reduced by any amount payable under either of the following.

a. Medicare Benefits Schedule.

b. The eligible person's health insurance fund.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Special benefits for health-related travel

### 15.5.15 Purpose

The purpose of this Division is to assist with the cost of travel to another location to obtain health care.

### 15.5.16 Travel to another location for health care

1. Subject to subsection 2, an eligible person is eligible for travel costs to obtain health care at a location other than the posting location if the CDF is satisfied of any of the following.

    a. The health care required cannot be provided at the posting location.

    b. The health care required cannot be delayed until the eligible person is away from the posting location for recreation or other purposes.

2. In deciding whether to approve the travel under subsection 1, the CDF must consider all of the following.

    a. The apparent state of health of the eligible person.

    b. Any available professional advice on the person's state of health.

    c. The health care facilities available at the posting location.

    d. The availability and skill of health care professionals at the posting location.

    e. Any other factor relevant to the person's health.

3. For the purpose of subsection 1, health care does not include any assisted reproductive services procedures.

### 15.5.17 Escort to accompany eligible person

1. If section 15.5.16 applies, an eligible person is eligible for travel costs for an escort to accompany them if the CDF approves after considering all of the following.

    a. The eligible person’s medical requirements.

    b. The degree to which the eligible person could travel independently.

    c. Any other factor relevant to the eligible person's welfare during the travel.

2. In this section, **escort** means one of the following persons who is over 18 years old.

    a. The member.

    b. Family of the member or the eligible person.

    c. An adult at the posting location chosen by the eligible person.

### 15.5.18 Child to accompany eligible person

If section 15.5.16 applies, an eligible person is eligible for travel costs for their child to accompany them if the CDF approves after considering all of the following.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. The child's age.

b. The availability of alternative child care arrangements practical in the circumstances.

c. The circumstances in which the person is to travel.

### 15.5.19 Commercial air travel for health care

1. Air travel under this Division is by one of the following classes.

   a. Economy class.

   b. If one of the following applies – business class (if not available, then first class).

      i. A doctor certifies that the eligible person is pregnant at the time of travel.

      ii. For any other eligible person — the CDF is satisfied that the higher class is reasonable in the circumstances subject to subsection 2.

   **Note:** Travel for a person under section 15.5.17 or 15.5.18 who accompanies the eligible person will be of the same class.

2. For the purpose of subparagraph 1.b.ii, the CDF must consider all of the following.

   a. The eligible person's medical requirements.

   b. The nature of the aircraft seating required during the travel.

   c. Any other factor relevant to the travel.

3. A person who travels by air is not eligible for any of the following.

   a. Excess baggage – unless subparagraph 1.b.i applies, then the eligible person is eligible for up to 15 kilograms of excess baggage on their return to the posting location following childbirth.

   b. Any of the following costs incurred at the posting location or at the location the health care is obtained.

      i. Transportation fares.

      ii. Car hire fees.

      iii. Parking charges.

### 15.5.19A Private vehicle use for health care

1. An eligible person who has been approved travel costs under section 15.5.16 is eligible for reimbursement of an amount for each kilometre of a journey travelled using private vehicle if all of the following apply.

   a. Private vehicle is the most efficient and economical means of travel for the journey.

   b. Travelling by private vehicle is appropriate having regard to the eligible person's medical requirements.

2. For the purpose of subsection 1, the amount is calculated using the following formula:

$$\textbf{reimbursable amount per km (in local currency)} = A \times B \times \left(\frac{C}{100}\right)$$



Rectified Authorised Version registered 04/06/2025 F2024C00230

Where:

**A** is the rate of vehicle allowance under section 9.6.25 that applies to the posting location at the time of the approved travel.

**B** is the exchange rate used to pay members' salary for the pay period.

**C** is the post index under section 12.3.14A used to calculate overseas allowances for the pay period.

3. If subsection 1 applies, the eligible person is eligible for reimbursement of the actual costs of any of the following.

   a. Vehicle ferry fares.

   b. Toll fees.

   c. Parking or vehicle storage charges.

### 15.5.20 Living costs at another location during treatment

1. This section applies to an eligible person authorised to travel under this Division who is not an in-patient at a hospital.

2. This table sets out the benefits for travel from the posting location to another overseas location.

| **TABLE 1 Authorised travel from posting location to another overseas location** | | |
|---|---|---|
| **Item** | **For a person living in...** | **the benefit is...** |
| 1. | commercial accommodation for **more** than 5 days, with facilities to prepare a cooked meal | The reasonable cost of the person's accommodation. |
| 2. | commercial accommodation for **1 to 5** days, with facilities to prepare a cooked meal | as if the person were settling in on long-term posting at the other location.<br>**See:** Chapter 14 Part 5, Settling in and out |
| 3. | commercial accommodation **without** facilities to prepare a cooked meal | |
| 4. | private accommodation | 25% of the meals supplement payable if the person were settling in on long-term posting at the other location.<br>**See:** Chapter 14 Part 5, Settling in and out |

3. This table sets out the benefits for travel from the posting location to another location in Australia.



Rectified Authorised Version registered 04/06/2025 F2024C00230

| TABLE 2 Authorised travel from posting location to a location in Australia | | |
|---|---|---|
| **Item** | **For a person living in...** | **the benefit is...** |
| 1. | commercial accommodation for **more** than 5 days, with facilities to prepare a cooked meal | for accommodation only.<br>Accommodation is paid at the daily travelling allowance rate, as if the member was temporarily performing duty at the location in Australia for up to 21 days.<br>Accommodation may not be paid for more than 21 days.<br>**See:** Chapter 9 Part 5 Annex 9.5.A within Australia |
| 2. | commercial accommodation for **1 to 5** days, with facilities to prepare a cooked meal | as in item a, plus the amount for meals payable under section 14.5.5 if the member were evacuated to the location in Australia.<br>**See:** Chapter 14 Part 6 Division 1, Evacuations |
| 3. | commercial accommodation **without** facilities to prepare a cooked meal | |
| 4. | private accommodation | 25% of the amount for meals mentioned under items 2 and 3.<br>**See:** Chapter 14 Part 6 Division 1, Evacuations |

4. Regardless of a member's rank, the rates payable under this section are limited to the rates payable to members with the rank of Colonel or lower.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Claiming health costs

### 15.5.21 Purpose

The purpose of this Division is to provide a member with information about making health care claims and seeking reimbursement.

### 15.5.23 Assignment of rights to recover costs

To be reimbursed costs under this Part, the member and any eligible person must assign to the Commonwealth the legal rights to recover costs from another person.

### 15.5.24 Payment for health service instead of reimbursement

1. A member may request the CDF to approve payment of costs to the provider, instead of reimbursing the member.

2. This section does not apply to ancillary services or pharmaceutical products.

3. A member making a request under this section must have repaid any amount that exceeds what they are eligible for under this Part.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 6: Education assistance for children

## Division 1: General provisions

### 15.6.1 Purpose

The purpose of this Part is to provide additional benefits to a member to assist with any increased costs for their child's education as a result of the member's posting overseas.

### 15.6.2 Member this Part applies to

This Part applies to a member who meets all of the following.

a. The member is on a long-term posting overseas.

b. The member has a dependant who is a child that is more than 3 years old.

c. The child is enrolled in one of the following.

i. Pre-school.

**Note:** The child enrolled in pre-school does not have to be enrolled full-time.

ii. Full-time primary school.

iii. Full-time secondary school.

iv. Full-time tertiary education.

v. Full-time junior college or similar institution in the USA.

### 15.6.3 Dual benefit exclusion

A member is not eligible for education assistance under this Part in respect of a child for whom they are receiving benefits under Chapter 8 Part 4.

### 15.6.5 How benefits are paid

1. Unless otherwise specified, benefits under this Part may be paid by a reimbursement to the member or provided through the service provider.

**Note:** If a benefit is a reimbursement, it cannot be provided through a service provider.

2. If a fee or charge for which a benefit is provided under this Part is paid by the member in instalments, the member may be reimbursed the amount paid for each instalment.

**Note:** The total amount reimbursed for the fee or charge must not exceed the limit of the benefit.

### 15.6.6 Amount repayable if member receives refund

If a member is refunded an amount from a provider for a benefit that has been paid to the provider or reimbursed to the member, the member must repay the part of the benefit that is refunded.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Education assistance for children at the posting location

### 15.6.7 Member this Division applies to

This Division applies to a member whose child is attending one of the following education institutions at the member's posting location overseas.

a. Pre-school.

b. Primary school.

c. Secondary school.

d. Junior college (or similar institution in the USA).

### 15.6.8 Initial enrolment fees

A member is eligible for an amount charged by the school in which their child is enrolled for the child's initial enrolment.

### 15.6.9 Compulsory examination fees

1. Subject to subsection 2, a member is eligible to be reimbursed the costs of the child sitting an examination for any of the following.

   a. Entry into a school.

   b. Completion of primary or secondary school.

2. The maximum benefit under subsection 1 is the lesser of the following.

   a. The fee for the examination charged by the school.

   b. The fees for a similar examination at the benchmark school in the member's posting location overseas for the child's education level.

### 15.6.10 Compulsory tuition fees

1. A member with a child in a schooling situation described in an item in column A of the following table is eligible for the compulsory tuition fees benefit in column B of the same item.

| Item | Column A<br>Child's schooling situation | Column B<br>Compulsory tuition fees benefit |
|---|---|---|
| 1. | The child attends a school at the member's posting location where there is a benchmark school provided. | The lesser of the following.<br>a. The compulsory tuition fees charged by the child's school.<br>b. The compulsory tuition fees charged by the benchmark school. |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | |
|---|---|---|
| 2. | The child attends a pre-school in the USA that is a benchmark school and the child will not turn 5 years old on or before 31 December in the current USA school year. | The rate of compulsory tuition fees charged by the benchmark school for the child to attend for 15 hours per week.<br>**Note:** The child may attend the school more than 15 hours per week. Assistance is limited to the amount charged for 15 hours per week. |
| 3. | The child attends a pre-school or kindergarten in the USA and the CDF decides that the government pre-school where the member lives is not a suitable benchmark school. | The lesser of the following.<br>a. The compulsory tuition fees charged by the child's school.<br>b. USD 6,799.<br>**Note:** Assistance provided under this item is not limited 15 hours per week. |
| 4. | The child attends a primary or secondary school in the District of Columbia, USA and the member has been directed to live there. | The lesser of the following.<br>a. The compulsory tuition fees charged by the child's school.<br>b. USD 18,121. |
| 5. | The child attends a primary or secondary school in the USA and the CDF decides that the benchmark school where the member lives is not suitable. | |
| 6. | All of the following apply.<br>a. The child has completed secondary school in the USA.<br>b. The child is attending a junior college or similar institution in the USA to obtain admission to a tertiary institution in Australia. | |

### 15.6.11 Member contribution

1. A member who receives the benefit under section 15.6.10 must pay an annual contribution.

2. The rate of the annual contribution for a child attending a type of school in an item in column A of the following table is the lesser of the following.

   a. The rate in column B of the same item of the table.

   b. The compulsory tuition fee.

| Item | Column A<br>School level | Column B<br>Annual contribution in AUD |
|---|---|---|
| 1. | Pre-school | 563 |
| 2. | Primary school | 192 |
| 3. | Secondary school | 448 |
| 4. | Junior college (or similar institution in the USA) | 448 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. If a member's child will not complete a full academic year due to service reasons, the member's annual contribution under subsection 2 is calculated using the following formula.

$$annual\ contribution = A \times \frac{B}{C}$$

Where:

**A** is the number of days the child will attend the school for the academic year.

**B** is the annual contribution the member must pay for the child under subsection 2.

**C** is the number of school days in the academic year.

### 15.6.12 Excess school transport costs

1. A member is eligible to be reimbursed excess transport costs if their child travels to and from school by one of the following.

   a. Public transport.

   b. Transport contracted by the school, but not charged by the school.

2. Subject to subsection 3, the excess cost of school transport for 12 months beginning on 1 March is calculated using the following formula.

$$school\ transport\ costs\ (AUD) = Costs - \left(\frac{Days}{157} \times 383.10\right)$$

Where:

**Costs** is the lesser of the following school transport costs in Australian dollars.

a. Costs that would be payable if the child attended a benchmark school.

b. Costs paid by the member for the child.

**Note:** The exchange rate used to convert the amount to Australian dollars is the rate provided to Defence by the Department of Foreign Affairs and Trade for the payday prior to 1 March of the relevant year for the currency in which the member incurred the school transport costs.

**Days** is the number of days the member's dependant attended school in the overseas location during the year. Do not count more than 157 days.

3. A member does not receive an amount or a debt if the result of the formula under subsection 2 is negative.

### 15.6.13 Language and communication tuition

A member is eligible to be reimbursed reasonable tuition costs for their child to learn a new language or form of communication that is used to teach a class the child attends if the CDF is satisfied it is necessary for the child's education.

### 15.6.14 Remedial tuition

1. A member is eligible to be reimbursed the cost of up to 50 hours of remedial tuition if the CDF is satisfied of all of the following.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. There has been a decline in the child's academic performance as result of the member's overseas posting.

b. A written evaluation has been provided by the child's school which includes all of the following.

i. The child's rate of academic progress at the school.

ii. The reason remedial tuition is recommended.

iii. The recommended number of remedial tuition hours.

c. Whether the child's academic performance will reasonably improve if remedial tuition is provided.

d. Any other factors relevant to the child's academic performance.

e. Whether the cost is reasonable having regard to the cost of similar tuition in Australia.

2. The member is eligible to be reimbursed the cost of up to a further 150 hours of remedial tuition for the same child in addition to the initial remedial tuition hours provided under subsection 1 if the CDF is satisfied it is reasonable.

3. Remedial tuition approved by the CDF under this section must be taken within 12 months from the date of the child's commencement at an overseas school.

**Note:** Language and communication tuition are not reimbursable under this section. A member may be eligible for language and communication tuition under section 15.6.13.

### 15.6.15 Summer school costs

1. A member is eligible to be reimbursed the following if their child attends a summer school or summer camp.

a. If the summer school or summer camp is listed in Annex 15.6.B for the member's posting location — the amount charged by the summer school or summer camp attended by the child.

b. If the summer school or summer camp listed under Annex 15.6.B for the member's posting location is closed due to the COVID-19 pandemic, the lesser of the following.

i. AUD 135 for each day of attendance at an alternative summer school or summer camp.

ii. The cost for each day of attendance at an alternative summer school or summer camp.

2. This section does not apply to a member who is eligible for a benefit under section 15.6.16, USA – summer camps.

3. The benefit under this section is limited to either of the following periods.

a. For summer schools in France — 3 weeks per year.

b. For summer schools, or summer camps, in all other locations — 4 weeks per year.

4. A member is not eligible to be reimbursed any of the following costs associated with summer school, or summer camp, incurred by the member, partner or child.

a. Costs associated with stopovers, transport or travel.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. Costs for accommodation, meals and incidentals during travel to or from the school.

c. Optional activities that incur extra costs.

### 15.6.16 Summer camps – Manhattan Island

1. This section applies to a member who meets all of the following.

   a. They are directed to live on Manhattan Island, USA.

   b. They are eligible for child supplement allowance for a child under Chapter 15 Part 2A Division 4.

2. The member is eligible to be reimbursed mandatory fees for summer camp for the child, including day camps.

3. Reimbursement is the lesser of the following.

   a. One of the following.

      i. If the child is attending pre-school — USD 805 a year.

      ii. If the child is attending primary or secondary school — USD 2,530 a year.

   b. The cost of the mandatory fees for the summer camp.

### 15.6.17 Child leaves Australia to attend school at posting location overseas

1. This section applies to a member if all of the following apply.

   a. The member has received compulsory tuition fees for study in Australia under Division 4.

   b. The member's child has relocated to the member's posting location overseas to study before the end of the member's posting.

2. The member is ineligible for benefits under this Division unless all of the following apply.

   a. One of the following applies.

      i. The member has repaid any benefit for compulsory tuition fees for the child's study in Australia under section 15.6.28 for the period the child is not in Australia.

      ii. The period for which the compulsory tuition fees for study in Australia has ended.

   b. The CDF considers the cost to Defence and approves benefits under this Division.

3. If the member has paid a contribution under section 15.6.26 or section 15.6.27 and the period for which the contribution was paid has not ended, the member is eligible for a reimbursement calculated using the following formula.

$$\textit{reimbursable amount} = \frac{A}{B} \times C$$

Where:



Rectified Authorised Version registered 04/06/2025 F2024C00230

**A** is the number of days left of the period the contribution covered from the day the Commonwealth was repaid the compulsory tuition fees it paid.

**B** is the number of days the contribution covered.

**Note:** The period could be a school term, number of school terms or the full school year. The dates for school terms and school years are determined by the school.

**C** is the contribution the member paid.

### 15.6.17A Mandatory COVID-19 testing

A member is eligible to be reimbursed the cost of one COVID-19 test each school term for a school-age dependant if the following conditions are met.

a. The school-age dependant attends, or is to attend, a school.

b. A COVID-19 test is a mandatory requirement of the school.

c. The school-age dependant has a COVID-19 test.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Education assistance for children overseas – special circumstances

### 15.6.18 Education assistance – inadequate education facilities

1. A member is eligible for education assistance for their child studying by one of the following means if the CDF is satisfied the benchmark school at the posting location overseas is inadequate for the child.

    a. By way of correspondence at the member's posting location overseas.

    b. At an overseas location other than the member's posting location overseas.

2. Before making the decision under subsection 1, the CDF must consider all of the following.

    a. The availability and nature of the education facilities at the member's posting location.

    b. The alternative education arrangements made for the child and their cost.

    c. The nature and cost of other arrangements that the member could be expected to make at the posting location or in Australia.

    d. Any other circumstance at the posting location affecting the educational welfare of the child.

3. The amount of education assistance is one of the following.

    a. If paragraph 1.a applies, one of the following.

        i. The amount the member would be eligible for under Division 2 if their child was studying at the benchmark school at the posting location overseas.

        ii. An amount the CDF considers reasonable.

    b. If paragraph 1.b applies, the benefits the member would be eligible for under Division 4 if the child lived in Australia and attended a non-Government school that provided for the child's alternative education arrangements.

4. A member eligible for education assistance for a child under this section is not eligible for education assistance under section 15.6.10 for that child.

### 15.6.19 Travel benefit for child leaving posting location overseas

1. This section applies to a member if all of the following apply.

    a. The member's child leaves the member's posting location overseas to begin school at another location.

    b. The member will receive education assistance for the child in the other location.

2. If the child is to attend a school in Australia, the travel benefit is the lesser of the following.

    a. The allowable travel cost for the child to travel from the posting location overseas to the school.

    b. The actual cost of the travel.



Rectified Authorised Version registered 04/06/2025 F2024C00230

3. If the child is to attend a school outside of Australia, the travel benefit is the lesser of the following.

    a. The allowable travel cost for the child to travel from the posting location overseas to the school.

    b. The allowable travel cost for the child to travel from the posting location overseas to the last posting location in Australia.

    c. The actual cost of the travel.

### 15.6.20 Accompanying a child to begin boarding school

1. This section applies to a member who meets all of the following.

    a. The member's child has lived at the member's posting location overseas for at least a year or a school year.

    b. The member's child is leaving the posting location to attend boarding school in another location.

    c. The member's child has not previously attended a school as a boarder.

    d. The member is eligible for education assistance for their child to attend primary or secondary school at their next location.

2. The member is eligible for the travel costs between the member's posting location and the child's school for the member or member's partner to accompany their child to begin boarding school outside the member's posting location overseas if all of the following apply.

    a. The travel arrangements with the child cannot be made in conjunction with other travel benefits.

    b. One of the following applies.

        i. The child is not permitted to travel alone.

        ii. It would be severely detrimental to the child's welfare if the member or their partner did not accompany the child.

    c. The CDF approves the travel.

3. For the purpose of paragraph 2.c, the CDF must not approve the travel unless all of the following apply.

    a. There are special circumstances that require the child to be accompanied to begin boarding school.

    b. It is reasonable having regards to the following.

        i. The time the member has been overseas on posting.

        ii. When the member or partner last travelled to the location where the child will be attending boarding school.

        iii. Any other factor relevant to the child beginning boarding school.

4. Travel costs under subsection 1 means the lesser of the following.

    a. One of the following.



Rectified Authorised Version registered 04/06/2025 F2024C00230

i. If the child is to attend a school in Australia — the allowable travel costs for one person to travel from the posting location overseas to the school's location and return to the posting location overseas.

ii. If the child is to attend a school outside of Australia — the allowable travel costs for one person to travel from the posting location to the member's last posting location in Australia and return to the posting location.

b. The actual cost of the travel.

5. A member is only eligible for a benefit under this section once for each child on a long-term posting overseas.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Education assistance for children in Australia

### 15.6.23 Member this Division applies to

1. This Division applies to a member on a long-term posting overseas who meets all of the following.

    a. The member's child is enrolled in one of the following in Australia.

        i. Primary school.

        ii. Secondary school.

        iii. A tertiary institution.

    b. During the child's study, their primary accommodation is not the family home in Australia.

    **Note:** This Division will continue to apply to a member after the member has been posted back to Australia until the member ceases to be eligible for education assistance under section 15.6.29.

### 15.6.24 Member this Division does not apply to

This Division does not apply to a member in relation to a child in Australia if the member's partner also resides in Australia unless the CDF is satisfied that it is reasonable in the circumstances to provide education assistance in relation to the child.

**Note:** If the member has more than one child, the CDF may make a different decision in relation to each child.

### 15.6.25 Initial enrolment fees

1. A member is eligible for an amount charged by the school in which their child is enrolled for the child's initial enrolment.

2. The benefit under this section may be reimbursed to the member or paid upfront to the provider.

### 15.6.26 Compulsory tuition fees

1. Subject to subsection 3, a member who has a child attending pre-school, primary or secondary school in Australia is eligible for the costs of compulsory tuition fees for the child.

2. The maximum benefit under subsection 1 is the lesser of the following.

    a. The amount of the compulsory tuition fees.

    b. AUD 33,683.

3. A member who receives a benefit under subsection 1 must pay one of the following contributions.

    a. If the child is in pre-school or primary school — AUD 192.

    b. If the child is in secondary school — AUD 448.



Rectified Authorised Version registered 04/06/2025 F2024C00230

4. If a member's child will not complete a full academic year due to service reasons, the member's annual contribution under subsection 3 is calculated using the following formula.

$$annual\ contribution = A \times \frac{B}{C}$$

Where:

**A** is the number of days the child will attend the school for the academic year.

**B** is the annual contribution the member must pay for the child under subsection 3.

**C** is the number of school days in the academic year.

### 15.6.27 Accommodation costs

1. Subject to subsection 2, a member with a child living in a boarding school, tertiary institution or a commercial establishment or in other private accommodation is eligible for the costs of accommodation.

2. The maximum payable under subsection 1 is one of the following.

   a. If the child is staying in a boarding school, tertiary institution or a commercial establishment, the lesser of the following.

      i. The actual cost.

      ii. AUD 29,375.

   b. If the child is living in other private accommodation, the lesser of the following.

      i. The actual cost.

      ii. AUD 17,650.

3. A member who receives a benefit under subsection 1 must pay one of the following contributions.

   a. If the child is living in a boarding school, tertiary institution or a commercial establishment or in other private accommodation, the lesser of the following.

      i. For the first year — AUD 3,191.

      ii. For every other year — AUD 3,606.

   b. If the child is staying in private accommodation — AUD 3,606.

   c. If the child was not living with the member before the member was given notice of their long-term posting overseas — the annual costs of the accommodation for the child paid before the notice was given.

### 15.6.28 Remedial tuition

1. A member is eligible to be reimbursed the cost of up to 50 hours of remedial tuition if the CDF is satisfied of all of the following.



Rectified Authorised Version registered 04/06/2025 F2024C00230

a. There has been a decline in the child's academic performance as a result of the member's overseas posting.

b. A written evaluation has been provided by the child's school which includes all of the following.

i. The child's rate of academic progress at the school.

ii. The reason remedial tuition is recommended.

iii. The recommended number of remedial tuition hours.

c. Whether the child's academic performance will reasonably improve if remedial tuition is provided.

d. Any other factors relevant to the child's academic performance.

2. The member is eligible to be reimbursed the cost of up to a further 150 hours of remedial tuition for the same child in addition to the initial remedial tuition hours provided under subsection 1 if the CDF is satisfied it is reasonable.

3. Remedial tuition approved by the CDF under this section must be taken within the later of the following dates.

a. 12 months from the date the member's child commences at the new school in Australia.

b. 12 months from the date the member commences their overseas posting.

4. The amount of reimbursement under this section is calculated using the following formula.

$$\boldsymbol{reimbursable\ amount = A - B}$$

Where:

**A** is the amount the member paid for remedial tuition.

**B** is the amount the member would have paid for remedial tuition if the member was in Australia.

### 15.6.29 Child leaves the posting location overseas to attend school in Australia

1. This section applies to a member if all of the following apply.

a. The member has received compulsory tuition fees for study at the posting location overseas under Division 2 or Division 3.

b. The member's child has relocated to Australia to study before the end of the member's posting.

2. The member is ineligible for benefits under this Division unless all of the following apply.

a. One of the following applies.

i. The member has repaid any benefit for compulsory tuition fees for the child's study overseas under section 15.6.10 for the period the child is not in the posting location.

ii. The period for which the compulsory tuition fees for study at the posting location overseas has ended.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The CDF is satisfied that the cost to Defence to provide the benefit is reasonable in the circumstances.

3. If the member has paid a contribution under section 15.6.10 and the period for which the contribution has not ended, the member is eligible for a reimbursement calculated using the following formula.

$$reimbursable\ amount = \frac{A}{B} \times C$$

Where:

**A** is the number of days left of the period the contribution covered from the day the Commonwealth was repaid the compulsory tuition fees it paid.

**B** is the number of days the contribution covered.

**Note:** The period could be a school term, number of school terms or the full school year. The dates for school terms and school years are determined by the school.

**C** is the contribution the member paid.

### 15.6.30 End of education assistance

1. A member ceases to be eligible for education assistance under this Division on the earlier of the following days.

a. The day a parent of the child lives in Australia on a permanent basis unless the CDF is satisfied it is not reasonable for the child to live with the parent.

**Note:** If the member has more than one child, the CDF may make a different decision in relation to each child.

b. The day the child changes schools after the member is posted back to Australia.

c. If the child is in primary school — the end of the school year after the member is posted back to Australia.

d. If the child is in secondary school and subsection 3 applies, one of the following.

i. If the child is enrolled in a school year that is not one of the last 2 years of secondary school — the end of the school year after the member is posted back to Australia.

ii. If the child is enrolled in a school year that is either of the last 2 years of high school — the end of the last year of secondary school.

e. If the child is enrolled in tertiary education — the child turns 18 years old.

3. For the purpose of paragraph 1.d, the child must have been enrolled in a secondary school in the year in an item in column A of the following table for the period prescribed in column B of the same item.

| Item | Column A<br>Year at School | Column B<br>Prescribed period |
|---|---|---|
| 1. | The first year of secondary school | From the beginning of the school year. |
| 2. | Any other year of secondary school | For at least four school terms before the day on which the posting ends. |



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 15.6.A: Benchmark schools

| Item | Column A<br>Posting location | Benchmark school | | |
|---|---|---|---|---|
| | | Column B<br>Pre-school/Kindergarten | Column C<br>Primary school | Column D<br>Secondary school |
| 1. | Belgium | International School, Brussels | International School, Brussels | International School, Brussels |
| 2. | Brunei | International School Brunei | International School Brunei | International School Brunei |
| 3. | Cambodia | – | International School, Phnom Penh | – |
| 4. | Canada | Turnbull School, Ottawa | For grades 1–3, Turnbull School, Ottawa<br>For grades 4-6, Ashbury College, Ottawa | Ashbury College, Ottawa |
| 5. | China | British School, Beijing | British School, Beijing | British School, Beijing |
| 6. | Cook Islands | Te Uki Oh School | Te Uki Oh School | – |
| 7. | East Timor | Quality Schools International, Dili | Quality Schools International, Dili | Quality Schools International, Dili |
| 8. | Ethiopia | International Community School Addis Ababa | International Community School Addis Ababa | International Community School Addis Ababa |
| 9. | Fiji | International School, Suva | International School, Suva | International School, Suva |
| 10. | France | | | |
| | – Paris | International School, Paris | International School, Paris | International School, Paris |
| | – other | EPIM School, Aix-en-Provence | EPIM School, Aix-en-Provence | EPIM School, Aix-en-Provence |
| 11. | Germany | | | |
| | – Bremen | The International School of Bremen | The International School of Bremen | The International School of Bremen |
| | – Hamburg | The International School of Hamburg | The International School of Hamburg | The International School of Hamburg |
| | – other | Brandenburg Berlin International School | Brandenburg Berlin International School | Brandenburg Berlin International School |
| 12. | India | American Embassy School, New Delhi | American Embassy School, New Delhi | American Embassy School, New Delhi |
| 13. | Indonesia | Jakarta International School | Jakarta International School | Jakarta International School |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 14. | Italy<br>- Pisa | American Overseas School of Rome<br>International School of Florence | American Overseas School of Rome<br>International School of Florence | American Overseas School of Rome<br>International School of Florence |
| 15. | Japan | American School, Tokyo | American School, Tokyo | American School, Tokyo |
| 16. | Jordan | American Community School, Amman | American Community School, Amman | American Community School, Amman |
| 17. | Kiribati | – | Ruruboa School | – |
| 18. | Kuwait | The English School | The English School | The English School |
| 19. | Laos | Vientiane International School | Vientiane International School | Vientiane International School |
| 20. | Malaysia<br>- Kuala Lumpur<br>- other | <br>Children's House<br>St Christopher's School, Butterworth | <br>International School<br>St Christopher's School, Butterworth | <br>International School<br>Uplands School, Butterworth |
| 21. | Marshall Islands | Majuro Cooperative School | Majuro Cooperative School | Majuro Cooperative School |
| 22. | Micronesia | Calvary Christian Academy | Calvary Christian Academy | Calvary Christian Academy |
| 23. | Myanmar | The International School Yangon | The International School Yangon | The International School Yangon |
| 24. | Netherlands (including The Hague) | The British School in The Netherlands | The British School in The Netherlands | The British School in The Netherlands |
| 25. | New Caledonia | James Cook International School | James Cook International School | James Cook International School |
| 26. | New Zealand<br>- Wellington<br>- other | <br>Any government school<br>Any government school | <br>Scots College<br>Any government school | <br>Scots College<br>Any government school |
| 26. | New Zealand | Any government school | Any government school | Any government school |
| 27. | Palau | Emmaus Gospel Kindergarten | Seventh Day Adventist Elementary School | – |
| 28. | Papua New Guinea<br>- Port Moresby<br>- Lae | <br>Ela Beach<br>– | Any Australian curriculum primary school administered by the Papua New Guinea Government or the International Education Agency | Any Australian curriculum secondary school administered by the Papua New Guinea Government or the International Education Agency |
| 29. | Philippines | International School, Manila | International School, Manila | International School, Manila |
| 30. | Samoa | Baha'i Montessori | Vaiala Beach School | Robert Louis Stevenson Secondary School |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | |
|---|---|---|---|---|
| 31. | Saudi Arabia | American International School, Riyadh | American International School, Riyadh | American International School, Riyadh |
| 32. | Singapore | Australian International School | Australian International School | Australian International School |
| 33. | Solomon Islands | Woodford International School | Woodford International School | Woodford International School |
| 34. | South Korea | Seoul Foreign British School | Seoul Foreign British School | Seoul Foreign British School<br>Seoul Foreign School |
| 35. | Spain<br>- Madrid | American School of Madrid | American School of Madrid | American School of Madrid |
| | - La Coruna/Ferrol | Colegio Obradorio | Colegio Obradorio | Colegio Obradorio |
| 36. | Sri Lanka | Overseas School of Colombo | Overseas School of Colombo | Overseas School of Colombo |
| 36A. | Sweden | Stockholm International School | Stockholm International School | Stockholm International School |
| 37. | Thailand | NIST International School | NIST International School | NIST International School |
| 38. | Tonga | ACTS Community School | ACTS Community School | Ocean of Light International School |
| 39. | Türkiye | – | The George C Marshall School | The George C Marshall School |
| 40. | UK | Southbank International School | Southbank International School | Southbank International School |
| 41. | United Arab Emirates | Cranleigh Abu Dhabi | Cranleigh Abu Dhabi | Cranleigh Abu Dhabi |
| 42. | USA<br>- Manhattan | Dwight School, New York | Dwight School, New York | Dwight School, New York |
| | - other | The government pre-school where the member lives that offers part-time tuition for at least 15 hours a week. | The government primary school where the member lives. | The government secondary school where the member lives. |
| 43. | Vanuatu | Mrs Parrett's Pre-school Kindergarten | Port Vila International School | – |
| 44. | Vietnam | United Nations International School Hanoi | United Nations International School Hanoi | United Nations International School Hanoi |



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 15.6.B: Approved summer schools

| Item | Column A<br>Posting location | Column B<br>Approved summer school |
|---|---|---|
| 1. | Belgium | Association pour le Développement des Sports et Loisirs (ADSL)<br>Brussels Kangaroos<br>International School Brussels<br>La Ferme d'Anjou<br>Tutti Frutti |
| 2. | Cambodia | Northbridge International School of Cambodia<br>The Canadian International School<br>The International School of Phnom Penh |
| 2A. | Canada:<br>- Ottawa | <br>St-Laurent Academy<br>OMS Montessori<br>Sonart Day Camp |
| | - Toronto | La Citadelle<br>Elite Baseball Camp<br>East York Baseball Camp<br>School of Canadian Contemporary Dance Theatre |
| 3. | China | Canadian International School of Beijing<br>Imagine China<br>Kidtopia Children's Museum<br>Mammolina Children's Home Model Montessori Kindergarten<br>That's Mandarin |
| 4. | East Timor | Quality Schools International – Dili (excluding the daily program) |
| 5. | France | American School, Paris<br>École Privée Internationale de Marseille (EPIM School),<br>Aix-en-Provence<br>International School, Paris<br>Centre International Privé pour l'Education et la Culture (CIPEC), France<br>International Bilingual School of Provence (IBS), France |
| 6. | Italy | American Overseas School of Rome, Rome |
| 7. | India | American Embassy School, New Delhi |
| 8. | Indonesia | Bandung International School<br>Bambino International Pre-school<br>Jakarta International School |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | |
|---|---|---|
| 9. | Japan:<br>- Tokyo | <br>ABC International School<br>Ayusa Summer Camp<br>EtonHouse International School<br>International School of the Sacred Heart<br>Montessori School of Tokyo<br>Nishimachi International School<br>STEAM Lab +E<br>Tokyo International School<br>Willowbrook International School |
| 10. | Jordan | My Gym Summer School |
| 10A. | Laos | Angkham Sports and Wellness Centre Swim Camp<br>Gerard's Music and English Summer Camp<br>The Chanthavone Football Club Camp<br>Vientiane International School |
| 11. | Malaysia | International School, Kuala Lumpur |
| 12. | Philippines | British School, Manila<br>International School, Manila |
| 13. | South Korea | British International Kindergarten, Seoul<br>Seoul Club Summer Program, Seoul<br>Seoul Foreign School, Seoul |
| 14. | Spain:<br>- La Coruna/Ferrol | <br>Colegio Eiris<br>Colegio Obradoiro Enforex |
| | - Madrid | American School of Madrid<br>Centro Educativo Internacional El Jarama<br>Colegio Santa Susana Summer School<br>Enforex Day Camp Summer Program |
| | - other | Enforex Day Camp Summer Program |
| 15. | Thailand | NIST International School<br>Noddy Playgroup<br>St Andrews International School |
| 16. | Vietnam | United Nations International School, Hanoi |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 7: Foreign language training for partner

## 15.7.1 Purpose

The purpose of this Part is to provide foreign language training to a member's partner when they accompany the member on long-term posting.

## 15.7.1A Person this Part applies to

This part applies to a member's partner who accompanies a member on a long-term posting overseas.

## 15.7.2 Foreign language training

1. A member's partner is eligible for up to 40 hours of training to learn a language other than English if the Director Attaché and Overseas Management is satisfied that is it reasonable having regard to the following.

    a. Whether English is a common language in the posting location.

    b. Whether the language is required for everyday or professional reasons.

    c. Whether knowledge of the language will assist in the personal security of the member's partner.

2. A member's partner is eligible for up to an extra 40 hours training to learn a language other than English if the Director Attaché and Overseas Management is satisfied that is it reasonable having regard to the following.

    a. The requirement of the partner to engage in representational activities.

    b. The difficulty of the language.

    c. The progress the partner has already made.

    **Note:** A member's partner is not eligible for a benefit under subsection 2 if no benefit is provided under subsection 1.

3. For the purpose of this section, training must be to learn a language commonly used in the posting location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 8: Club membership

## 15.8.1 Purpose

The purpose of this Part is to provide for a member on a long term posting and their dependants to pursue sporting, recreational and fitness activities.

## 15.8.2 Member's location and approved club

1. For the purpose of this Part, a member's location is one of the following.

   a. If the member's posting location is to a country listed in the table in subsection 2, member's location is that country.

   b. If the member is posted to a city or an establishment within a city that is listed in the table under subsection 2, member's location is that city.

   c. If the member is posted to Manhattan and directed to live in Manhattan, the location is USA – Manhattan.

2. Approved club for a member's location in an item in column A of the following table means the club in column B for the same item.

| Item | Column A<br>Member's location | Column B<br>Approved club |
|---|---|---|
| 1. | Brunei | Royal Brunei Yacht Club |
| 2. | Cambodia | Phokeethra Sports Club, Phnom Penh |
| 3. | Cook Islands | Fitness Cook Islands, Rarotonga |
| 4. | Ethiopia | Hyatt Hotel Health Club, Addis Ababa |
| 5. | Fiji | Fiji Club, Suva |
| 6. | India | Hyatt Hotel Health Club, New Delhi |
| 7. | Indonesia | Elite Club Epicentrum, Jakarta |
| 8. | Israel | Arab-Jewish Community Centre |
| 9. | Italy | Roman Sports Centre, Rome |
| 10. | Jordan | Golds Gym |
| 11. | Kiribati | Betio Fishing Club, Tarawa |
| 12. | Kuwait | Al Corniche Fitness Club |
| 12A. | Laos | Fitness World Phonxay |
| 13. | Malaysia – Kuala Lumpur | Kelab Darul Ehsan<br>**Note:** Basic membership only. The cost of golf membership must not be reimbursed to the member. |
| 14. | Malaysia | Penang Sports Club |
| 15. | Marshall Islands | Outrigger Marshall Islands Resort Cowry Club |
| 16. | Myanmar | Pun Hlaing Golf Club |
| 17. | Pakistan | Islamabad Club |
| 18. | Palau | Palau Pacific Resort Recreational Club |
| 19. | Papua New Guinea | Port Moresby Golf Club |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | |
|---|---|---|
| 20. | Philippines | Shangri-La Fitness Club, Manila |
| 21. | Samoa | Fitness Firm Samoa |
| 22. | Saudi Arabia | Dirab Golf and Recreation Club |
| 23. | Solomon Islands | Honiara Golf Club |
| 24. | South Korea | Seoul Club |
| 25. | Spain | Holmes Place – Capitán Haya, Madrid |
| 26. | Sri Lanka | Fitness Connection Gym |
| 27. | Thailand | British Club, Bangkok |
| 28. | Tonga | Tonga-Fit Gymnasium |
| 29. | Türkiye | Move on Fitness Club |
| 30. | United Arab Emirates | Health Club, The Bayshore Health Club, Intercontinental Hotel, Abu Dhabi. |
| 31. | USA – Manhattan | Life Time |
| 32. | Vanuatu | Warwick Le Legon Resort and Spa |
| 33. | Vietnam | The Hanoi Club, Hanoi |

### 15.8.3 Member this Part applies to

This Part applies to a member and their dependants at a member's location that has an approved club.

### 15.8.4 Benefits in the member's location

1. The member is eligible for the cost of membership to an approved club or a similar club for any of the following.

    a. The member.

    b. The member's dependants who reside in the member's location.

2. The maximum benefit is the cost of a membership at the approved club.

3. The cost of membership includes the joining fee and any ongoing annual membership fees.

### 15.8.5 Additional club membership costs

1. The CDF may decide to pay reasonable additional club membership costs having regards to the following.

    a. Other recreational or social facilities available at the member's location for a fee, including the arrangements for access to them and their cost.

    b. The nature of the member's duties at the member's location, including any representational duties.

    c. The nature of the facilities at the approved club and at the club that the member joins.

    d. Any other factor relevant to the club membership at the member's location.

2. A member may be eligible for the additional costs of club membership if all of the following apply.

    a. The costs are associated with a dependant on a reunion visit.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. The reunion visit is to the location for which the member has received a benefit under this Part.

c. The CDF considers it is reasonable to do so in the circumstances.

### 15.8.6 Payment of benefit

A benefit under this Part may be paid by way of reimbursement to the member or directly to the service provider.

**Note:** If the benefit is paid directly to the service provider, the member must pay the Commonwealth the club membership costs that exceed the benefit provided in this Part.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Chapter 16: Overseas hardship locations

## Part 1: General conditions and definitions

### 16.1.1 Purpose

The purpose of the overseas hardship package is to provide assistance for members and their dependants for difficulties or hardships experienced on either of these kinds of overseas service.

a. Long-term posting at certain posting locations overseas.

b. Short-term duty at certain overseas locations

### 16.1.2 Definitions

In this Chapter the following apply.

**Capital city** means the capital city in Australia with the lowest allowable travel cost where the locations for the allowable travel costs are the member's posting location and a capital city in Australia other than Hobart or Darwin.

**Provisional hardship location** has the meaning given by section 16.1.3.

**Qualifying location** means any of the following.

a. A hardship location.

b. A location for which the member received deployment allowance.

**Qualifying period** has the meaning given by section 16.1.4

**Regional leave centre** means one of the following.

a. A location listed as a regional leave centre in Annex 16.B column C.

b. During the COVID-19 pandemic — unless the location in paragraph a is in the country in which the member is posted, a capital city in Australia.

**Relief leave centre** means one of the following.

a. A location listed as a relief leave centre in Annex 16.B column C.

b. During the COVID-19 pandemic — unless the location in paragraph a is in the country in which the member is posted, a capital city in Australia.

### 16.1.3 Provisional hardship location

1. Provisional hardship location means a location determined by the CDF, taking all of the following into consideration.

a. Whether the ADF is required to provide humanitarian aid, disaster relief or reconstruction assistance.

b. The level of assistance required of the ADF.

c. The level of hardship expected.



Rectified Authorised Version registered 04/06/2025 F2024C00230

d. The nature of duties expected.

e. The expected duration of duty at the location.

f. Any other factors relevant to the location.

2. When determining a location under subsection 1, the CDF must also determine all of the following.

a. The hardship location grade for the location.

b. The period the hardship location grade applies, but not longer than 3 months.

### 16.1.4 Qualifying period

1. Qualifying period means the lesser of the following periods of duty performed by a member.

a. A period of 28 continuous days.

b. A period determined by the CDF.

2. For the purpose of paragraph 1.b, the CDF must consider all of the following.

a. Whether the ADF is required to provide humanitarian aid, disaster relief or reconstruction assistance.

b. The level of assistance required of the ADF.

c. The level of hardship expected.

d. The nature of duties expected.

e. The expected duration of duty at the location.

f. Any other factors relevant to the location.

### 16.1.5 Member this Chapter applies to

This Chapter applies to a member performing duty in a hardship location.

### 16.1.6 Member this Chapter does not apply to

This Chapter does not apply to a member on warlike or non-warlike deployments.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2A: Location allowance

## 16.2A.1 Purpose

Location allowance assists members and their dependants with the difficult conditions that may be encountered at a hardship location.

## 16.2A.2 Member this Part applies to

This Part applies to a member who meets one of the following conditions.

a. They are posted to a hardship location.

b. They are performing a period of short-term duty at a hardship location.

c. The member is performing duty at a provisional hardship location.

## 16.2A.3 Member this Part does not apply to

This part does not apply to a member for a period when any of the following conditions apply to the member.

a. They are not entitled to salary.

b. They are absent from a hardship location, except as provided in section 16.2A.6.

## 16.2A.3A Dual Commonwealth benefit rule

1. This section applies to a member if all of the following apply to their partner.

   a. The member's partner is posted to the same location as the member.

   b. The member's partner is eligible for a benefit from the Commonwealth that is for the same or comparable purpose to the benefits provided under this Part.

2 The member ceases to be eligible for a benefit under this Part if the member's partner has a higher salary than the member and has been nominated to receive the comparable benefit.

3 If subsection 2 applies, and the member receives a benefit under this Part, the member must repay the amount received.

## 16.2A.3B Eligibility for location allowance

1. A member is eligible for location allowance if they meet the qualifying period in one or more qualifying locations

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

## 16.2A.4 Payment of location allowance

1. Subject to subsection 2, a member who is eligible for location allowance is paid the allowance commencing on the day they entered the hardship location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. Location allowance is not payable for any of the following periods.

a. If a member is on a long-term posting overseas, one of the following.

i. If the member is an unaccompanied member, a period beginning 29 days after the member is temporarily absent from the hardship location and ending the day before they return.

ii. If the member is an accompanied member, a period beginning 29 days after the member and all dependants are temporarily absent from the hardship location and ending the day before they return.

**Note:** The allowance is still payable while any dependants remain at the hardship location.

b. A period the member is receiving deployment allowance unless the member is an accompanied member and at least one dependant remains at the hardship location.

**Note:** This includes days on deployment that contributed to the qualifying period.

c. If a member is on short-term duty overseas, a period the member is temporarily absent from the hardship location.

3. Despite subsection 2, if any of the following occur and the member left the posting location on or after 20 March 2020 payment of location allowance will recommence on the day the member or their dependant would have returned to the hardship location had the event not occurred.

a. The member is required to isolate themself in response to an infectious disease.

b. The member's transport back to the posting location has been disrupted because of travel restrictions or limited travel opportunities in response to an infectious disease.

### 16.2A.5 Rate of allowance

1. Subject to section 16.2A.7, the rate of location allowance for a member in a location they are performing duty with the hardship location grade specified in column A of the following table is one of the following.

a. For a member who is unaccompanied — the rate specified in column B of the same item.

b. For a member who is accompanied — the rate specified in column C of the same item.

| Item | Column A<br>Hardship location grade | Column B<br>Rate for an unaccompanied member<br>(AUD per year) | Column C<br>Rate for an accompanied member<br>(AUD per year) |
|---|---|---|---|
| 1. | A | Nil | Nil |
| 2. | B | Nil | Nil |
| 3. | C | 17,567 | 26,350 |
| 4. | D | 23,423 | 35,134 |
| 5. | E | 29,278 | 43,917 |
| 6. | F | 35,134 | 52,700 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. Location allowance is this paid fortnightly on a pro rata basis using the calculation provided under section 3.2.7.

### 16.2A.6 Location allowance eligibility ends

Eligibility for location allowance ends on the earlier of the following days.

a. The later of the following days.

i. The day the member ceases to be posted or deployed to a qualifying location.

ii. The day the member stops performing short-term duty in a qualifying location.

b. The day the location is no longer a qualifying location.

**Note:** Eligibility for the allowance does not cease for a member who performs duty at a new hardship location immediately after the previous hardship location.

### 16.2A.7 Duty in another hardship location

1. This section applies to a member who receives location allowance immediately prior to beginning short-term duty (‘the member’s previous location’) in another hardship location.

2. If the short-term duty location has a higher hardship location grade than the member’s previous hardship location — the location allowance is payable at the rate for the grade of the location of the short-term duty.

3. If the short-term duty location has a lower hardship location grade than the member’s previous hardship location — the location allowance is payable at the rate for the grade of the member’s previous hardship location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 3A: Additional recreation leave

## 16.3A.1 Purpose

The purpose of additional recreation leave is to enable members at hardship locations to do two things.

a. Obtain relief from the environment.

b. Access suitable shopping and medical facilities.

## 16.3A.2 Member this Part applies to

This Part applies to a member posted to a hardship location.

## 16.3A.3 Additional recreation leave

1. A member performing duty at a hardship location may be entitled to additional recreation leave.

2. The number of additional recreation leave days a year member is entitled to is the greater of the following amounts that applies to the member.

   a. The number of days for the hardship location grade of the member's posting location overseas in the following table.

| Item | Hardship location grade | Additional recreation leave days a year |
|---|---|---|
| 1. | A | 0 |
| 2. | B | 0 |
| 3. | C | 8 |
| 4. | D | 9 |
| 5. | E | 10 |
| 6. | F | 10 |

   b. If the member's posting location overseas is Afghanistan or Iraq – 15 additional recreation leave days a year.

3. The member accrues additional recreation leave up to the annual maximum, on a pro rata basis for the period of duty at the hardship location.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Assisted leave travel

## Division 1: Assisted leave travel benefit

### 16.4.1 Purpose

1. Assisted leave travel is provided to a member and each of their dependants living at a hardship location.

2. Travel to a leave centre is to enable any of the following.

    a. Access health and shopping facilities not normally available at the hardship location.

    b. Obtain relief from the environment at the hardship location.

### 16.4.2 Definitions

In this Part, the following apply.

**Leave centre** means any of the following.

a. A regional leave centre.

b. A relief leave centre.

c. A substituted leave centre under section 16.4.8.

**Ordinary posting period** means, for a location in an item in column A of the table in Annex 16.B, the period in months set out in column B of the same item.

### 16.4.3 Eligibility for assisted leave travel

A member who is posted to a hardship location is eligible for the number of assisted leave travel trips calculated under Division 2 for each of the following.

a. The member.

b. Each of their dependants.

### 16.4.4 Using assisted leave travel

The number of assisted leave travel trips allocated to a person is reduced by 1 each time any of the following occurs.

a. They use an assisted leave travel benefit.

b. They offset an assisted leave travel benefit under Division 3.

c. They use an additional travel benefit under section 15.3.38.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 16.4.5 Assisted leave travel benefit

1. An assisted leave travel trip is the lesser of the following.

    a. One of the following.

        i. If the travel is by a means other than private vehicle — the cost of return travel to a regional leave centre or relief leave centre.

        ii. If the travel is by private vehicle — the amount calculated under section 16.4.6.

    b. The allowable cost of return air travel subject to any of the following.

        i. For travel between Islamabad, Pakistan and Karachi, Pakistan — the next highest class above economy.

        ii. For any other travel — economy class.

2. All of the following apply to assisted leave travel.

    a. If the member is travelling, they must have been granted a period of recreation leave for the period they are absent from duty in connection with assisted leave travel.

    b. Assisted leave travel may be used by a member or the member's dependants separately or together.

    c. A person cannot use more than 1 assisted leave travel benefit at a time.

    d. Assisted leave travel must commence at the hardship location.

3. For the purpose of paragraph 1, if a flight is being taken as part of the assisted leave travel benefit, costs include excess baggage costs provided under section 16.4.7.

### 16.4.6 Travel by private vehicle

1. The purpose of this section is to provide how to calculate the cost of return travel for the purpose of subparagraph 16.4.5.1.a.ii if the member or their dependant travels by private vehicle.

2. The cost of return travel by private vehicle is the total of all of the following.

    a. The amount of vehicle allowance that would be payable under section 15.3.21 if the vehicle was being used on official business.

    b. Any cost incurred in transporting the vehicle and occupants for part of the travel, excluding accommodation or meal costs.

3. If more than one person who is eligible for an assisted leave travel benefit travels in the same vehicle, vehicle allowance is only payable to one person.

### 16.4.7 Excess baggage

1. A member posted to a location listed in Annex 16.B column A is eligible to be reimbursed the cost of excess baggage if it is indicated in column C of the same item.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. The member may be reimbursed the cost of up to 12 kg of excess baggage charged by the airline for the excess baggage for any of the following people travelling.

   a. The member.

   b. A dependant of the member.

### 16.4.8 Substituted leave centre

The Director Overseas and Housing Policy may substitute a leave centre if they are satisfied that the leave centre is temporarily unsuitable for use when the leave centre is affected by any of the following.

a. War.

b. Civil disorder.

c. Natural disaster.

d. A similar event.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Calculating number of trips

### 16.4.9 Posting for the ordinary posting period

1. This section applies to a member who is posted to a hardship location for the ordinary posting period.

2. A member posted to a location in an item in column 1 of the table in Annex 16.B is eligible for the number of assisted leave travel trips to a leave centre in column C of the same item.

3. The member may choose in writing the sequence in which assisted leave fares are taken for the leave centres during the ordinary posting period.

### 16.4.10 Posting longer than ordinary posting period

1. This section applies to a member when their posting to a hardship location is longer than the ordinary posting period.

2. The number of assisted leave travel trips the member is eligible for is calculated using the following formula.

$$number\ of\ trips = \frac{(A + 1) \times B}{C} + A$$

Where:

**A** is the total number of trips under Annex 16.B column C.

**B** is the extra posting period in months.

**C** is the ordinary posting period in months under Annex 16.B column B.

3. The outcome of the formula in subsection 2 is rounded up to the nearest whole number.

4. If the number of trips calculated under subsection 2 is more than what is provided under Annex 16.B column C, at least one of the additional trips must be to a regional leave centre.

### 16.4.11 Posting shorter than ordinary posting period

1. This section applies to a member when their posting to a hardship location is shorter than the ordinary posting period.

2. This section does not apply to a member who has had their posting period reduced, other than at the member's request.

3. The number of assisted leave travel trips the member is eligible for is calculated using the following formula.

$$number\ of\ trips = \frac{A \times B}{C}$$

Where:

**A** is the total number of trips under Annex 16.B column C.

**B** is the actual posting period in months.



Rectified Authorised Version registered 04/06/2025 F2024C00230

**C** is the ordinary posting period in months under Annex 16.B column B.

4. The outcome of the formula in subsection 3 is rounded up to the nearest whole number.

5. If the length of a member’s posting is reduced at their own request, the CDF may decide not to reduce the amount of assisted leave travel under this section after considering all of the following.

   a. The circumstances in which the posting was terminated.

   b. The period the member has served at the posting location.

   c. The ordinary posting period at that location.

   d. If the member's service will continue after the posting.

   e. Any other factor relevant to the termination of the posting.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Offsetting assisted leave travel

### 16.4.12 Offsetting assisted leave travel

1. Subject to subsection 2, a member is eligible to offset their assisted leave travel benefit to travel to one of the following locations if the CDF is satisfied that the travel meets the purpose of assisted leave travel.

    a. A location in another country other than the location listed in Annex 16.B.

    b. A location in the country where they are posted.

2. The CDF must consider all of the following.

    a. The facilities and environment at the chosen location.

    b. Any travel restrictions that may apply to the chosen location.

### 16.4.13 Reimbursement

1. A member is eligible to be reimbursed the lesser of the following for an assisted leave travel benefit that they have been approved to offset under section 16.4.12.

    a. The actual cost of the travel.

    b. The value of the travel they would have received under section 16.4.5.

2. For the purpose of paragraph 1.b, the value of the travel is based on travel to a regional leave centre or relief leave centre that is in a location other than a location in Australia.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: When travel costs must be repaid

### 16.4.15 Recovery of travel costs

A member must repay the full amount of assistance provided under this Division if any of the following apply.

a. Travel for which a benefit has been provided does not occur.

b. Proof of travel required under section 16.4.16 is not provided.

### 16.4.16 Proof of travel

1. A member must provide documentary evidence of travel within 2 weeks of the traveller returning to the member's posting location if any of the following apply.

   a. They offset their assisted leave travel under Division 3.

   b. They are reimbursed costs in advance of the assisted leave travel benefit being taken.

2. In this section, **documentary evidence** includes any of the following.

   a. A dated exit or entry stamp in a passport.

   b. An airline boarding pass that states the flight date and destination.

   c. A written confirmation from a travel agent.

   d. A bus or train ticket.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Part 5: Accommodation on unavoidable stopovers

### 16.5.1 Purpose

In using assisted leave travel, members may incur accommodation costs on an unavoidable stopover. This can result from the limited choice of direct flights at the hardship location. This Part allows members to be reimbursed the accommodation costs.

### 16.5.3 Member this Part applies to

This Part applies to a member who meets both these conditions.

a. They are on a long-term posting to a hardship location.

b. They are granted a reasonable period of leave.

### 16.5.4 Member this Part does not apply to

This Part does not apply to a member who meets either of these conditions.

a. They are on short-term duty at a location for less than 28 days.

b. They travel under Part 4 section 16.4.12 to a location other than a leave centre ('offset travel').

### 16.5.5 Accommodation

Members are responsible for the costs involved with accommodation during assisted leave travel, unless they have an unavoidable stopover.

### 16.5.6 Accommodation – conditions for payment of costs

1. If the CDF is satisfied that a stopover is unavoidable during assisted leave travel, the member and dependants are to be reimbursed for one night's accommodation, meals and incidentals at the stopover location.

2. When making the decision under subsection 1, the CDF must consider any advice from these sources.

    a. For travel from Australia – Defence Travel.

    b. For travel to Australia – the travel agent contracted by the post, or Defence Travel.

3. The limit of reimbursement is what would have been paid, if the member and dependants had been eligible for travel costs during the stopover under Chapter 13, Short-term duty overseas.

### 16.5.7 Accommodation – Papua New Guinea stopover in Port Moresby

Members who are on a long-term posting to the hardship location of Papua New Guinea, at a location other than Port Moresby, are eligible for one night's accommodation in Port Moresby, when returning from a leave centre.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 7: Extraordinary costs

## 16.7.1 Purpose

1. A member might be at a posting location when war breaks out, there is civil disorder or a natural disaster or similar event. As a result, normal supplies of goods and services might be disrupted. They may need to pay more for goods and services essential to allow them to stay.

2. This Part is designed to reimburse members for these extra costs. The costs may only be reimbursed to members on long-term posting in some approved situations.

## 16.7.2 Member this Part applies to

This Part applies to a member on a long-term posting overseas where normal supplies have been disrupted who meets one of the following.

a. The member is unable to leave the posting location.

b. The member is required to stay at the posting location.

## 16.7.3 Extraordinary costs incurred at posting location

1. The member may be reimbursed extraordinary costs incurred by the member in buying goods and services. Approval may only be given if the CDF is satisfied that the goods and services are essential for the member to remain at the location.

2. The CDF must consider all these criteria.

a. The nature, duration and impact of the disruption to the normal supply of goods and services to the member.

b. The nature and amount of the extraordinary costs incurred by the member.

c. The availability and cost of buying the goods and services from another supplier.

d. The allowances that are already being paid to the member.

e. The extent to which the Commonwealth is already providing the goods and services to the member.

f. The nature and extent of any other help provided to the member to buy goods and services.

g. Any other factor relevant to the extraordinary costs incurred by the member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 8: Special location allowances

## 16.8.1 Purpose

A location allowance recognises the hazards of service in a location.

## 16.8.2 Member this Part applies to

This Part applies to a member on a long-term posting in Iraq or Papua New Guinea.

## 16.8.3 Allowances for selected Defence Attachés

1. This section applies to a member on a long-term posting overseas as the Defence Attaché Baghdad.

2. The member is eligible for a special location allowance of AUD 282.73 a day. This allowance is payable on a fortnightly basis.

3. For the purpose of the Military Rehabilitation and Compensation (Pay-related Allowances) Determination 2017, special location allowance means Defence attaché Baghdad allowance.

## 16.8.5 Attraction allowance for Papua New Guinea

1. A member on long-term posting to Papua New Guinea receives an attraction allowance at the rate of AUD 10,000 a year.

2. The allowance is payable to the member on a pro rata fortnightly basis.

**Note:** This amount is subject to income tax.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Annex 16.B: Hardship location conditions of service

| Item | Column A | Column B | Column C | | | |
|---|---|---|---|---|---|---|
| | Location | Ordinary posting period in months | Assisted Leave Travel | | | |
| | | | Leave Centres | | Leave interval in months | Excess baggage benefit |
| | | | Regional (no. of trips) | Relief (no. of trips) | | |
| 1. | Afghanistan | 12 | London (2) | Rome (1) | 3 | Yes |
| 2. | Bahrain | – | – | – | – | – |
| 2A. | Bangladesh | 24 | Capital city (1) | Singapore (3) | 4.8 | Yes |
| 3. | Brunei | 24 | Capital City (1) | Singapore (2) | 8 | Regional centre only |
| 4. | Cambodia | 24 | Capital city (1) | Singapore (3) | 4.8 | Yes |
| 5. | Canada – Cold Lake, Alberta | 24 | – | Vancouver (2) | 8 | – |
| 6. | Canada – Moose Jaw, Saskatchewan | 24 | – | Vancouver (2) | 8 | – |
| 7. | Canada – Oromocto | 24 | – | Ottawa (2) | 8 | – |
| 8. | China | 24 | Capital city (1) | Singapore (2) | 6 | Regional centre only |
| 9. | Cook Islands | 24 | Capital city (1) | Auckland (3) | 4.8 | Regional centre only |
| 10. | Egypt | 24 | London (1) | Rome (2) | 6 | Regional centre only |
| 10A. | Estonia | 24 | Capital city (1) | London (1) | 8 | Yes |
| 11. | Ethiopia | 24 | London (1) | Rome (2) | 6 | Regional centre only |
| 12. | Fiji | 36 | Capital city (1) | Sydney (2) | 9 | Regional centre only |
| 13. | Gaza Strip | – | – | – | – | – |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | | | |
|---|---|---|---|---|---|---|
| 13A. | Greece | – | – | – | – | – |
| 14. | India | 24 | Capital city (1) | Singapore (1) | 8 | Yes |
| 15. | Indonesia | 24 | Capital city (1) | Singapore (2) | 6 | Regional centre only |
| 16. | Iran | – | – | – | – | – |
| 17. | Iraq | 12 | London (2) | Rome (1) | 3 | Yes |
| 18. | Israel | 24 | London (1) | Rome (1) | 8 | Regional centre only |
| 19. | Japan | 36 | Capital city (1) | - | 18 | Yes |
| 20. | Jordan | 24 | London (1) | Rome (1) | 8 | Regional centre only |
| 21. | Kenya | – | – | – | – | – |
| 22. | Kiribati | 24 | Capital city (1) | Sydney (2)<br>Nadi (1) | 4.8 | Yes, except from Nadi |
| 25. | Kuwait | 12 | London (1) | – | 8 | Regional centre only |
| 26. | Laos | 24 | Capital city (1) | Singapore (3) | 4.8 | Yes |
| 26A. | Latvia | 24 | Capital city (1) | London (2) | 6 | Yes |
| 27. | Lebanon | 24 | London (1) | Rome (2) | 6 | Regional centre only |
| 28. | Malaysia – Johor Bahru | 36 | Capital city (1) | Capital city (1) | 12 | Regional centre only |
| 29. | Malaysia – Kuala Lumpur | 36 | Capital city (1) | Capital city (1) | 12 | Regional centre only |
| 29A. | Malaysia – Lumut | 36 | Capital city (1) | Capital city (1) | 12 | Regional centre only |
| 30. | Malaysia – other locations | 36 | Capital city (1) | Capital city (1) | 12 | Regional centre only |
| 31. | Marshall Islands | 24 | Capital city (1) | Honolulu (3) | 4.8 | Yes |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | | | |
|---|---|---|---|---|---|---|
| 32. | Micronesia | 24 | Capital city (1) | Sydney (1)<br>Guam (1) | 6 | Regional centre only |
| 33. | Myanmar | 24 | Capital city (1) | Singapore (3) | 4.8 | Yes |
| 34. | Nauru | – | – | – | – | – |
| 35. | Nepal | – | – | – | – | – |
| 35A. | New Caledonia | 24 | Capital city (1) | Sydney (1) | 8 | Regional centre only |
| 36. | Pakistan – Quetta | 12 | Capital city (1) | Singapore (1) | 6 | Regional centre only |
| 37. | Pakistan – other locations | 24 | Capital city (2) | Singapore (2) | 6 | Regional centre only |
| 38. | Palau | 24 | Capital city (1) | Singapore (3) | 4.8 | Yes |
| 39. | Papua New Guinea – Lae | 24 | Capital city (1) | Brisbane (1)<br>Cairns (2) | 4.8 | Yes |
| 40. | Papua New Guinea – other locations | 24 | Capital city (1) | Brisbane (1)<br>Cairns (2) | 4.8 | Yes, except from Cairns |
| 41. | Philippines | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 42. | Qatar | – | – | – | – | – |
| 42A. | Romania | – | – | – | – | – |
| 43. | Samoa | 24 | Capital city (1) | Auckland (1) | 8 | Yes |
| 44. | Saudi Arabia | 24 | London (1) | Rome (3) | 4.8 | Regional centre only |
| 45. | Senegal | 12 | Capital city (1) | London (1) | 4 | Yes |
| 46. | Serbia | – | – | – | – | – |
| 47. | Singapore | 36 | – | Perth (1) | 18 | No |
| 48. | Solomon Islands | 24 | Capital city (1) | Brisbane (3) | 4.8 | Yes |
| 49. | South Africa | – | – | – | – | – |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | | | | |
|---|---|---|---|---|---|---|
| 49AA. | South Korea – Changwon | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 49AB. | South Korea – Pyeongtaek | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 49A. | South Korea – Daejeon | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 49B. | South Korea – Seoul | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 50. | Sri Lanka | 24 | Capital city (1) | Singapore (2) | 6 | Yes |
| 51. | Syria | 24 | London (1) | Rome (2) | 6 | Yes |
| 52. | Thailand | 24 | Capital city (1) | Singapore (1) | 8 | Regional centre only |
| 53. | Timor-Leste | 24 | Capital city (2) | Singapore (2)<br>Darwin (2) | 3.4 | Regional centre only |
| 54. | Tonga | 24 | Capital city (1) | Auckland (1)<br>Sydney (1) | 6 | Regional centre only |
| 55. | Türkiye | 24 | London (1) | Capital city (1) | 8 | Regional centre only |
| 56. | Tuvalu | 12 | Capital city (1) | Sydney (1) | 4 | Yes |
| 57. | Uganda | 24 | London (1) | Rome (2) | 6 | Regional centre only |
| 58. | United Arab Emirates | 24 | London (1) | Rome (2) | 6 | No |
| 59. | USA – Guam | 24 | – | Brisbane (1) | 6 | Yes |
| 60. | Vanuatu | 24 | Capital city (1) | Brisbane (1) | 8 | Regional centre only |
| 61. | Vietnam | 24 | Capital city (1) | Singapore (2) | 6 | Yes |



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Chapter 17: Warlike and non-warlike deployments

## Part 1: General provisions

### 17.1.1 Purpose

This Chapter provides conditions of service for members on a warlike or non-warlike deployment to compensate them for additional disabilities or hardships that they are likely to experience.

### 17.1.2 Definitions

In this Chapter the following apply.

**Approved period** means the period decided under section 17.4.7.

**Approved visitor** means a person who has been approved under section 17.4.6.

**Hospital** means a military health care facility, public or private hospital or psychiatric facility.

**Hospital treatment** means the period the member is accommodated in a defence or civilian hospital for the purpose of medical or nursing care of an illness or injury sustained during eligible duty.

**Medical authority** means a person who is a qualified medical practitioner responsible for determining a medical condition of a member.

### 17.1.3 Member this Chapter applies to

This Chapter applies to members on warlike and non-warlike deployments.

### 17.1.4 Member this Chapter does not apply to

This Chapter does not apply to the following members.

a. A member on long-term posting overseas.

b. A member on short-term duty overseas.

c. A member on peacetime deployment.

d. A member with diplomatic status.

**Note:** These members may be eligible for long-term posting or short-term duty conditions of service.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 2: Eligibility to receive conditions of service

## 17.2.1 Purpose

The purpose of this Part is to describe who is eligible to receive conditions of service for deployment.

## 17.2.1A Period of eligibility

A member, including a member of the Reserves, is eligible to receive benefits under this Chapter for the period they are force assigned.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 3: Conditions of service – overview

## 17.3.1 Introduction

The ADF pay structure comprises a basic salary supplemented by work-related allowances. The basic salary, determined by the Defence Force Remuneration Tribunal, compensates a member for peacetime work. For United Nations or other multi-national force deployments, a special conditions of service package compensates members for additional hardships that they are likely to experience.

## 17.3.2 Class of air travel – warlike and non-warlike deployments

1. This section applies to members travelling to, on or from warlike or non-warlike deployments.

2. Other provisions about class of air travel do not apply to members who travel in an aircraft owned or chartered by the Commonwealth. The travel arrangements are as provided on board the aircraft.

3. If members travel by commercial air service, they are eligible for travel in the class that corresponds to their rank, as follows.

    a. For a member who holds the rank of Brigadier or higher — business class.

    b. For a member who holds the rank of Colonel or lower — economy class.

4. Despite paragraph 17.3.2.3.b, the member is eligible to travel business class if the CDF is satisfied it is reasonable having regard to all of the following.

    a. Any special circumstances prevent the person from travelling economy class.

    b. The member is part of a group, unit or headquarters travelling at the same time and for the same or a similar purpose.

    c. The nature of the duties being undertaken in the course of the travel.

    d. The member's health.

    e. The status and class of air travel benefit of a person the member is required to accompany during the air travel in the course of duty.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 4: Australians dangerously ill scheme – overseas

## 17.4.2 Purpose

The purpose of this Part is to provide the support of an approved visitor to a member who is hospitalised overseas with a very serious or serious illness. The visit from an approved visitor is for the benefit of the member.

## 17.4.4 Member this Part applies to

1. The CDF may approve a member for support under this Part when they meet all of the following conditions.

    a. The member is one of the following.

        i. A member of the Permanent Forces.

        ii. A member of the Reserves on continuous full-time service.

        iii. A member of the Reserves who falls ill or is injured while on duty or in uniform.

    b. The medical authority has recommended that a visit will benefit the member in any of the following circumstances.

        i. The member has been classified as very seriously ill and is likely to remain so, or may die within the next 72 hours.

        ii. The member has been classified as seriously ill.

        iii. The member has been classified as suffering a serious medical condition and is hospitalised outside of the deployment or posting location to receive specialist treatment.

    c. The member is overseas.

2. The CDF may approve a member on leave overseas as eligible for support under this Part if the member meets the criteria under subsection 1.

## 17.4.5 Persons who this Part does not apply to

A person is not eligible to a visit under this Part when the person is already in the location where the member is in hospital.

## 17.4.6 People who may be an approved visitor

1. A member is eligible for the visit expenses of an approved visitor who meets all the following.

    a. They are approved by the CDF.

    b. They are one of the following.

        i. A person identified by the member and recorded on PMKeyS as the primary emergency contact in the event of a casualty.

        ii. The partner of the member.



Rectified Authorised Version registered 04/06/2025 F2024C00230

iii. A dependant of the member.

iv. A parent of the member, if the member has no resident family.

**Note:** A parent of a member may include, but is not limited to, any of the following people.

a. A biological parent.

b. An adoptive parent.

c. A foster parent.

d. A step-parent.

v. A child of the member.

**Note:** This child is not necessarily a recognised 'dependent'.

2. The approved visitor must meet both of the following conditions.

a. They meet either of the following conditions.

i. They normally live in Australia.

ii. They live in the overseas posting location with the member as the member's partner.

b. They must be fit to travel.

**Note:** An approved visitor who has a medical condition that may be affected by travel must obtain written certification from a qualified medical practitioner that they are fit to travel.

3. If the approved visitor is incapable or unable to travel and provide support to the member, the approved visitor may nominate another person from one of the classes in subsection 1 to be considered.

4. In exceptional circumstances, the CDF may approve any of the following people to accompany the approved visitor.

a. A second parent of the member.

b. One or more children of the member.

c. An escort for the member's child.

d. A carer of the approved visitor.

### 17.4.7 Approved period for visit

1. A member is eligible for the visit expenses of an approved visitor for a period of up to 7 consecutive days, 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.



Rectified Authorised Version registered 04/06/2025 F2024C00230

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 7 consecutive days. |
| | | the member is undergoing specialist treatment in hospital that will last longer than 7 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. |

### 17.4.8 Long term illness

The member ceases to be eligible for assistance under this Division from the day they are provided a sustainable welfare management plan. This does not affect the return travel benefit for any approved visitor.

**Note:** A sustainable welfare management plan to assist the member is normally developed if the member requires any of the following beyond 21 consecutive days.

a. Long term specialist treatment.

b. Palliative care.

c. Long term rehabilitation as an inpatient.

### 17.4.10 Travel insurance, documentation and vaccinations

1. Travel costs for the approved visitor are provided to a similar standard as for official Defence travel.

2. The approved visitor will receive official overseas travel insurance, including medical insurance, at Commonwealth expense.

3. An approved visitor is eligible for the reimbursement of all costs associated with the application for a passport and any visas, including passport photos, on the production of receipts.

4. If a country requires the approved visitor to have vaccinations, the approved visitor is responsible for arranging the vaccinations through a qualified medical practitioner. Any cost for these services which are not covered by Medicare or private health insurance may be reimbursed to the approved visitor.

### 17.4.11 Assistance with overseas travel

1. Travel assistance for the approved visitor is only provided in relation to a location where both of the following conditions are met.

   a. Any security risk is considered to be minimal.

   b. The location is accessible by public transport.

   **Note:** Only requests for travel to a location outside of an area of operation should be made under the Australians dangerously ill scheme.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. The approved visitor may be provided with return business class air travel.

3. If air travel is not available to the location, other modes of transport, such as rail or road, may be provided.

4. If the approved visitor arranges their own travel prior to the visit being approved, the CDF may approve the reimbursement of the lesser of the following costs.

    a. The amount incurred by the approved visitor, on the production of receipts.

    b. The amount that would have been incurred if the visit had been arranged by Defence Member and Family Support.

5. Transport between the following locations should be by taxi. The costs may be reimbursed to the approved visitor on the production of receipts.

    a. The member's hospital.

    b. The approved visitor's accommodation.

    c. The airport, bus or train terminal.

    d. The approved visitor's home.

6. The CDF may only approve the reimbursement of the lesser of the following travel costs incurred outside the approved period if the approved visitor has stayed beyond the approved period.

    a. The cost of the return journey incurred by the approved visitor. The approved visitor must produce receipts for the travel to allow for reimbursement.

    b. The normal departmental liability that would have been incurred if the return journey had been arranged by Defence Member and Family Support.

### 17.4.12 Assistance with accommodation

1. Subject to subsection 2, an approved visitor is eligible for accommodation assistance arranged by the Military Support Officer for the approved period if a member is hospitalised.

2. The accommodation is to be within a reasonable distance from the hospital where the member is located, if practicable.

### 17.4.13 Assistance with meals

1. An approved visitor is eligible to be reimbursed reasonable costs for meals after providing a receipt.

2. The cost of alcoholic beverages are not reimbursable.

3. An approved visitor ceases to be eligible for meals after the approved period has ended.

    **Note:** The CDF may extend an approved period under subsection 17.4.14.2.

### 17.4.14 When the member's condition changes

1. If the member's condition improves and their condition is no longer classified by a medical authority as very seriously ill or seriously ill, the benefits provided under this Part cease 24 hours after the approved person is informed of the member's reclassification.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. The CDF may approve an extension of the period for which benefits are provided under this Part when both of the following conditions are met.

   a. The approved visitor has made reasonable efforts to arrange return travel within the 24 hours.

   b. Return travel is unavailable due to circumstances beyond the approved visitor's control.

3. The CDF may approve another visit for the member. The member must meet all of the following conditions.

   a. The member was previously classified by a medical authority as no longer very seriously ill or seriously ill.

   b. The member is reclassified as very seriously or seriously ill.



Rectified Authorised Version registered 04/06/2025 F2024C00230

# Part 7: Allowances and leave

## Division 1: Deployment allowance

### 17.7.3 Purpose

The purpose of deployment allowance is to compensate members for the hazard, stress and environmental factors that they are likely to experience over the term of a warlike or non-warlike deployment.

### 17.7.5 Member this Division applies to

1. Deployment allowance is payable to a member who meets both of the following conditions.

   a. The member is force assigned on a warlike or non-warlike deployment.

   b. The member enters the specified area for the warlike or non-warlike deployment.

2. If no specified area is prescribed, deployment allowance is payable to a member who performs duty while assigned to an operation that is prescribed under section 5C of the *Veterans' Entitlements Act 1986*.

### 17.7.6 Rate of allowance

1. The daily rate of deployment allowance for a member's operation under column A and specified area under column B is the amount under column C.

| Item | Column A<br>Operation | Column B<br>Specified area | Column C<br>Daily rate of allowance<br>(AUD) |
|---|---|---|---|
| 1. | ACCORDION | Bahrain, Qatar and United Arab Emirates | 102.69 |
| 2. | ASLAN | South Sudan | 188.47 |
| 3. | AUGURY | Afghanistan, Iraq and Syria | 188.47 |
| | | Jordan<br>United Arab Emirates | 102.69 |
| 4. | FORTITUDE | Egypt, Israel and Jordan | 102.69 |
| | | Lebanon | 160.14 |
| | | Syria | 188.47 |
| 5. | LILIA | The land, territorial waters and superjacent airspace of the Solomon Islands | 101.98 |
| 6. | LITTEN | Libyan territorial waters | 160.14 |
| 7. | MANITOU | The seas and superjacent airspace of:<br>a. the Arabian Sea;<br>b. the Gulf of Aden;<br>c. the Gulf of Aqaba;<br>d. the Gulf of Oman; | 102.69 |



Rectified Authorised Version registered 04/06/2025 F2024C00230

| | | | |
|---|---|---|---|
| | | e. the Gulf of Suez;<br>f. the Persian Gulf;<br>g. the Red Sea; and<br>h. the Indian Ocean north ofLatitude 15 degrees South and west of Longitude 70 degrees East.<br>This includes the ports adjacent and the area within a 10 kilometre radius of each port. | |
| 8. | MAZURKA | Egypt between the east bank of the Suez Canal and the international boundary between Egypt and Israel established by the peace treaty between Egypt and Israel signed in Washington on 26 March 1979, and an adjoining area extending 5km into Israel. | 160.14 |
| 9. | OKRA | Iraq and Syria | 188.47 |
| | | Any of the following.<br>a. the Kingdom of Bahrain;<br>b. Cyprus;<br>c. the Hashemite Kingdom of Jordan;<br>d. Kuwait;<br>e. the Persian Gulf;<br>f. the State of Qatar;<br>g. the United Arab Emirates; and<br>h. the land territory of Türkiye east of Longitude 35° East. | 102.69 |
| 10. | ORENDA | The land territory and superjacent airspace of Mali | 188.47 |
| 11. | PALADIN | Egypt, Israel, Jordan | 102.69 |
| | | Lebanon | 160.14 |
| | | Syria | 188.47 |
| 12. | STEADFAST | Iraq | 188.47 |
| 13. | Any other operation in accordance with subsection 17.7.5.2 | Not applicable. | A rate approved by the Minister for Defence that is between AUD 59.35 and AUD 282.72. |

2. While on a deployment, a member is taken not to be overseas for conditions of service purposes.

**Exception 1:** A member may receive some long-term posting overseas benefits if their dependants have remained in an overseas posting location while the member is deployed.

**Exception 2:** A member may be paid overseas travel costs on days for which they pay for their own accommodation or meals.



Rectified Authorised Version registered 04/06/2025 F2024C00230

### 17.7.7 Payment of allowance

Deployment allowance is payable at the relevant rate in section 17.7.6, for each day the member is in the specified area during the following period.

a. Starting on the day the member first enters the specified area for the deployment to which they are assigned.

b. Ceasing on the day after the member leaves the specified area of the deployment they are assigned to for the last time on that deployment.

**Note:** Subsection 17.7.8.3 applies if a member leaves the specified area for a reason which is not related to the deployment.

### 17.7.8 Breaks in service

1. If the member temporarily leaves the specified area during their deployment for either of the following reasons, the member continues to receive deployment allowance at the rate for the operation they are assigned to.

   a. Operational reasons related to the deployment.

   b. Recreation or war service leave.

2. After the period of temporary absence under subsection 1, the rate of deployment allowance payable is the rate for the specified area the member is deployed to on return.

3. If the member leaves the specified area for a reason which is not related to the deployment, the payment of deployment allowance ceases on the day after the member leaves the specified area and recommences if the member returns to the specified area.

### 17.7.9 Eligibility for multiple rates

1. This section applies to a member who is in either of the following situations.

   a. The member is assigned to an operation with more than one rate of deployment allowance.

   b. The member is assigned to more than one operation, for which there are different rates of deployment allowance.

2. If the member temporarily leaves the specified area for a reason in subsection 17.7.8.1, then the rate of deployment allowance payable during their period of absence is the highest rate that has been payable to the member during their deployment.

### 17.7.10 Member on transit through a specified area

If a member is required to transit through a specified area that is not the specified area for their deployment (the "other area"), the relevant of the following conditions applies.

a. If the member has already been in their specified area and has left it temporarily for one of the reasons under subsection 17.7.8.1, the rate of deployment allowance payable to the member continues to be payable to them while they are in the other area.



Rectified Authorised Version registered 04/06/2025 F2024C00230

b. If the member has not yet arrived in their specified area, deployment allowance is not payable for time spent in the other area.

**Note:** The member only receives deployment allowance when they meet the criteria under paragraph 17.7.5.1.a.

c. If the member has left their specified area for the last time, deployment allowance is not payable in the other area as they have met the conditions under paragraph 17.7.7.b.

### 17.7.11 Review of rates

1. Deployment allowance rates may be reviewed on any of these occasions.

   a. Every 6 months.

   b. If forces are rotated.

   c. If there is a change in the assessed threat level.

   d. If the Defence Force Remuneration Tribunal determines a general salary increase for the ADF.

2. A member receiving deployment allowance must be made aware by their Commanding Officer that the rate initially determined may be amended and so could increase or decrease during their deployment, as a result of review.

3. In the section, **threat level** means the level of operational threat and environmental hazard.

### 17.7.12 Allowances that may be payable

A member getting deployment allowance may be eligible for additional allowances in the following situations.

| Item | Allowance | Additional information |
|---|---|---|
| 1. | Separation allowance | If applicable, separation allowance may be payable. |
| 2. | Travel costs | Travel costs are only payable to a member on any day the member has to pay for their own accommodation or meals while on deployment. |



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 2: Civil practice support allowance

### 17.7.13 Purpose

The purpose of civil practice support allowance is to help medical officers in the Reserves with the costs of maintaining their civil medical practices. It applies while medical officers are on short periods of continuous full-time service with a deployment.

### 17.7.14 Member this Division applies to

This Division applies to a medical officer in the Reserves who volunteers and is force assigned on a deployment.

### 17.7.15 Rate of allowance

The rate of civil practice support allowance for the period of service is AUD 1,600 a week. Both these conditions must be met.

a. The CDF certifies that the member is on a specialist medical roster in support of a deployment or peacetime operation.

b. The member has a functioning civil medical practice.

### 17.7.16 Period of service

1. A period of service is a period of continuous full-time service. The period is for not less than 2 weeks in an operational area on a deployment.

2. The allowance is **not** payable for less than 2 weeks in any period of service unless the CDF approves payment for a lesser period. The CDF must consider all these criteria.

   a. The nature and period of the service.

   b. The member's experience, qualifications and skills.

   c. The likely benefit to the ADF.

3. The allowance may be paid for more than one period of service during a deployment.

4. This subsection applies to a member whose deployment ceases before the end of 2 weeks or the lesser period of service approved by the CDF under subsection 2. The member is eligible for a portion of the allowance for the period of service completed. However, this only occurs in any of the following situations.

   a. The member dies.

   b. The member becomes medically unfit and cannot complete the period of service because of physical or mental incapacity not within the member's control.

   c. The member cannot complete the period of service for reasons not in the member's control, and the CDF has agreed to that.

5. While a member is eligible for civil practice support allowance, they are not eligible for any other allowance or reimbursement under Chapters 1 to 17 for any costs they incur in connection with their absence from their civil practice.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 3: Non-warlike deployments – additional recreation leave

### 17.7.17 Purpose

The purpose of additional recreation leave for non-warlike deployments is to enable a member to obtain relief from military and environmental hazards in an operational area.

### 17.7.18 Member this Division applies to

This Division applies to a member for any period in which they are deployed to a non-warlike operation.

### 17.7.19 Rate of accrual

The member accrues additional recreation leave up to a maximum of 10 days a year on a pro-rata basis for the period of their non-warlike deployment.



Rectified Authorised Version registered 04/06/2025 F2024C00230

## Division 4: Relief out-of-country travel fare assistance

### 17.7.21 Purpose

The purpose of relief out-of-country travel fare assistance is to help the member have time away from the difficulties of a deployment.

### 17.7.22 Destination

1. Relief out-of-country travel fare assistance provides the member with return travel to an approved destination.

2. The CDF may approve the destination for relief out-of-country travel fare assistance. The CDF must choose a location that meets both these requirements.

    a. A safe environment for rest and recreation.

    b. Adequate rest and recreation facilities.

### 17.7.23 Conditions

1. This section applies to a member who meets one of the following.

    a. The member is deployed for 6 months or more.

    b. The CDF is satisfied of all of the following.

        i. The member is on a deployment of less than 6 months.

        ii. The duties the member performs are exceptionally demanding.

    c. The CDF is satisfied the member is likely to serve multiple deployments in a 12-month period.

1A. Subject to operational constraints, a member is eligible for relief out-of-country travel fare assistance for return travel to an approved destination if all of the following conditions are met.

    a. The member travels to a destination approved under subsection 17.7.22.2.

    b. The member is outside the operational area on recreation or war service leave for 7 consecutive days or longer.

    c. If practicable, the travel is planned to occur during regular intervals during the deployment.



Rectified Authorised Version registered 04/06/2025 F2024C00230

2. A member whose deployment period is set out in an item in Column A of the following table is eligible for relief out-of-country travel fare assistance for the number of trips in Column B of the same item.

| Item | Column A<br>Deployment time | Column B<br>Number of trips |
|---|---|---|
| 1. | One of the following.<br>a. It is intended that the member be deployed for 6 months or more, but less than 9 months.<br>b. The member is approved for out-of-country travel fare assistance under paragraph 1.a. | 1 |
| 2. | It is intended that the member be deployed for 9 months or more, but less than 12 months. | 2 |
| 3. | It is intended that the member be deployed for 12 months or more, but less than 15 months. | 3 |
| 4. | It is intended that the member be deployed for 15 months or more, but less than 18 months. | 4 |
| 5. | It is intended that the member be deployed for 18 months or more. | 5 |

3. The member is eligible for relief out-of-country travel fare assistance up to these limits.

   a. The cost of return travel to the approved destination under these conditions.

      i. It is economy class.

      ii. It is on the cheapest available airline that offers a reasonable standard of safety and security.

      iii. It does not include any avoidable stopovers.

   b. The member is not eligible for travel costs while on relief out of country travel fare assistance.

   **Note:** Short absence for travel provided under this Division may be available under Chapter 5 Part 11 Division 6.

### 17.7.24 Offsetting fare assistance

1. If the CDF is satisfied that travel to another country meets the purpose of relief out-of-country travel fare assistance, the member may travel to a destination in another country that meets the purpose of assistance with relief travel.

2. The CDF must consider both these criteria.

   a. The purpose of the relief travel.

   b. The facilities and environment at the destination.

3. For the purpose of subsection 1, the maximum relief out-of-country travel fare assistance is the amount they would have been eligible for under this Division.

4. Allowable offset arrangements are advised at the start of each deployment.



Rectified Authorised Version registered 04/06/2025 F2024C00230

5. If it is intended that a member stay on deployment for 12 months or more, the member may apply to combine two trips that they are eligible for under the table in subsection 17.7.23.2, for one of these purposes.

   a. To assist the member and their dependants to use relief out-of-country travel fare assistance to reunite, in Australia or in an approved destination.

   b. If the member has no dependants (or does not wish to reunite with them), to travel on relief out-of-country travel fare assistance to Australia or another country that is more expensive to travel to than the standard approved destination.

   **Note:** The offset can only be used to purchase fares. The alternative location must still be approved under section 17.7.22.

6. Proof of travel is required under section 16.4.16, as if the relief travel were assisted leave travel under Chapter 16 Part 4.



Rectified Authorised Version registered 04/06/2025 F2024C00230